



Northumberland Education

FINDING PATHWAYS, ENHANCING LEARNING



CPD Programme

a partnership approach to delivering high quality professional learning



Course Title: **HLTA: 3 Day Preparation for Assessment**

**Facilitator/trainer and
course contact:**

Julie Chisholm

Course Contact: Vicky Lockyer
01670 623599

Benefits to your school

Candidates receive guidance on the HLTA Assessment process, evidence requirements and school support needed. With support they develop: their understanding of HLTA Standards, reflective tasks and select supporting documents, which form the basis for HLTA Assessment.

Who is it suitable for?

Teaching Assistants (TA) and/or Cover Supervisors thinking of pursuing Higher Level Teaching Assistant Status (HLTA).

What will it cover?

- The full scope of HLTA Professional Standards.
- How to prepare standards rich, reflective written tasks.
- How to select and present best supporting documentary evidence.
- How to prepare themselves and colleagues for the School Assessment Visit.

**To book a place:
Please email the booking
form to:**

Vicky.Lockyer@northumberland.gov.uk



Programme outline

Day 1: Introduction to:
HLTA Assessment process,
documentation and guidance
The Scope of 33 Professional
Standards

Day 2: Developing reflective written
Tasks. Exploring 'Standards difficult
to Evidence'.

Establishing 'Quality Documentary
Evidence'

Day 3: Clarifying Standard coverage
across all Assessment tasks
Preparing for the School
Assessment Visit.

Course feedback

"Through reflection, I realise how
much I contribute to children's
learning"

"I feel more confident, designing
and delivering learning activities"

"I felt supported and challenged at
the same time"

Date	Venue	Start	Finish	Cost
13th March 2018	The Dales School Cowpen Road Blyth NE24 4RE	9:00	16:00	£800
22nd March 2018		9:00	16:00	
24th May 2018		9:00	16:00	



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CPD Programme – Booking Form

Course Title	HLTA Guidance on Preparation and Assessment Process
Establishment Name	
Date	13/3/18, 22/3/18 and 24/5/18
Establishment No:	
Subjective Budget Code:	
Delegate Name(s)	
Contact email	
Approved By: Headteacher/Line Manager	Please Print Name

Please return to	Vicky Lockyer
Email	Vicky.Lockyer@northumberland.gov.uk