Dear Headteacher,

We are delighted that your staff member (SENCO or aspiring SENCO) has expressed an interest in studying for the **National Award for SEN Co-ordination** **Post Graduate Certificate** at UCL Institute of Education, Department of Psychology and Human Development.

There are two SENCo modules and a learning outcomes log required for this qualification.

Module 1 is focused around learning, teaching and the SENCO role within the classroom context.

Module 2 will focus on leading and managing change within the field of SEN.

In order to achieve accreditation every participant is required to fulfil a number of criteria. These will be met partly through two school-focused assignments of 4500 words each. In addition, it must be demonstrated that the remaining criteria have been met in school, which is usually done through the school-based portfolio (Learning Outcomes Log). Therefore we request that a senior staff member is responsible for, and will mentor, the course participant’s role in school and support the compilation of this portfolio.

On successful completion of the two modules, each participant will achieve a Post Graduate Certificate National Award for SEN Co-ordination (60 credits). Successful students can apply to carry these 60 credits towards the Masters in Special and Inclusive Education (180 credits) or MTeach (SEN) if they wish to continue to a Masters programme. The student should let the programme leader know if they wish to continue on with the Masters programme when they complete Module 2.

If you have any queries about the course, please do not hesitate to contact the Programme Leader, at [r.esposito@ucl.ac.uk](mailto:r.esposito@ucl.ac.uk)

We would be grateful if you would complete the attached form. **No application will be approved without the Headteacher’s support.** Thank you for supporting your staff member’s participation on this course, which we are sure will ultimately be of great benefit to the school.

Kind regards,

Rosanne Esposito,

Programme leader

**Application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Applicant)***

**Please indicate below the status of the candidate to join the National Award for SEN Coordination**

**SENCO Aspiring SENCO**

**Headteacher use:**

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| Please state briefly how this course links with your whole school improvement plan\* and development of inclusion. (\*optional) |

1. I endorse this application and will allocate a key person to be responsible for mentoring the course participant and ensuring she/he has completed all the learning outcomes.
2. I will allow facilities within the school to be used to develop an appropriate in-school study, after discussion with the course member and mentor I will ensure that the course participant attends sessions regularly.
3. I will enable the SENCo to have time to complete the two assignments, as far as is reasonable.

Name of Head Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borough where your school is based: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of school please circle Primary / Secondary / FE / Early Years

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_