Level 4 Certificate for Higher Level Teaching Assistants
Qualification Number: 603/2895/2
Mission Statement

We recognise achievement and support learning transforming the lives of individuals and communities.

Our Vision

To be the best we can be.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

www.opencollnet.org.uk
## Qualification summary

<table>
<thead>
<tr>
<th>Title:</th>
<th>Level 4 Certificate for Higher Level Teaching Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Accreditation Number:</td>
<td>603/2895/2</td>
</tr>
<tr>
<td>Credit value:</td>
<td>36 credits</td>
</tr>
<tr>
<td>Guided Learning Hours:</td>
<td>199 hours</td>
</tr>
<tr>
<td>Total Qualification Time:</td>
<td>360 hours</td>
</tr>
<tr>
<td>Minimum age:</td>
<td>16 years</td>
</tr>
<tr>
<td>Qualification Aim:</td>
<td>This qualification is aimed at those learners currently working as a teaching assistant who wish to progress to Higher Level Teaching Assistant status. It will provide learners with the knowledge and understanding to analyse and meet the challenges that classroom assistants may encounter. Learners will also gain knowledge and skills to work with individuals and groups, gaining insight into supporting learners with special educational needs.</td>
</tr>
<tr>
<td>Progression Routes:</td>
<td>This qualification can be used as a stepping stone to training as a teacher or assessor. Learners may wish to take teacher training qualifications such as:</td>
</tr>
<tr>
<td></td>
<td>- Level 3 Award in Education and Training</td>
</tr>
<tr>
<td></td>
<td>- Level 4 Certificate in Education and Training</td>
</tr>
<tr>
<td></td>
<td>- Level 5 Diploma in Education and Training</td>
</tr>
<tr>
<td>Rules of Combination:</td>
<td>Learners must complete a total of 36 credits to achieve this qualification.</td>
</tr>
<tr>
<td>Assessment requirements:</td>
<td>Portfolio of Evidence.</td>
</tr>
</tbody>
</table>
About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification.

Total Qualification Time (TQT)

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Entry requirements

Learners are required to be working within a school as a teaching assistant.

There are no other entry requirements for this qualification.

Reasonable Adjustment and Special Considerations

Assessment for this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the Reasonable Adjustment and Special Considerations Policy. This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.
### The units

**Mandatory Group M**

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
<th>Credit</th>
<th>GLH</th>
<th>TQT</th>
<th>Unit code</th>
<th>Unit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development and Well-being</td>
<td>4</td>
<td>4</td>
<td>24</td>
<td>40</td>
<td>GA3/4/NQ/001</td>
<td>L/616/8530</td>
</tr>
<tr>
<td>Curriculum Planning, Monitoring, Delivery and Assessment</td>
<td>4</td>
<td>8</td>
<td>46</td>
<td>80</td>
<td>GB1/4/NQ/001</td>
<td>R/616/8531</td>
</tr>
<tr>
<td>Development of the Higher Level Teaching Assistant Role</td>
<td>4</td>
<td>4</td>
<td>25</td>
<td>40</td>
<td>GB3/4/NQ/001</td>
<td>Y/616/8532</td>
</tr>
<tr>
<td>Promoting Positive Behaviour in Children and Young People</td>
<td>4</td>
<td>4</td>
<td>25</td>
<td>40</td>
<td>GB5/4/NQ/001</td>
<td>H/616/8534</td>
</tr>
<tr>
<td>Supporting Children and Young people with Special Educational Needs</td>
<td>4</td>
<td>4</td>
<td>25</td>
<td>40</td>
<td>GB6/4/NQ/001</td>
<td>K/616/8535</td>
</tr>
<tr>
<td>Working with Individuals and Groups undertaking a Learning Activity</td>
<td>4</td>
<td>8</td>
<td>29</td>
<td>80</td>
<td>GB3/4/NQ/002</td>
<td>M/616/8536</td>
</tr>
</tbody>
</table>
Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

<table>
<thead>
<tr>
<th>Level</th>
<th>Knowledge Descriptor (the holder…)</th>
<th>Skills Descriptor (the holder can…)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>Has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine. Can analyse, interpret and evaluate relevant information and ideas. Is aware of the nature of approximate scope of the area of study or work.</td>
<td>Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined. Review the effectiveness and appropriateness of methods, actions and results.</td>
</tr>
</tbody>
</table>

*Extracted from ‘After the QCF A New Qualification Framework’ October 2015*

Assessment

Assessment for this qualification is by portfolio. The assessment process is as follows:

- All assessments are internally set at the centre by assessors ensuring all the requirements detailed in the assessment criteria of each unit will be met. They are then approved by the Internal Quality Assurer (IQA).
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are externally quality assured by an Open College Network West Midlands Quality Adviser (QA) or EQA. For Centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands may quality assure instead of the EQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is encouraged as there is no requirement for individual criteria or units to be assessed separately (where more than one unit makes up a qualification).

Further guidance on assessment can be found in the Centre Handbook and the Assessment Methods publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.
Approval to offer the qualification

To offer this qualification, centres must ensure that tutors delivering this qualification:

Hold a teaching qualification from the following list:

- Preparing to Teach in the Lifelong Learning Sector (PTLLS);
- Certificate to Teach in the Lifelong Learning Sector (CTLLS);
- Diploma to Teach in the Lifelong Learning Sector (DTLLS);
- Level 3 Award in Education and Training;
- Level 4 Certificate in Education and Training;
- Level 5 Diploma in Education and Training;

or an equivalent UK recognised education qualification (teaching, assessing or training) or equivalent experience within a teaching role (teaching, assessing or training).

To gain approval to offer the qualification centres must submit an Approval to deliver an Open College Network West Midlands qualification or units e-form found here.

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit a New Course Notification Form to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit Becoming a Centre on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our Centre Handbook.

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our Centre Handbook:

- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)
Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all policies and procedures.
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the ‘Open College Network West Midlands Qualifications’ page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.