

Children and Young People's Services

Executive Director: Nick Hudson



For the Attention of the Headteacher
and CPD Leaders
All Schools

Our reference: SWDT/SS/JH/hitafund10-11
Your reference:
Please ask for: Jill Hilton
Extension: 269
Direct line: 01942 486469
Date: 6 May 2010

Dear Colleague

Application for funding for Higher Level Teaching Assistant (HLTA) Preparation and Assessment for 2010/11

The professional standards for HLTAs, which are linked to those for Qualified Teacher Status, can be found on www.wiganschoolsonline.net/School Workforce Development. Applicants who are successful in gaining funding will be assessed for HLTA status by Carnegie, the regional Provider of Assessment. Please see the attached guidance for School Leaders.

Funding for 2010/2011

Funding has been allocated from the Training and Development Agency for Schools (TDA) for round seven of the HLTA funding.

Pre-Application Briefing

A pre-application briefing has been arranged to inform candidates about the HLTA application process, **Monday 5th July 2010** at the Learning Centre, Hindley, 2.30 pm – 4.00 pm. It is essential for candidates to attend this session. Please use the EMS online booking system quoting course code **CLA/2025**.

Deadlines for Application

The next deadline for HLTA applications will be **Monday 20th September 2010**. The Selection Panel will meet by the end of September to consider application forms.

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Please reply to: Jill Hilton

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WN2 3RY.

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E-mail: jill.hilton@wigan.gov.uk

www.wigan.gov.uk

Candidate Selection

The selection panel will decide on the allocation of funding. Candidates will be selected against the criteria which is outlined on the application and guidance information on the VLN/School Workforce Development Team and on Wigan Schools Online. The panel will make the final decision, based on the application received, as to whether the candidate will be allocated funding for all three elements outlined above for preparation and assessment.

Following Selection

Successful candidates will be expected to attend Preparation sessions. The Preparation element of the programme will be delivered by Concordia Education and Training LLP, an official Provider of Preparation. All assessment will be undertaken by Carnegie the regional Provider of Assessment. Details of the assessment process will be given to candidates when they attend their Preparation sessions. Candidates who are allocated funding will be asked to register with the TDA between the first and second days of these sessions to allow sufficient time for the assessment visit to be made. Candidates will be asked to register online. All funded candidates must undertake an evaluation to ensure that all stages of the process can be monitored. The evaluation form is on the Wigan Schools Online.

Unsuccessful candidates will be given reasons why their application was not successful and offered relevant training.

Further Advice

Further information, application forms and guidance can be obtained from the following sources:

- VLN/School Workforce Development Team
- www.wiganschoolsonline.net
- Headteachers and CPD Leaders in schools
- HLTA website on www.tda.gov.uk/HLTA
- Union representatives and websites
- Support by speaking to Jill Hilton on jill.hilton@wigan.gov.uk or 01942 486469

Please do not hesitate to contact a member of the Schools Workforce Development Team should you require any further information.

Yours sincerely



Sharon Scull
School Workforce Development Adviser