



## HIGHER LEVEL TEACHING ASSISTANT at QLS level 4

(PREPARATION FOR APPLICATION & ASSESSMENT)

### Student Profile

This programme is designed for people who wish to gain Higher Level Teaching Assistant status. It provides an understanding of the knowledge and skills required; and the assessment process on which HLTA status is based. Students must be working in learning support in a school AND should have completed (or be completing) a level 3 QCF Teaching Support qualification such as:

- NCFE Level 3 Certificate in Supporting Teaching & Learning in Schools
- NCFE Level 3 Diploma in Specialist Support for Teaching & Learning in Schools.

N.B. HLTA status is awarded following formal assessment conducted in school by an appointed assessor, and requires application to be made via school or local authority.

### Aims

The aims of the course are to provide students with an understanding of the HLTA application and assessment process, and to assist them in preparing for the HLTA assessment against the published standards.

### Structure

The course is divided into the study units listed later in the leaflet and each unit is mandatory for the award of the certificate.

### Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and studyguide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

### Assessment

On completion of the study programme there is a single tutor marked assignment on which the certificate is based.

### Price and Payment Methods

Please refer to current price list

### Course Certification

This course has been endorsed by ABC Awards and Certa Awards for its high-quality. The Quality Licence Scheme, endorses high-quality, non-regulated provision and training programmes. This course and/or training programme has been endorsed by the Quality Licence Scheme for its high-quality, non-regulated provision and training programmes. This course and/or training programme is not

regulated by Ofqual and is not an accredited qualification. Your training provider will be able to advise you on any further recognition, for example progression routes into further and/or higher education. For further information please visit the Learner FAQs on the Quality Licence Scheme website.

## Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 40 hours of study to complete.

## Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Studyguide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Certification

## Course Structure

The course is based upon eight study sections:

1. The role of Higher Level Teaching Assistant (HLTA)

Understanding what Higher Level Teaching Assistants do, and exploring the relationship with teachers.

2. Overview of the application and assessment process

A description of how HLTA's are assessed and the application and assessment process

3. Gaining support from your school

The importance of support from relevant placement and school staff

4. Securing funding

Making sure that your funding is arranged for the preparation course and assessment

5. Identifying additional training needs

Analysing your own knowledge, understanding and skills so that you can identify any additional training needs

6. Preparing for assessment

Making sure that you know what to expect and can provide evidence of your skills and knowledge

7. The assessment process

What to expect of the external assessment process

8. The HLTA Standards

Understanding the 33 HLTA standards and what they mean in terms of your preparation and subsequent assessment.

- Professional Attributes
- Professional Knowledge and Understanding
- Professional Skills – Planning and Expectations
- Professional Skills – Monitoring & Assessment
- Professional Skills – Teaching & Learning Activities