

# HLTA preparation & assessment FAQ's

## **Who are Higher Level Teaching Assistant (HLTA) National assessment partnership (HNAP)?**

HNAP is a partnership of the 4 regional providers of HLTA assessment status in England. The HNAP are responsible for the continued provision of high-quality external assessment and national moderation of candidates against the 33 national HLTA standards.

## **Is HLTA a qualification?**

HLTA is a national status awarded through the HNAP.

## **What is the process for gaining HLTA status?**

Any candidates wishing to gain HLTA status need to attend a 3 full day (out of school) preparation programme, leading to a ½ day in school assessment. Following preparation there are a series of written tasks candidates will need to complete as well as collating a supporting portfolio of supplementary evidence.

## **Can HLTA be completed online?**

No, there is no option currently to gain HLTA status online. We are currently working on an online offer. Any online 'HLTA' programmes available, unless provided by one of the other HNAP partners, is not recognised by HNAP and any candidates completing them will not have achieved HLTA status.

## **What are the entry requirements for HLTA?**

All candidates must have, and be able to provide evidence of, level 2 (equivalent to GCSE A\*-C, 9-4, grade) qualifications in both maths and English and must be employed by a school working in a role completing teaching & learning activities.

## **How long does the process take?**

The whole process, from the first day of the preparation course to the in-school assessment date, takes 12-14 working weeks.

## **What should I expect from the 3-day preparation course?**

On attending the preparation course candidates will get an overview of the assessment process and complete group activities to familiarise themselves with the 33 HLTA standards. Candidates will look at writing the tasks that will demonstrate how they meet the standards within their role in school. There will also be opportunities to review and share draft versions of the written tasks with others.

## **What happens during the ½ day school assessment visit?**

The assessment consists of a series of interviews by a Strictly Education 4S appointed assessor. The interviews will be with the candidate (an average of 30 minutes, twice), a nominated teacher (30 minutes) and head teacher or representative (15 minutes). The assessor will also spend some time assessing the supporting portfolio of evidence. The purpose of the assessment visit is for the assessor to ensure there is enough evidence, verbal & written, to demonstrate all 33 standards have been met.

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## **Are there any classroom observations?**

Classroom observations are not part of the HLTA assessment process.

## **Can the HT be interviewed for both the Head Teacher & Class Teacher parts of the assessment interviews?**

The assessor is required to see two separate colleagues to ensure evidence can be triangulated where required.

## **Will my written tasks be marked once submitted?**

No, candidate tasks are not marked. Once received all tasks are checked to make sure all of the sections are fully completed. If they are then the tasks will be sent onto the assigned assessor to complete their pre-visit scrutiny in advance of the school assessment visit.

## **Will I be notified when my tasks have been received by Strictly Education 4S?**

Once the submitted tasks have been received by Strictly Education 4S, into the dedicated inbox, an auto generated email is sent to candidates to confirm receipt.

## **What do I do if I am not able to meet my task submission deadline?**

All candidates are given a specified date for when their written tasks need to be completed and submitted by. If this date cannot be met Strictly Education must be contacted at the earliest convenience so it can be determined if there is a justifiable reason for an extension to the task deadline can be granted. This will result in a later assessment outcome.

## **My school term start and finish dates clash with the task deadline and assessment window dates, what should do?**

Strictly Education must be contacted and informed of the difference in term dates so new task submission and assessment window dates can be agreed if applicable or appropriate.

## **My tasks have been submitted, can I make amendments to them? Can I give my assessor a revised set of tasks on the day of the school visit?**

Once candidate tasks have been submitted, they are final. Tasks are processed and sent onto the assigned assessor in readiness for the assessment so pre-visit scrutiny can be completed, therefore they cannot be changed.

## **When will I find out if I have been awarded HLTA status?**

All candidate files are subject to a monthly moderation. Generally, all candidates will hear the outcome of their HLTA assessment 6 – 8 weeks following the school visit date.

## **What happens if I don't meet all of the HLTA standards?**

Should there be 1 – 3 standards where candidates do not have enough evidence, they will be given what is known as a Partial Re-assessment (PR). If a candidate is PR, they have 12 working weeks to submit additional evidence for the specified standard(s). A supporting statement from the Head Teacher to verify the new evidence is also required. If a candidate has 4 or more standards with insufficient evidence, they will be Standards Not Met (SNM). SNM candidates are advised they will need to start the process again from the beginning. They will need to attend another 3-day preparation course, put together a new evidence portfolio and will be required to have another in school assessment.