




**BRIGHT  
PATHWAY**

## Qualification

Level 4 Certificate for  
Higher Level Teaching  
Assistant



Awarding Body

**FOCUS AWARDS** 

## Course Description

The Level 4 Certificate for Higher Level Teaching Assistants (HLTA) is an OFQUAL-accredited online Teaching Assistant (TA) certificate tailored for teaching assistants aspiring to progress to HLTA status. This course serves as a stepping stone to enhanced capacity for teaching assistance within the school or FE sector. It offers training for career progression, proving particularly beneficial for individuals with prior certifications in Supporting Teaching and Learning or those who have completed the Support Work in Schools course.

The training aims to augment learners' competence, understanding, and skills essential for addressing workplace challenges. Emphasising support for both individuals and small groups, the curriculum deepens awareness of assisting individuals with diverse learning needs. This equips teaching assistants with advanced knowledge to navigate learning environments more effectively.

## Course Structure

**Unit 1:** Professional knowledge and development for higher-level teaching assistants

**Unit 2:** Child development and well-being

**Unit 3:** Supporting children and young people with special educational needs

**Unit 4:** Promoting children and young people's positive behaviour

**Unit 5:** Working with individual and groups of learners

**Unit 6:** Positive working relationships

**Unit 7:** Curriculum planning, monitoring, delivery and assessments

## Assessment

The assessment will include a set of written assignments for each unit. In addition, assessment criteria for certain units may also require a witness testimony signed off by a mentor at the workplace. Hence, learners require a placement or be working towards a job placement to complete the requirements of this course.

## Duration

The course offers self-paced modules. It can be completed within a period of few weeks to over a duration of nine months based on the learner's own pace. However, the course access expires after a year and a re-enrolment charge is applicable.

# Our Process

## 1 Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments with our standard or fast track plan. Complete your payment after filling out the application form.

## 2 Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding body.

## 3 Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE) – Moodle. Here, you'll find all the resources you need to succeed. Your dedicated tutor will guide you through the process, providing valuable feedback on every step.

## 4 Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

## 5 Successfully Complete Assignments

Work diligently to complete all required course components. Your commitment and effort will contribute to your success in the program.

## 6 Obtain Your Accredited Certificate

Upon successfully completing the course, you will receive an OFQUAL-regulated qualification. This accredited certificate recognises your achievements and signifies the fulfilment of your educational goals.