

# **Annex A: Responsibilities of Providers of Preparation**

## **Characteristics of preparation**

The purpose of preparation is to ensure that candidates understand the HLTA standards, to make them aware of the requirements of the assessment process, and to ensure that they understand how to formulate personal responses to demonstrate their achievement of the HLTA standards

Providers of Preparation should ensure that the HLTA preparation they provide:

- complies with the relevant principles
- has appropriate content
- uses appropriate processes
- is of appropriate duration
- includes the checking and verification of HLTA standard 11

Preparation is about advice and guidance on the assessment process, not about training or development in relation to the HLTA standards

Guidance offered during preparation is generic and process-related, and cannot be allowed to compromise the assessment

Preparation should ensure that candidates have prepared for the assessment process during which candidates demonstrate their routine work (normally from the last 12 months) by:

- preparing records of routine activities as snapshots of their work
- assigning their actions to the HLTA standards
- providing task-related supporting evidence for scrutiny by assessors
- identifying colleagues who can confirm that the activities described are part of their roles in school
- describing how their work in school demonstrates they are meeting the HLTA standards.

**[Taken from and with acknowledgement to the HNAP website <http://www.hlta.org.uk/node/49>]**