



## HLTA Preparation for Assessment Programme

This programme prepares candidates to be assessed against the national HLTA standards, leading to the award of HLTA status. It is intended for teaching assistants who are already demonstrating high levels of capability and who are seeking to develop themselves professionally. It focuses specifically on how to present evidence of current practice in order to meet the national standards.

### Course structure

To support candidates in gaining HLTA status, the course provides preparation for statutory assessment. Candidates will attend four full face-to-face days over the duration of two terms. These four full days will focus on preparing candidates for assessment and how to present evidence to meet the national HLTA standards. There will be two optional self-study sessions available in addition for candidates to support each other and collaborate.

### What do candidates have to do?

Candidates will be asked to complete eight pieces of writing about a range of activities that they are involved in, including lessons with an individual pupil, a small group and a whole class. These pieces of writing are submitted electronically to the assessor about four weeks after the final session of the programme. Candidates also have to compile a portfolio of documentary evidence showing examples of how they meet each of the standards. Candidates will be assessed by an independent assessor.

To support the development of candidates' ability to teach whole classes, **candidates will need to have the opportunity to teach whole classes each week in their own school during the course.**

### Course Fees

The cost of this course is £1100 for alliance members / £1200 for non members. The fees include the cost of the programme and the assessment process.

### Eligibility for the Programme

In order to be eligible for the programme and for HLTA assessment, applicants must:

- be employed in a school
- have the full support of their headteacher
- attend all mandatory sessions
- have appropriate level 2 qualifications in English and maths (GCSE grade C or above or an equivalent qualification)



**Original certificates for the Maths and English qualifications will need to be provided by each participant once an application form has been issued by us (before day 1 of the course).** If these are not available, we recommend applying to the relevant awarding body for copies as soon as you have requested your place on the course. Applicants without Level 2 qualifications can be offered HLTA entry tests. Please contact us if you wish to find out more about HLTA entry tests and the cost involved.

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### Headteacher and Mentor Support

In supporting a candidate's application for this course, headteachers will be asked to confirm that they are working at the level of the HLTA standards. These standards can be found on the HLTA Assessment Partnership website at [www.hlta.org.uk](http://www.hlta.org.uk). It is important that candidates have the facility to practise and develop their skills. It is imperative therefore that they have a timetabled commitment to teach a class at least once a week for the duration of the course. Candidates must have some experience of teaching whole classes without the presence of a qualified teacher. Teaching assistants who have limited experience of this may find that sufficient opportunities to teach classes can be arranged within the timescale of the programme. Headteachers will be asked to confirm that these opportunities are in place.

**The candidate's school must be willing to allocate an in-school mentor to support their development** (this could be the teacher of the class they are working in). The mentor must be an experienced teacher – someone who is able to support the candidate's pedagogical development effectively throughout the course.

### What is the format of the assessment?

Assessments are currently being undertaken online by experienced HLTA assessors. The assessor will speak to the candidate, to colleagues and to the headteacher (or another member of the leadership team). Prior to the assessment, the assessor will look at the portfolio of evidence that has been sent electronically. The assessment is expected to take place about four to six weeks after the final session of the programme.



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### Who validates the award?

HLTA status is accredited by the HTLA National Assessment Partnership. This body awards nationally recognised HLTA status. This course is accredited via “HLTA North of England”. Further details can be found on the Partnership website at [www.hlta.org.uk](http://www.hlta.org.uk)

### How to Apply

Please email the Alliance Admin Team on [sta@coastandvale.academy](mailto:sta@coastandvale.academy) to book your place.

Engagement Motivation Thinking



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## Session Details

Date	Session Input	Session Type
Tuesday 28 <sup>th</sup> November 2023	<i>Introduction to the programme HLTA Standards What makes an effective HLTA?</i>	<b>Day 1</b> 9.30am – 3.00pm
Tuesday 16 <sup>th</sup> January 2023	<i>HLTA Standards Tasks in detail</i>	<b>Day 2</b> 9.30am – 3.00pm
Tuesday 6 <sup>th</sup> February 2024	<i>Optional Self-Study Session</i>	9.30am – 12pm
Tuesday 5 <sup>th</sup> March 2024	<i>HLTA Standards Building a portfolio</i>	<b>Day 3</b> 9.30am – 3.00pm
Tuesday 9 <sup>th</sup> April 2024	<i>Optional Self-Study Session</i>	9.30am – 12pm
Tuesday 30 <sup>th</sup> April 2024	<i>Assessment day and file completion</i>	<b>Day 4</b> 9.30am – 3.00pm