



# L4 Certificate for Higher Level Teaching Assistants (RQF)

## *Learner Guide*



**DEDICATED TUTOR  
SUPPORT**



**FULLY ONLINE. START  
IMMEDIATELY AND  
STUDY FROM HOME**



**OFQUAL REGULATED  
QUALIFICATION**



**FREE ACCESS TO  
ADDITIONAL CPD**

# Overview

As a qualified or experienced Teaching Assistant, you will already be supporting pupils between the ages of three and nineteen to develop and progress within the classroom. However, you may be looking for the next step in your career. This course will support you in taking this next step and give you the knowledge and skills you need. By taking this course you will become a Higher Level Teaching Assistant and will be equipped to teach classes on your own and cover lessons when required. This makes you an invaluable source of support for your teacher and school.

## Who is this course for?

This course is for a qualified or experienced Teaching Assistant, who is already established within a Teaching Assistant role.

## Entry Requirements

**This course is for a qualified or experienced Teaching Assistant, who is already established within a Teaching Assistant role.** It is available to all students, of all academic backgrounds. Ideally, you will hold a Level 2 in English and Maths. A proficient level of spoken and written English is essential.

- You should have a GCSE at grade C or above in English and Maths OR Level 2 Functional Skills in English and Maths (or be working towards this)
- You will require the full support of the Head Teacher and other staff members to provide the necessary evidence required to meet the Mentor Observation section of this qualification
- You will require a Mentor to support you throughout your studies on the course. This person should be a qualified Teacher. You will be required to provide proof of their qualifications
- You will require a 50 hour work placement to complete this course.



## Key Information

- Demonstrate you are able to meet the 33 HLTA professional standards
- The course is made up of seven units
- 360 guided learning hours (guided learning hours are the awarding bodies estimate of how long a learner will need to spend studying to complete their qualification)
- 36 credits at Level 4 (credits can be used for “credit transfer” towards other qualifications. They can be added together and built up over time)
- This is a distance-learning course that can be studied in your own time
- Assignments will be accessed via the online learning portal, where they are to be completed and returned to the course tutor for assessment
- You will receive timely feedback to improve your work should you need to
- Personal Tutoring and coaching from a qualified teacher (the importance of this cannot be underestimated)
- After the successful completion of the course, you will receive your nationally recognised certificate.
- Suggested completion time – 360 hours Total Qualification Time (TQT)\* with completion taking up to one year

\*(TQT) is the total amount of time, in hours, expected to be spent by a Student to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study, and assessment.

# Units Covered

## Unit 1

### Understand the Higher Level Teaching Assistant role

#### In this unit learners will:

- Develop knowledge and understanding of the roles and responsibilities involved as well as developing their own CPD
- Look at the importance of working as a team

**12**

GLH

**4**

Credit Value

## Unit 2

### Child development and welfare

**In this unit learners will:**

- Gain the knowledge, understanding and skills to support child development

**12**

GLH

**4**

Credit Value

## Unit 3

### Awareness of special educational needs

**In this unit learners will:**

- Be provided with the knowledge and understanding required for working with children and young people with SEN

**13**

GLH

**4**

Credit Value

## Unit 4

### Promoting positive behaviour in children and young people

**In this unit learners will:**

- Gain the knowledge and understanding of behaviour in children that practitioners need to support positive behaviour in young people
- Learn to support practitioners in gaining knowledge to address challenging and inappropriate behaviour

**12**

GLH

**4**

Credit Value

## Unit 5

### Providing support for individual learners and small groups

**In this unit learners will:**

- Gain knowledge and understanding of individual learners and of support strategies when small groups are working with children and young people
- Learn the use of feedback

**13**

GLH

**8**

Credit Value

## Unit 6

### Developing skills to promote positive working relationships

**In this unit learners will:**

- Be provided with the knowledge and promote positive working understanding of how to communicate relationships effectively in the working environment with children, staff and parents

**13**

GLH

**4**

Credit Value

## Unit 7

### Curriculum planning, delivery and assessment

**In this unit learners will:**

- Be provided with the knowledge and understanding of how to plan and deliver lessons whilst meeting objectives
- Learn how IT can support learning
- Learn how to use a range of strategies to set learning objectives, monitor progress, and attainment by analysing and maintaining records

**12**

GLH

**8**

Credit Value

## Progression opportunities

Learners who hold a degree may want to become a teacher and gain QTS.

## Assessment

The course is assessed by a portfolio of evidence containing:

- Case studies
- Experiences captured as part of your placement
- Assessor observations
- Details of activities undertaken with young people



## DBS (Disclosure & Barring Service) Check

As this course requires a school based work placement, you must be prepared to comply with the vetting procedures for those working with children and young people as required by current legislation (i.e. undertake an Enhanced Disclosure & Barring Service check).

Schools may process a voluntary DBS for you at no charge. If you do want your own DBS processing there will be an additional charge; this fee must be paid in addition to all other course related fees if you do not already have an active DBS.

## Course dates

- This is a **distance-learning course** that can be studied in the learner's own time
- There is no time limit for completing the course
- Assignments will be sent via the **online learning portal** when they are to be completed and returned to the course tutor for assessment
- You will receive timely **feedback** in order to improve your work should you need to
- After the successful completion of the course learners will receive their **nationally recognised** certificate



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If you need more help, please get in touch. We're more than happy to assist you!



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