

The 6 steps to gaining HLTA status

Step 1

APPLICATION:

HLTA applications are invited from Teaching Assistants, Learning Support Assistants and cover supervisors who are employed by a school and hold Level 2 (equivalent to GCSE A*-C grade) Maths and English qualifications



Step 2

3 Day PREPARATION for assessment: 3 day out of school course to help candidates understand the 33 HLTA standards and their relevance to work in school. They will be provided with support to put evidence file together, including feedback and information on written tasks and assessor visit.



Step 3

TASKS/EVIDENCE: All candidates must complete written tasks on working in school with an individual, a group and a whole class without the presence of a class teacher. These are submitted into Strictly Education 4 weeks after the final day of preparation. A slim file of evidence is created by the candidate to support written tasks; the evidence file is kept in school and only seen by the assessor on the day of the assessment.



Step 4

ASSESSMENT: Once tasks have been received, verified and processed by Strictly Education an assessor will make contact with the head teacher at the school to arrange the half day assessment visit. Assessment is likely to be 6-9 working weeks after day 3 of the course but must be within 12 working weeks. Assessment is ½ day school visit, during which the assessor conducts a series of interviews with the candidate the head teacher and a nominated teacher.

Strictly Education 4S are working in partnership with other regional providers of assessment forming the HLTA National Assessment Partnership to ensure rigorous quality assured assessment.

www.hlta.org.uk



Step 5

MODERATION:

Once a month there is a moderation process to ensure that all assessors are consistent with their approaches and they are following all processes correctly. Moderation is a check on the assessor and not the work of the candidate.



Step 6

CERTIFICATION:

All candidates who are deemed to have demonstrated that they meet all 33 of the HLTA standards are awarded HLTA status through the HLTA National Assessment Partnership.

Certificate is usually received 6 – 8 weeks after assessment visit.