

**Higher Level Teaching Assistant (HLTA) Preparation Course**

**What is the HLTA Preparation Course?**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.

**When and where does the course take place?**  
The course takes place online and is delivered live via MS Teams. This means that candidates are able to attend the webinars without having to travel and it causes less disruption to the school day and other roles/duties that they may have.

The programme runs in each school term with courses starting at various dates during the autumn, spring and summer terms. Delivery of the programme will be a combination of self-directed study, online support and webinars. The webinars will be designed to address core aspects of the programme and to deal with questions. Each webinar will last no longer than two hours and will take place during the school day. If necessary, schools will need to release candidates from their responsibilities for these times, just as they would if a candidate were attending a face-to-face course. Attendance at all webinars is mandatory in order to proceed to assessment.

Candidates will have full access to the training and support materials.

**Who is eligible 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  
- have appropriate level 2 qualifications in English and Maths (these are normally GCSE grade C and above or Adult Literacy and Numeracy level 2). 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 costs involved. **Candidates must have Level 2 English and Maths before the start of their course.**  
- be present online for all mandatory sessions

In addition, headteachers will be asked to confirm that candidates are working at the level of the HLTA standards. These standards can be found on the HLTA National Assessment Partnership website at [www.hlta.org.uk](http://www.hlta.org.uk)

Candidates must also 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 candidates have been or will be given these opportunities.

**What do candidates have to do?**  
Candidates will be asked to complete eight short 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. Other activities might include such things as educational visits, meetings and other everyday school situations. 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. Before the course begins, candidates will be asked to complete a checklist with a teacher colleague to confirm that they have the required qualifications and experience for the HLTA role.

**What is the cost of the programme?**  
The cost of the programme is £400. This fee can be paid by the school or by individual applicants. You will be invoiced by Leeds Trinity University for the full amount of the preparation course during the week of your first webinar. All school funded payments will require a purchase order, which should be provided by the school and included on your application form.

**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.

**What is the cost of the assessment?**Assessments are arranged by the HLTA National Assessment Partnership, and the fee has been set at £450. This is payable to the regional provider of assessment. You will receive an invoice for £450 from the HLTA National Assessment Partnership at the end of your course.

**Who leads the course?**The course will be led by an HLTA tutor from our experienced team.

**Who validates the award?**HLTA assessment is validated by the HTLA National Assessment Partnership. This body awards nationally recognised HLTA status. Further details can be found on the Partnership website at [www.hlta.org.uk](http://www.hlta.org.uk)

**How do I book a place on the course?**  
In order to secure a place on the course, please complete and return the attached form. All applications being school funded will require a purchase order number from the school finance department which should be included on the application form.

**How do I find out if I have a place?**  
A confirmation letter will be sent to you at both your school and personal email addresses when your place has been allocated. Please allow at least a week for the letter to be emailed to you. If you do not hear from us, please feel free to contact us at [hlta@leedstrinity.ac.uk](mailto:hlta@leedstrinity.ac.uk)   
  
**Who can be contacted if I have further questions?**  
Any enquiries should be made by email to [hlta@leedstrinity.ac.uk](mailto:hlta@leedstrinity.ac.uk).

**Leeds Trinity University**  
**Higher Level Teaching Assistant Course**  
**Course applied for: Autumn / Spring / Summer** (delete as appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of applicant |  | | |
| School |  | | |
| School address |  | | |
|  | | |
| School postcode |  | | |
| School telephone |  | | |
| School email |  | | |
| Candidate phone/mobile |  | | |
| Candidate email |  | | |
| Does the applicant have evidence of a level 2 qualification in English? | | |  |
| Does the applicant have evidence of a level 2 qualification in maths? | | |  |
| If not, will the applicant need to take an entry test? (tick) | | English | Maths |

Please reserve a place for the above applicant on the HLTA preparation course to start in 2022/23.

**Please indicate sources of funding below**

The course fee (£400) will be paid by:

The school The applicant

I confirm that the school will pay any costs indicated above as school funded.  
I also confirm that the applicant has been or will be given opportunities to teach whole classes.

Purchase Order Number

The assessment fee (£450) will be paid by:

The school  The applicant

*\*\*Please note If you or your school require a purchase order, please ensure that this is submitted with your application. You will be invoiced for the sum of £400 for the preparation course during the week of the first webinar session. Invoices are strictly 30 days.*

**(Electronic signatures can be used here)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (headteacher’s signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (headteacher’s name and title)

I confirm that I will pay any costs indicated above as applicant funded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (applicant’s signature)

The invoice/s should be sent to the following address/es (please give both postal and email addresses):

Please do not include any payment at this stage.

**Please return this form electronically to**: [hlta@leedstrinity.ac.uk](mailto:hlta@leedstrinity.ac.uk)