

HLTA three day preparation for assessment consists of the following:

**Day1:**

- Understanding the process of HLTA status and the overall expectations
- Understanding the expectation of the 33 standards
- Mapping role to standards and identifying gaps
- Understanding what is meant by advancing learning of individuals, groups and whole classes in the context of HLTA status
- Understanding how to complete HLTA assignments

**Day 2:**

- Developing a plan to fill any gaps in experience with the standards (usually no more than five)
- Understanding evidence gathering and the evidence file
- Beginning to complete a draft assignment under guidance
- Understanding how to demonstrate standards within the assignments
- Paired and group reflection on first drafts

**Day 3:**

- Sharing draft tasks and reviewing quality
- Reflection on the 33 standards
- Planning for the assessment
- Assessment role play activities

*Days 1 and 2 are consecutive. Between day 2 and 3 there is a gap of one month so that candidates can work on any gaps in experience, knowledge through school based activity. During this time the candidates complete the three main draft assignments, working with individuals, working with groups, working with a whole class*