

# Guidance Notes for applying for, Preparation and Assessment to gain HLTA Status.



Please read the guidelines carefully before completing the application form.

**All applicants, their Headteachers and Line-Managers should read the information below before completing the application form for funding for preparation and assessment against the Higher Level Teaching Assistant Standards. In 2010/11 preparation will be delivered by Concordia Education and Training LLP and the Regional Provider of Assessment, Carnegie, will assess candidates.**

Candidates should note that there is no automatic link between achieving HLTA Status and pay progression.

## Application Process

All applicants must:

- read the selection criteria for receiving funding on Page 2, seeking clarification, if necessary. Candidates should check that they meet the criteria before submitting/posting their application.
- read through the application form and discuss with Headteacher/Line Manager.
- read the Professional Standards for HLTA carefully before completing the '**HLTA Self Review**' (copy enclosed), in discussion with the Headteacher/Line Manager, and including it with the application form.
- complete all the relevant parts of the application.
- ensure the '**Headteacher's Statement**' is completed by the Headteacher.
- complete the '**Equal Opportunities Monitoring Form**'.
- submit all pages of the completed application.
- submit **photocopies of TDA approved L2 Qualification in Literacy and Numeracy signed by the Headteacher confirming sight of the originals** (refer to guidance regarding Level Two qualifications on the Wigan Intranet by following the links: Departments, Children & Young People's Services, School Information and scrolling down to HLTA Information).
- complete the HLTA Evaluation throughout the process of gaining HLTA Status and return the completed form to Jill Hilton, The Learning Centre, Park Road, Hindley, Wigan, WN2 3RY

## Contact Persons in case of queries:

Jill Hilton (School Workforce Development Support Officer) Tel: 01942 486469 or e-mail [jill.hilton@wigan.gov.uk](mailto:jill.hilton@wigan.gov.uk)

Sharon Scull (School Workforce Development Adviser) Tel: 01942 486468 or e-mail [s.scull@wigan.gov.uk](mailto:s.scull@wigan.gov.uk)

## Method of Selection

A panel will meet to consider all applications.

The panel will decide whether the candidate will be allocated funding for preparation and assessment.

Each application for funding received will be considered against the following criteria:

## Essential Funding Eligibility Criteria

The applicant must:

- be working in a school, or within an identified educational setting in Wigan.
- arrange for the Headteacher to see the originals of certificates/verification of achievement in Literacy and Numeracy at Level Two before asking them to sign a photocopy of the certificate for verification to be submitted with the application. (The candidate must provide the originals (i.e. not photocopies) to the Regional Provider of Assessment on request.)
- have substantial experience and responsibility within a relevant educational setting. This may be achieved through part-time working over a number of years.
- have undertaken relevant internal and external Professional Development activities within the last three years.
- Have completed the 'HLTA Self-Review' and discussed it with Headteacher/Line Manager in order to assess readiness for HLTA preparation and assessment.

When applying for funding please ensure that only the following documentation is included:

1. completed Application Form
2. completed candidate's Self-Review
3. photocopies of recognised Level Two qualifications, for Literacy and Numeracy, signed by the Headteacher.

## **Frequency of Funding Allocation:**

For the 2010/2011 Training and Development Agency funding, the HLTA Selection Panel will comprise representatives from schools, training providers, Wigan Council and Professional Association and Union Representatives.

Completed applications should be returned in envelopes marked '**HLTA Application**' to **Jill Hilton, The Learning Centre, Park Road, Hindley, Wigan, WN2 3RY** by Monday 20<sup>th</sup> September 2010.

All applicants will be informed of the Selection Panel decision by letter sent to their home addresses.

Unsuccessful applicants will be advised as to the reason for the decision of the panel and offered relevant training.