

**HLTA**

Guidance on meeting standard 11 of the  
professional standards for HLTA status

April 2017

## Introduction

This document provides guidance on the literacy and numeracy qualifications required of potential HLTA candidates in order to meet standard 11 of the professional standards for higher level teaching assistant status. This states that a candidate must “Have achieved a nationally recognised qualification at level 2 or above in English/literacy and Mathematics/numeracy.”

### What are acceptable qualifications?

Acceptable level 2 qualifications to meet standard 11 **include:**

| Qualification type                             | Literacy  | Numeracy  |
|--|---|---|
| GCSE   | English A*- C<br>English literature A*- C   | Mathematics A*- C   |
| CSE  | English grade I<br>English Studies CSE grade I  | Mathematics/arithmetic grade I  |
| GCE O-level pass                               | English language<br>English literature  | Mathematics   |
| CEE  | English literature<br>English grades I, II and III  | Mathematics grades I, II and III  |
| Basic skills                                   | Certificate in adult literacy level 2   | Certificate in adult numeracy level 2   |
| Key skills                                     | Communication level 2   | Application of number level 2   |
| English for speakers of other languages (ESOL) | Skills for life qualifications level 2  |   |
| Functional Skills                              | English level 2   | Maths level 2   |
| Equivalency Test Certificates                  | Level 2 test certificates from <a href="http://www.equivalencytesting.com/">http://www.equivalencytesting.com/</a><br>Or other approved equivalency tests – contact your RPA for more details | Level 2 test certificates from <a href="http://www.equivalencytesting.com/">http://www.equivalencytesting.com/</a><br>Or other approved equivalency tests – contact your RPA for more details |

Acceptable level 3 qualifications to meet standard 11 **include:**

| Qualification type | Literacy  | Numeracy   |
|--------------------|---|--|
| GCE A-level        | English language<br>English literature<br>English language and literature | Use of mathematics<br>Mathematics<br>Further mathematics<br>Statistics |

| Qualification type | Literacy  | Numeracy   |
|--------------------|---|--|
| GCE AS-level       | English language<br>English literature<br>English language and literature | Mathematics<br>Use of mathematics<br>Further mathematics<br>Pure mathematics<br>Statistics<br>Mechanics<br>Applied mathematics<br>Discrete mathematics |
| Key skills         | Communication level 3   | Application of number level 3  |

### Statement of Provisional Results/Certificates

Some individuals have a ‘statement of provisional results’ document rather than a formal certificate. These statements issued by appropriate awarding bodies are acceptable evidence for Standard 11.

Titles of mathematics and English awards varied across awarding bodies and over time. Mathematics titles included (but were not restricted to) ‘applicable mathematics’, ‘mathematics and theoretical mechanics’, ‘pure mathematics and probability’, ‘commercial mathematics’, ‘general mathematics’, ‘modern mathematics’, ‘technical mathematics’, ‘mathematics and statistics’ and ‘mathematical studies’. For the purposes of standard 11 therefore, O-level passes or CSE grade 1 in mathematics or arithmetic or variations thereof are acceptable. However, O-level/CSE subjects with some mathematical components, e.g. business/commercial studies or accountancy, are not acceptable. Similarly, there may be some variation in the actual titles of English awards.

### When will I need to provide evidence of meeting standard 11?

Before undertaking a preparation course, you must be judged to be meeting all of the standards, including standard 11. A candidate should not have any gaps in their knowledge or experience at this stage as they will be preparing for their actual assessment. Candidates are required to bring their original level 2 qualification certificates to day 1 of preparation.

Regional providers of assessment (RPAs) will also want to be confident that you have acceptable literacy and numeracy qualifications before the school assessment visit is arranged. Your provider of preparation (PoP) will send the RPA copies of your certificates on your behalf, or your RPA will check them directly on day 1 of your course.

If you feel that you can demonstrate all of the standards except standard 11, you will need to achieve appropriate qualifications before applying for preparation. Your school or LA may be able to assist you with this.

## I was educated outside the UK. Are my qualifications acceptable?

The National Recognition Information Centre (NARIC) for the United Kingdom provides a service for individuals seeking information on comparability between international and UK academic qualifications. UK NARIC is only able to assess overseas awards which constitute national standards in the country of origin. A letter of comparability from UK NARIC together with the original certificate is acceptable evidence for standard II. You can visit: [www.naric.co.uk](http://www.naric.co.uk) for further information.

## I can't find my certificates. What should I do?

If you are unable to find your original certificates you can apply to your awarding body for replacement certificates or a confirmation of results letter. Awarding bodies normally make a charge for this service.

Some older examination boards may be subsumed within current GCSE awarding bodies. The table on the next page lists current GCSE awarding bodies together with a list of former examination boards whose records they hold. If you follow the web link for these awarding bodies you will be able to find the procedure for obtaining replacement certificates.

You can also visit <http://register.ofqual.gov.uk> for details of recognised awarding organisations and regulated qualifications

| Awarding body                                | Web reference   | Former examination boards   |
|--|---|---|
| Assessment and Qualifications Alliance (AQA) | <a href="http://web.aqa.org.uk/">http://web.aqa.org.uk/</a> | Associated Examining Board<br>Associated Lancashire Schools Examinations Board<br>Joint Matriculation Board<br>North West Regional Examinations Board<br>Northern Examinations and Assessment Board<br>Northern Examinations Association<br>Northern Regional Examinations Board<br>South Eastern Regional Examinations Board<br>South West Regional Examinations Board<br>Southern Examining Group<br>The West Yorkshire and Lindsey Regional Examinations Board<br>Yorkshire and Humberside Regional Examinations Board |

| Awarding body   | Web reference  | Former examination boards  |
|---|--|--|
| Northern Ireland Council for the Curriculum, Examinations and Assessment (NICCEA) | <a href="http://www.ccea.org.uk">www.ccea.org.uk</a>       | Northern Ireland Examinations Board  |
| Edexcel   | <a href="http://www.edexcel.org.uk">www.edexcel.org.uk</a> | East Anglian Examinations Board<br>London Regional Examinations Board<br>Metropolitan and Middlesex Regional Examinations Board<br>University of London Examinations Board   |
| OCR   | <a href="http://www.ocr.org.uk">www.ocr.org.uk</a>         | East Midland Regional Examinations Board<br>Midland Examining Group Oxford and Cambridge Examinations and Assessment Council<br>Oxford and Cambridge Schools Examinations Board<br>Southern Regional Examinations Board<br>Southern Universities' Joint Board for Schools Examinations<br>The West Midlands Examinations Board<br>University of Cambridge Local Examination Syndicate<br>University of Oxford Delegacy of Local Examinations |
| Welsh Joint Education Committee (WJEC)  | <a href="http://www.wjec.co.uk/">www.wjec.co.uk/</a>       |  |

## I went to school in Scotland. What about me?

Qualifications in Scotland are regulated by the Scottish Qualifications Authority (SQA). The four countries of the United Kingdom recognise each other's nationally accredited qualifications. Acceptable Scottish qualifications are:

| Qualification type | Literacy  | Numeracy   |
|--------------------|---|--|
| SEB                | Until 1985, C or better on the ordinary grade of the Scottish Certificate of Education. In or after 1986, grade 3 or better on the standard grade of the Scottish | Until 1985, C or better on the ordinary grade of the Scottish Certificate of Education. In or after 1986, grade 3 or better on the standard grade of the |

| Qualification type | Literacy  | Numeracy  |
|--------------------|---|---|
|                    | Certificate of Education. Higher grade English: C or better in Certificate of sixth year studies English. | Scottish Certificate of Education Higher grade mathematics: C or better in Certificate of Sixth year studies mathematics. |

I would like to progress to ITT. Is there anything I should be aware of?

Some HLTA candidates may wish to progress to qualified teacher status in the future. All entrants to ITT will need to demonstrate the achievement of a standard equivalent to a GCSE pass at grade C in English and mathematics, and from 1 July 2013 the same in Science for those training to teach in Primary or KS2/3 (7-14 year olds).

Key skills and the certificates in adult literacy/numeracy would not normally meet the entry requirements for ITT. This is because there is not sufficient breadth of subject coverage in these qualifications. Candidates considering progression to QTS would therefore need to demonstrate a wider knowledge than that required to meet HLTA standard II. They could do this by achieving appropriate GCSEs or, if this is acceptable to their chosen provider, completing other qualifications or equivalency tests.

I have checked my qualifications against this guidance but I am still unsure if what I have is sufficient for Standard II. What can I do?

If you are still unsure, you can contact your Regional Provider of Assessment for further guidance. Details are available on the website [www.hlta.org.uk](http://www.hlta.org.uk).

Where can I find out about gaining level 2 qualifications?

Your school, local authority or local FE college may be able to signpost you to local providers of level two qualifications. You may also find a local provider through an online search for functional skills testing. Also, your local Provider of Preparation (PoP) may be able to signpost you to local provision. You may find a local test centre through a search for 'Learn Direct'. We understand there is a wide variation in provision across the country. We advise you explore several options before choosing the most convenient and appropriate.



## Find out more

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Visit the HNAP website [www.hlta.org.uk](http://www.hlta.org.uk) or contact your local RPA:

**London and South East** Babcock 4S, [hltatasks@babcockinternational.com](mailto:hltatasks@babcockinternational.com),  
0800 073 4444 ext. 835035

**East of England, South West and West Midlands** Best Practice Network,  
[hlta@bestpracticenet.co.uk](mailto:hlta@bestpracticenet.co.uk), 0117 920 9200

**North West, North East, and Yorkshire and the Humber** HLTA North,  
[debbie.rose@carnegieleaders.org.uk](mailto:debbie.rose@carnegieleaders.org.uk), 0113 812 6129

**East Midlands** University of Northampton, [hlta@northampton.ac.uk](mailto:hlta@northampton.ac.uk), 01604 893527

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