Where Children Grow, Learn and Flourish

Working in partnership with HLTA South

Virtual Course via TEAMS

(Please download & save the form to your drive as a Word document, then complete and return to cpdtraining@glfschools.org)

Higher Level Teaching Assistant (HLTA) Status

Application and Reference Form 2026-2027

This application is for HLTA Assessment, this is not a training program but a 6-session assessment workshop leading to a half-day remote assessment which upon successful completion you will be an accredited HLTA. All sessions must be attended in full, in order. For further information, please contact cpdtraining@glfschools.org

Candidates are required to spend at least 10 hours between online sessions 4 and 6 completing their written draft tasks. These must be submitted before session 6 can be attended.

Please download this form and save it as a 'Word' document. Once completed, please return the form to cpdtraining@glfschools.org

Phase and audience – Primary and Secondary Schools – Teaching Assistant, Learning Support assistants and Cover supervisors

Focus
The HLTA accreditation has been created for Teaching Assistants who would benefit from professional development training to support 1:1 activities, group and whole class teaching. All applicants must already be working at HLTA level prior to attending the course. Assessment is measured against the 33 National standards. Link to HLTA 33 National Standards

Applicants must have evidence of and be able to provide Level 2 Maths and English qualifications (equivalent to GCSE A*-C grade or a level 4-9). HLTA Qualifications Guidance Notes - **A photocopy of your Level 2 certificate should be signed by your Headteacher, confirming that he/she has seen the original certificate, and sent with your application form. Applicants who do not have the relevant qualifications, please contact cpdtraining@glfschools.org. We will be able to support you in achieving the relevant certificates to take part in this course.**

Applicants must also have the support of their Headteacher before attending this course. Headteachers must provide a written reference endorsing the application.

Course Dates 2027
All sessions run from 10:00 -12:00

	Course 1- Session Dates	**Course 2 - Session Dates**	**Course 3 - Session Dates**
Session 1	Monday 2 November 2026	Monday 10 January 2027	Monday 19 April 2027
Session 2	Tuesday 3 November 2026	Tuesday 11 January 2027	Tuesday 20 April 2027
Session 3	Monday 9 November 2026	Monday 18 January 2027	Monday 26 April 2027
Session 4	Tuesday 10 November 2026	Tuesday 19 January 2027	Tuesday 27 May 2027
Session 5	Monday 14th December 2026	Monday 1 March 2027	Monday 14 June 2027

Session 6	Tuesday 15th December 2026	Tuesday 2 March 2027	Tuesday 15 June 2027

Please state which remote course you wish to attend via Teams in the box below. You will need access to a computer, laptop or iPad with a microphone and camera.

All participants must attend all 6 sessions.

General Guidance
This form is set out in two sections. Section 1 is to be completed by you, the applicant, and section 2 is to be completed by your headteacher/employer (as your sponsor). Once you have completed section 1, the form should be emailed to your headteacher /employer to complete the reference section.

Headteacher reference
It is important that your headteacher/employer endorses your application and your intention to apply for this course. Your headteacher should also agree that the applicant attends all 6 sessions on the dates shown above.

Once your headteacher has completed section 2 of this form, the form will need to be emailed to cpdtraining@glfschools.org

Until this has been carried out, your application will not be fully submitted so cannot be considered.

Section 1
Application form *(to be completed by the applicant)*

Applicant details:

Title	
Surname	
First name	
Home Address	
Mobile Phone Number	
Email Address	
Role in School	
Length of time in current school	
Do you have any special needs that your	

assessor/preparer should know about?	

School details:

School Name	
School Address	
School Phone No	
Your School Email	
School Address	
Headteacher's name	
Headteacher's email	
Phase e.g. primary, secondary etc.	

How did you hear about the HLTA course that the GLF offers?

GLF Website	
Social Media	
Email	
SharePoint	
Word of Mouth	
Other (Please give details)	

Qualifications

IMPORTANT: All HLTA applicants must have, and be able to show evidence of, level 2 equivalent qualifications (e.g., GCSE A*-C, level 4 – 9 from 2017), in both mathematics and English. **We will require scanned copies of your certificates with a note on them stating that the original certificate has been seen, as well as the name and date of the person who checked the certificates. Please include your scanned copy with your application form.**

Please indicate below which 'stand-alone' English and Mathematics qualifications you hold. Qualifications which have elements of English or Maths as part of the whole qualification are not acceptable. For further information re Acceptable Qualification Guidance Notes please visit HLTA Qualifications Guidance Notes

It is a requirement that for all qualifications gained overseas to be accompanied by a Letter of Comparability from ECCIS (formerly UK Naric), as to determine the standard of qualification and for us to be able to establish whether we are able to accept the qualifications for HLTA purposes

English Qualification
O'level – Grade A -C
CSE Grade One (Other Grades not Acceptable)
GCSE A*-C or 4-9
Other

Mathematics Qualification
O'level Grade A-C
CSE Grade One (Other Grades not Acceptable)
GCSE A*-C or 4 - 9
Other

Please scan and email copies of your English and Mathematics qualifications to cpdtraining@glfschools.org along with your completed application form. If your qualification certificates are not in your current name, please also send a copy of your marriage certificate or deed Poll document showing your change of name.

Criteria for submission of the application

HLTA preparation and assessment is for candidates who are already working against the 33 HLTA standards.

Candidates will normally have ***at least one year's experience*** working at HLTA level, including contributing to planning / preparation of teaching across 1:1, group and whole classes.

Completion and signature of this form confirms the candidate has recent experience of working in line with the standards, including whole class teaching without the presence of the class teacher.

Applicant signature to confirm that you meet the above criteria……..…….

Section 2
Headteacher's supporting statement

Headteacher/ Senior Manager Details

Name	
Confirmation of role	
School name	
Email address	
How long have you known the applicant?	

This statement and signature are to confirm the candidate's suitability and length of experience working at a higher level. A copy of the HLTA standards can be viewed HERE.

Note: this section must be completed by the head teacher or senior member of staff. The HT needs to confirm the candidate is already working against the HLTA standards (**appendix 1, page 6**) and is competent in teaching 1:1, group and whole class lessons. Examples of these will be required for the final assessment. Candidates should have contributed to planning these lessons and, for whole classes, should have taken the class successfully with no teacher present on more than one occasion.

Whole class teaching: *(Standard 31) advance learning when working with whole classes without the presence of the assigned teacher*					
Has the candidate had experience of this in the last 12 months?					
Yes			**No**		
Please provide an example of a situation where the candidate was involved in planning against a Learning Objective for whole class teaching:					

Group teaching: *(Standard 30) - advanced learning when working with small groups*

Has the candidate had experience of this in the last 12 months?					
Yes			**No**		
Please provide an example of a situation where the candidate was involved in planning against a Learning Objective for teaching small groups:					

Individual (1:1) Teaching: ***(Standard 29) - advance learning when working with individuals***					
Has the candidate had experience of this in the last 12 months?					
Yes			**No**		
Please provide an example of a situation where the candidate was involved in planning against a Learning Objective for teaching a pupil 1:1:					

Head Teacher signature:	
Date:	

Funding Arrangements

The cost of this course is £830.00, broken down as follows: £275.00 (£330.00 incl. VAT) for preparation and £500 (VAT exempt) for assessment provided by HLTA South..

Withdrawal from the program must be confirmed 7 working days in writing, prior to the start date, otherwise a 50% cancellation fee will be incurred. Please indicate below by marking the related box with an X, who will be funding the cost of this program.

School/Local Authority ☐
The school/LA will be invoiced upon confirmation that the candidate will be attending the course.

Self-Funded ☐
Payment is required before the course start date. An invoice will be sent/emailed to the applicant

Please provide us with the **name and address** of person/department to send the invoice to:

Please provide us with the **email address** of person/department to send the invoice to:

Please email your completed application form with scanned, signed copies of your Level 2 certificates to cpdtraining@glfschools.org or post to - CPD Training, GLF Teaching School, Picquets Way, Banstead, Surrey SM7 1AG. ***Applications cannot be processed without all sections of the form being fully completed or without copies of mathematics and English qualifications being provided. If your qualification certificates are not in your current name please send us a copy of your marriage certificate or change of name deed poll document.***

Thank you for taking the time to complete this form.

By completing and submitting this application, you are agreeing that an electronic record will be created using the supplied information and you give your consent for this information to be shared only within the GLF and the HLTA national assessment partnership for course administration purposes. The contact details given will be used for your assessor to contact your school and to invite you to HLTA events. Your personal details will not be used for marketing purposes. GLF Schools will destroy this information after 12 months. If you have any queries about this please contact the CPD team at GLF Schools on: cpdtraining@glfschools.org