

Frequently Asked Questions (FAQs)

Level 4 Certificate for Higher Level Teaching Assistants

June 2021

1 – Who is eligible?

This programme is open to individuals who have at least 3 months experience as a teaching assistant (TA) in a school or educational setting and want to develop their skills and knowledge further. There are no formal entry requirements, but learners should have a minimum of level 2 in literacy and numeracy (or equivalent). If you do not have these, we can support you to gain level two qualifications.

2 – What are the costs?

The price of the programme is **£549.00 (plus VAT)**. This includes the cost of accreditation by Training Qualification UK (TQUK) which is the awarding body.

Apply now – pay later. We will invoice you 3 - 4 weeks before your programme starts, so payment is not required at the time of application. A month before your programme starts you will be sent a formal **offer letter** by email. This must be signed and returned to accept your place. Once you have accepted your offer of a place you will be invoiced shortly before the start of the programme (14 days' payment terms).

Payment for a programme must be received before the start date to ensure that you have full access to the materials.

Note: this programme is not part of the apprenticeship scheme and does not qualify for apprenticeship funding.

Please refer to our HLTA Terms & Conditions document for full details of payment methods and charges.

3 – How will the Level 4 Certificate for Higher Level Teaching Assistants be delivered?

The Level 4 Certificate for Higher Level Teaching Assistants begins with an online induction. Applicants will be placed into learning groups and you will work with your learning group throughout the programme.

Once the induction is completed you will begin Unit 1 and work through a series of online materials and training with the support of your tutor. Upon successful completion of all the assessment activities in the training pack you will move onto the next unit. There are seven units in total.

4 – How will the Level 4 Certificate for Higher Level Teaching Assistants benefit me?

This programme of study has been designed to develop the skills and knowledge needed to be a successful TA, whether you are relatively new to the role or have some experience of working in school settings. Some of the benefits include:

- An understanding of how to work with children, young people and school staff as a TA
- Developing teaching and learning strategies for children with SEN and social, emotional and mental health needs
- Supporting inclusion
- Curriculum planning and development
- A professional pathway for future development

The Level 4 Certificate for Higher Level Teaching Assistants includes seven mandatory units:

- Awareness of Special Educational Needs
- Child development and welfare
- Curriculum planning, delivery, and assessment

- Developing skills to promote positive working relationships
- Promoting positive behaviour in children and young people
- Providing support for individuals and small groups
- Understanding the Higher Level Teaching Assistant Role

Career objectives

We recognise that participants on the programme will be at different stages in terms of their career development. Some will be experienced TAs who wish to consolidate and extend their skills in particular areas; others will be comparatively inexperienced and will be seeking to extend their skills.

5 – What is the structure of the programme?

You will follow a structured programme over a 9 month period (approximately). This begins with an online induction week which introduces you to online learning and our e-learning resources. You will then work through each of the seven units in turn with online tutor support. The programme is essentially a self-study distance learning course.

6 – Will I get the chance to meet or network with other Teaching Assistants?

Once you join the programme you will be put into a learning group. Your learning group may include other practitioners from your place of employment only, or you may join a national group which will include practitioners who are working within a range of locations and for different employers.

Each learning group will have access to an online forum where you can ask questions of your tutor or your peers. The forum will also enable you to contact the other members of the learning group to discuss more general topics. Your learning group will remain the same throughout the qualification (unless you have to take a break in learning) and will be the same people who join the workshops, allowing you to build up a network of peers.

Research has shown that participants who engage well with their programme peers generally achieve a higher level of success on completion than those who choose not to engage. We believe that the networking opportunities provided are one of the programmes most valuable aspects.

7 – What will I study?

After the induction phase you will then start the first unit, beginning with details of the structure, content, guidance for study time (to help keep you on track) and the assessment process.

The mandatory units you will study are outlined in brief below:

Awareness of Special Educational Needs	This unit will explore what SEN means in the context of statutory guidance, including the SEN Code of Practice (2015). It will introduce the main categories of need and explore these in relation to the role of the TA.
Child development and welfare	This will introduce the stages of development, including physical, social and emotional development. It will also explore external factors which influence development and the contribution parents make to this.
Curriculum planning, delivery, and assessment	The unit will explore the National Curriculum, linking this to learning and teaching, Special Educational Needs and inclusion.
Developing skills to promote positive working relationships	This unit will explore communication with pupils and adults and how this forms the basis for positive working relationships within schools.

Promoting positive behaviour in children and young people	Supporting behaviour is an essential element of the TA role and in this unit learners will explore how to promote positive behaviour within the classroom.
Providing support for individuals and small groups	This is another essential element of the TA role and this unit will explore strategies for supporting individuals, linking this to the needs of the children, teaching, learning and assessment.
Understanding the Higher Level Teaching Assistant Role	This module will enable learners to explore the TA role and consider this within the context of their own professional development and the broader needs of the setting.

8 – How will I be supported and assessed?

In common with most distance learning and e-learning courses, the Level 4 Certificate for Higher Level Teaching Assistants includes a requirement for self-study, alongside the online support and feedback on activities from your tutor. Support is also available via colleagues and your tutor through the easy to use online forum areas for each work group.

Assessments

These are usually submitted electronically as you complete each work pack. The work packs will contain a number of assessment tasks. Should you be unsure about the requirements of an activity, you will have the option of discussing with your tutor.

If, for any reason, a participant does not achieve a pass for the first submission of work, then they are able to resubmit within a fixed resubmission window (conditions apply).

9 – Is the programme accredited?

The Level 4 Certificate for Higher Level Teaching Assistants is accredited by TQUK (to be confirmed).

The FAQ document should be read in conjunction with the latest *Employability Practitioner Terms and Conditions* document available on our website for more information.

Contact us

See website for further programme details: <https://www.serco-ese.com/serco-education/education-programmes/higher-level-teaching-assistants>

Contact Serco at:

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Updates

Some details may from time to time be subject to change without notice as part of our normal programme review and improvement process and therefore they should be regularly checked. The continued use of the site or a programme activity after a change has been made is your acceptance of any changes.