**FAQs**

# What is Higher Level Teaching Assistant Status?

HLTA is a nationally recognised status. People who have HLTA status have been assessed as having successfully met 33 HLTA Professional Standards.

# Why would I and my school benefit from me having HLTA status?

HLTA status verifies the quality of your work and assures head teachers, governors, parents and carers (as well as OFSTED) that learners are receiving high quality support when the learning is being led by someone who has been awarded the status. On a personal level, the status is awarded to you, so if you decide to apply for position in another school, it is something that is highly valued by potential employers if you have this as part of your CV.

# What do HLTAs do?

This varies from setting to setting. However, in order to meet the Standards, HLTAs have to be able to demonstrate that they:

* Advance the learning of children/young people in a range of different situations, including teaching whole classes without any qualified teacher being present.
* Understand the curriculum as it relates to their role and everyday practice
* Can contribute to planning using their own areas of expertise and are able to personalise activities if needed
* Contribute to the monitoring, assessment and evaluation learning and learners’ progress
* Are able to direct the work of other adults to support teaching and learning
* Consistently follow school policies and keep up to date with relevant legislation, including those frameworks and school policies that relate to learners’ wellbeing and SEN.
* Behave in a professional manner; have high expectations of the pupils with whom they work in their setting; are good communicators; work well and collaborate with colleagues and outside agencies if needed; and show respect for the role of parents/carers by engaging them in their children's development and wellbeing.

***(A full list of the 33 Standards is included at the end of this document)***

# HLTA-partnership-logos_combinedHLTA-partnership-logos_combinedWhat does HLTA assessment involve?

There are three strands to the HLTA assessment process. At each strand, evidence is gathered by the assessor in order to make a recommendation to the RPA about whether each standard has been met. You do not have to provide evidence of Standard 11 for your assessor; your certificates for Maths and English are verified prior to the assessment.

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| **Strand One**  **Assessment Tasks (8)** | Eight assessment tasks completed by the candidate - 3 main tasks: working with an individual, a group and a whole class, and five shorter tasks about any activity or situation. | Emailed to the assessor and reviewed by him/her prior to the assessment |
| **Strand Two**  **Supporting Evidence** | Supporting evidence collated in a file and linked to the situations described in the tasks | Reviewed by the assessor prior to or during the assessment |
| **Strand Three**  **Oral Evidence** | Oral evidence from the candidate, a nominated teacher who knows the candidate’s work, and the head teacher (or their nominated representative) | Recorded (typed or handwritten) by the assessor during the timetabled assessment meetings |

***The assessor does not give you any indication of the result; assessments are moderated every month by a team of Moderators at HLTA North. You will receive confirmation of your outcome shortly after the monthly moderation event. All our HLTA assessors are trained and accredited by HLTA North on behalf of the HLTA National Assessment Partnership (HNAP,*** <https://www.hlta.org.uk/>)

# How would I prepare for assessment?

Potential HLTAs must undertake the equivalent of a 3-day (non-consecutive) Preparation Course, carried out by a Provider of Preparation (PoP). Most of these are now delivered through a blended learning approach - a series of virtual classroom sessions or webinars, plus email and tutorial support, using a range of available platforms - Zoom, Teams, Whatsapp etc. Most Preparers also provide support materials and resources for you to work through at home.

Preparation is designed to help you understand how to write the tasks, evidence the Standards, select and prepare documents and prepare yourself and your colleagues for the assessment. During Preparation you will also be asked to register with HLTA North so that an assessor can be assigned to you.

# How do I find a PoP to prepare me?

All courses and preparers in our regions are listed on the HLTA North website: <https://www.hltanorth.com/>. Alternatively you can contact HLTA North using the contact form on the website or by emailing Tim Hirst at [T.R.Hirst@leedsbeckett.ac.uk](mailto:T.R.Hirst@leedsbeckett.ac.uk)

# How long does it take to gain HLTA status?

There is no set timescale. Preparation sessions are usually delivered over a period of 7-8 weeks but this is at the Preparer's discretion according to the size and needs of the group. After the final session you are given 3 – 4 weeks to finalise your tasks before submitting these to your assessor electronically. Your Preparer will provide dates for assessment windows but the date for the assessment itself is confirmed by mutual agreement between you and your assessor. In most cases you are likely to be assessed about 3 months after you have started Preparation

**The basic process (simplified):**

Secure the support of your school and agree on funding; apply for and be offered a place on an approved course (see HLTA North's website for course and contact details)

All courses include:

Registration for Assessment with HLTA North; information about the HLTA process; support to understand standards; support to complete assessment tasks and collate documentation; preparation for the assessment.

Attendance at all Preparation Sessions is an essential requirement of the course,

The Assessment (online), followed by Moderation (HLTA North).

Confirmation of the outcome is sent to candidates following Moderation.

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# Do I need any previous qualifications before being accepted for Preparation?

You **must** have a Level 2 qualification in both **English/or literacy and maths/or numeracy**. Preparers will advise you how they will verify original certificates and they will need scanned copies of these certificates to submit to HLTA North.

Examples of L2 qualifications that are acceptable include:

- GCSEs at grade C or above (or grade 4 or above on the new framework)

- GCEs

- CSEs at grade 1

- Functional skills or Basic skills level 2

- A levels or higher qualifications in English and Maths

Other qualifications may be acceptable equivalents; contact us if you are in doubt.

**What do I do if I do not have the necessary L2 qualifications?**

You may be able to achieve these through on-line course or through a local college. We can also provide access to HLTA tests. Contact us for details.

**What do I do if I cannot find my original certificates?**

You can contact the Awarding Body that assessed you at L2 and ask for:

1. A replacement certificate; these are expensive and usually take 4+ weeks to arrive.
2. A statement of results - this can be a cheaper option than a) but it might still incur a cost if done through the exam board
3. A statement of results letter from the exam board confirming that you have achieved these results. This is a cheaper and usually quicker option. This letter would need to be sent to a specified person either within your PoP or within our RPA. Please contact us if you need to take this option.

As an alternative you can take an HNAP access test, literacy and/or numeracy – cost £25 for one test, £40 for both. Please contact us or your Preparer for details.

# What else do I need before I am ready to start Preparation for Assessment?

To be ready to undertake Preparation you should be meeting most of (preferably all) the Professional Standards and be confident that if needed you will have the opportunity, in your setting, to meet all the standards before you are assessed. HLTA Preparation does **not** involve training towards meeting Standards although it will raise your awareness of your role in school and as a result it may enhance your practice. Some Preparers may offer separate training sessions for an additional cost

If you feel that there are several Standards you do not currently meet in your everyday practice, you may decide to postpone your Preparation until you have gained sufficient experience in relation to these standards, e.g. whole class teaching. We would also advise you to take advantage of training opportunities in your school.

If you are concerned about your 'readiness' for preparation, contact one of the Preparers listed on our website for their advice.

# How much does it all cost?

The fee for assessment is determined by HNAP (The HLTA National Assessment Partnership); the current cost of assessment is £450. As part of the Registration process, you need to identify who is responsible for the cost of the assessment so that invoices can be sent from HLTA North to a named person. Results cannot be released until this invoice is paid.

Preparers will advise you about the cost of their course before you apply and will invoice you or your school for this amount when the course has started.

# Would I be suitable to undertake HLTA preparation and assessment now?

Use the checklist below to assess whether you are suitable for HLTA assessment.

* I am employed in a setting where I support learners aged between 3 and 19.
* I have L2 qualifications in English/literacy and maths/numeracy
* I already meet most of the 33 Standards
* I will have the opportunity to meet any Standards I do not already meet before the assessment.
* My school supports my application.
* I / my school will be able and willing to fund Preparation and assessment.

If you can answer YES to all the questions then it is likely you are ready to undertake HLTA Preparation.

# Any further questions?

Please feel free to get in touch if you have any queries or need further information:

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