gateway



Certificate for Higher Level Teaching Assistants (Level 4)

Qualification Specification: Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants





This qualification specification covers the following qualification:

Qualification Title	Qualification Number
Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants	601/4696/5



About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal Quality Assurers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk
Website: www.gatewayqualifications.org.uk/recognition



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1. Qualification Information

1.1 About the qualification

The qualification has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The qualification recognises the skills developed by Teaching Assistants as they prepare to progress to the role of Higher Level Teaching Assistant. It has been developed with the support of the Higher Level Teaching Assistant National Partnership, which comprises the five approved HLTA regional providers of assessment. Successful candidates will have shown evidence of meeting the Professional Standards for HLTA Status which are captured in the learning outcomes and assessment criteria for the qualification.

Achievement of the qualification *does not* in itself confer HLTA status but centres are expected only to seek certification for the qualification for learners who have achieved this status. The qualification is *not* a requirement for HLTA recognition but can be used to enhance the assessment process and provide successful learners with a nationally-recognised qualification as evidence of the skills they have gained.

The qualification can only be offered by approved Gateway Qualifications centres who are also recognised HLTA Regional Providers of Assessment.

1.2 Objective

The objective of the Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants is to prepare the learner for the specific role of HLTA and to indicate to employers that the individual has the necessary skills to take on that role.

Please note that this not a licence to practise qualification and does not in itself confer HLTA status, nor is it a requirement for recognition as an HLTA. However centres are expected to apply for certification only for those learners who have achieved HLTA status.

1.3 Key Facts

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants	24	240	100

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.



Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by but, unlike Guided Learning, not under the Immediate Guidance or Supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

1.4 Funding

For information regarding potential sources of funding please visit the following websites;

The Skills Funding Agency https://www.gov.uk/sfa

or, contact your local funding office.

1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process.

Centres are not expected to seek certification for the qualification for individual learners until their HLTA status has been conferred.

1.6 Geographical Coverage

This qualification has been approved by Ofqual to be offered in England.

1.7 Progression Opportunities

This qualification provides progression to the specific job role of Higher Level Teaching Assistant, providing career progression for experienced Teaching Assistants.

Successful candidates can further their skills by taking Level 4 units and qualifications in providing learning support, including for learners with special educational needs.

1.8 Relationship with other frameworks

The Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants is based on the Professional Standards for HLTA Status.



2 Learner Entry Requirements

2.1 Age

The approved age range for these qualifications is: 19+.

2.2 Prior Qualifications or Units

There are no qualifications or units required for entry onto this qualification. However, learners who have not already achieved nationally recognised Level 2 qualifications in English or literacy *and* maths or numeracy should agree with their centre a plan for achieving the relevant qualifications.

Centres should advise learners that they must have achieved Level 2 or Level 3 qualifications in English or literacy *and* maths or numeracy before they can achieve HLTA status.

2.3 Prior Skills/Knowledge/Understanding

Learners must have prior experience of working as a Teaching Assistant with children aged between 3 and 19 and to have gained the skills, knowledge and understanding to be competent in this role.

2.4 Restrictions

Centres should advise learners that they will need to be working as a Teaching Assistant with children aged between 3 and 19 and have the support of the head teacher and other staff members in order to provide the necessary assessment evidence for this qualification.

Centres should normally have registered learners for the HLTA preparation for assessment process before entering them for this qualification.

Centres are expected to seek certification for the Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants only for learners who have been formally recognised as HLTAs.

2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the



grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the Reasonable Adjustments and Special Consideration Policy.

2.6 Additional Requirements/Guidance

There are no additional rules or guidance regarding learner entry requirements.

2.7 Recruiting Learners with Integrity

It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification(s).



3 Achieving the Qualification

3.1 Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section 3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies

Gateway Qualifications Level 4 Certificate For Higher Level Teaching Assistants

To achieve the Gateway Qualifications Level 4 Certificate For Higher Level Teaching Assistants, the learner must complete the four mandatory units totalling 24 credits.

Unit Reference	Title	Level	Credit	GLH	Subject	Group Name
Number			Value		Sector code	
F/506/6387	Teaching and Learning for Higher Level Teaching Assistants	4	6	25	13.2	M (Mandatory)
K/506/6397	Planning Learning and Support for Higher Level Teaching Assistants	4	6	25	13.2	M (Mandatory)
L/506/6389	Professional Practice for Higher Level Teaching Assistants	4	6	25	13.2	M (Mandatory)
M/506/6398	Monitoring and Assessment for Higher Level Teaching Assistants	4	6	25	13.2	M (Mandatory)



3.2 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

The process of Recognition for Prior Learning is not applicable to this qualification.

Qualification Number	Qualification Title	RPL Permitted
601/4696/5	Gateway Qualifications Level 4 Certificate for Higher Level Teaching Assistants	No

3.3 Links to other qualifications

This qualification provides progression to the specific job role of Higher Level Teaching Assistant, providing career progression for experienced Teaching Assistants.

Successful learners can further their skills by taking Level 4 units and qualifications in providing learning support, including for learners with special educational needs.



4 Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

4.1 Method of Assessment

The method of assessment for the qualification is through a portfolio of evidence.

4.2 Assessment Materials

There are no specific assessment materials provided for this qualification.

4.3 Qualification-Specific Centre Requirements

Centres must be approved HLTA Regional Providers of Assessment in order to deliver this qualification.

4.4 Qualification-Specific Tutor/Assessor Requirements

Tutors/Assessors must be fully qualified and experienced in the subject area in which they are delivering, details of which must be provided to Gateway Qualifications as part of the Qualification Approval application.

They will normally have extensive experience as teachers or head teachers.

4.5 Qualification-Specific Quality Assurance Requirements

There are no specific additional quality assurance requirement over and above those set out in the Centre Handbook.



4.6 Additional Requirements/Guidance

There are no additional requirements that Learners must satisfy in order for assessment to be undertaken and the unit/qualification to be awarded.



5 What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as Gateway Qualifications centre please contact:

Gateway Qualifications Gateway House 3 Tollgate Business Park COLCHESTER CO3 8AB

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

6 Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).





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