



Higher Level Teaching Assistant (HLTA)

Application Form

for those wishing to train to meet the
Higher Level Teaching Assistant Standards

This form should be completed if you wish to apply for funding to support training and assessment to become an HLTA. Please note that Croydon QDI do not run the training or assessment process – if an applicant is successful in applying for funding an on-line application should then be made to one of the Teacher Training Agency's (TTA) approved training providers.

Information about the HLTA Standards, training providers and other 'frequently asked questions' can be found at

www.hlta.gov.uk

For more information locally you can also contact -
Hedley Shaw, Head of Professional Development, Davidson Professional Centre, Davidson Road, Croydon
CR0 6DD, tel 020 8655 1299 ex 2006, email hedley_shaw@croydon.gov.uk

The LEA receives a predetermined budget from the TTA to support the training and assessment process. The LEA's responsibility is to administer the TTA funding and manage the recruitment and selection of candidates to the programme.

Currently, there are two HLTA training programmes : a 50 day full training programme (20 days centre-based + 30 days school-based) and a 3 day assessment-only programme.

In this first round of applications for support, it is expected that most candidates will be wishing to undertake the 3 day assessment-only programme. As further information about the 50 day full training programme emerges from the training providers, funding will be channeled to those candidates wishing to follow this route. We expect further funding to support training and assessment will be available in subsequent financial years. We do not expect either type of programme to begin before September 2004, but this decision will rest with the training provider.

Whilst funding is limited on a year by year basis, we would hope that all those wishing to train to meet the Higher Level Teaching Assistant Standard will be able to receive the funding in this, or following rounds of funding allocations.

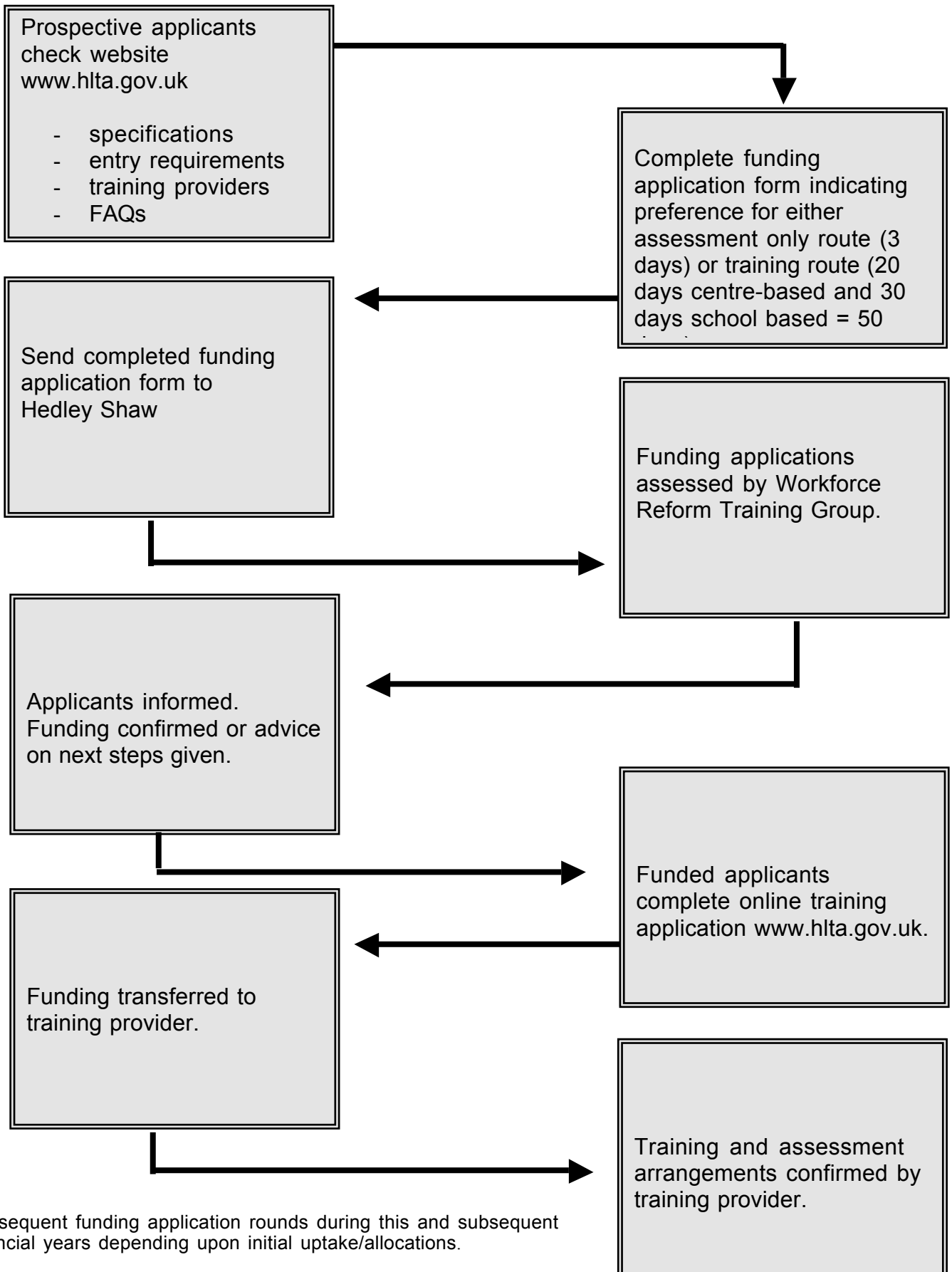
Applications for funding will be assessed using the information on this application. A small group drawn from the local Workforce Reform Steering Group will be responsible for assessing applications. Initially this group will be looking to support a representative group of candidates ie across all school types and phases, especially those applying for the 3 day assessment-only programme. If oversubscribed in this first round, we will endeavour to ensure that at least one applicant from each school is supported but as the funding is available on a yearly basis this may not be possible in the first instance. The successful applicants in this first round should be able to provide extremely useful feedback on the quality of the training and help shape future decisions.

Details of the overall process are included within this application form.

Completed applications for funding should be sent to Hedley Shaw
Head of Professional Development
Davidson Centre

Higher Level Teaching Assistants (HLTAs)

Funding Application Process



Subsequent funding application rounds during this and subsequent financial years depending upon initial uptake/allocations.

Part 1

Title (tick one) Mr Mrs Miss Ms Other

First name(s) Family name

Residence name/number:
 Address:
 City/town:
 County: Postcode:

Contact telephone number: Contact e-mail address:

Do you have a literacy or English qualification at Level 2 or higher e.g. GCSE English at grade A-C or you have passed the National Adult Literacy test? Yes [] No [] Don't know []
 Do you have a numeracy or mathematics qualification at Level 2 or higher e.g. GCSE at grade A-C or you have passed the National Adult numeracy test? Yes [] No [] Don't know []

Please list your academic and/or vocational qualifications

e.g. 4 GCSEs at grade A-C, 2 A levels at grade A-E, Diploma in Childcare and Education

Qualification/Award	Grade	Year

What is your current job title?
 When did you start your current role? (MM/YYYY) __/____
 What is the average number of hours you work in your current role per week? ____ hours

Name of school/organisation:
 Address:
 City/town:
 County: Postcode:
 Telephone number: e-mail address:

Please tick the boxes that best describe your employer: (Tick all that apply)

- Primary school
- Secondary school
- Nursery School
- Special school
- Middle School
- Other educational institution

In your current post, how much time, if any, have you spent working in the classroom with the following? (Please tick one box per row)	None	Less than 6 months	Between 6 months and 2 years	Two years or more
Early years pupils (foundation stage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary school pupils (key stages 1 and/or 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary school students (key stages 3 and/or 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post 16 students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 1 continued

a) Have you worked with school pupils in any of the following areas? (Please tick all that apply)
 b) Which areas are you most interested in working in? (Please tick a maximum of three)

	a) Have worked	b) Would like to work		a) Have worked	b) Would like to work
Art	<input type="checkbox"/>	<input type="checkbox"/>	Media Studies	<input type="checkbox"/>	<input type="checkbox"/>
Business Studies or Economics	<input type="checkbox"/>	<input type="checkbox"/>	Modern Foreign Languages	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	Personal, Social & Health Education	<input type="checkbox"/>	<input type="checkbox"/>
Design and technology (including Food Technology and Textiles)	<input type="checkbox"/>	<input type="checkbox"/>	Physical Education	<input type="checkbox"/>	<input type="checkbox"/>
Drama (including dance)	<input type="checkbox"/>	<input type="checkbox"/>	Psychology	<input type="checkbox"/>	<input type="checkbox"/>
Early Years	<input type="checkbox"/>	<input type="checkbox"/>	Religious Education	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	Science	<input type="checkbox"/>	<input type="checkbox"/>
English as an additional language	<input type="checkbox"/>	<input type="checkbox"/>	Social Science/Studies	<input type="checkbox"/>	<input type="checkbox"/>
Geography	<input type="checkbox"/>	<input type="checkbox"/>	Special Educational Needs	<input type="checkbox"/>	<input type="checkbox"/>
History	<input type="checkbox"/>	<input type="checkbox"/>	Music	<input type="checkbox"/>	<input type="checkbox"/>
Information and Communications Technology	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	Please specify other:		

In the past six months have you worked with:	Yes, when a teacher is present	Yes, when a teacher is <u>not</u> present	No
individual pupils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
small groups of pupils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
whole classes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you had experience of: (Please select one option per row)	Yes, usually on a weekly basis	Yes, occasionally	No
helping teachers to plan and prepare lessons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
providing feedback to pupils about their learning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
providing feedback to pupils about their behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
monitoring pupils' progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helping teachers to evaluate pupils' progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
keeping records of pupils' progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
guiding the work of other adults supporting teaching in the classroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working with pupils using ICT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information you have given will form part of databases held by the TTA, the DfES, LEAs and the training providers. All the information will be handled in accordance with the Data Protection Act and no one will be able to obtain information about you personally from any published statistics. Under the Data Protection Act 1998 you have the right to a copy of the data held about you by the TTA, for a small fee. If you have any concerns about or objections to the use of data for these purposes, please contact the TTA by writing to the Data Protection Officer, Teacher Training Agency, Portland House, Stag Place, London, SW1E 5TT.

Part 2

Candidate's statement

Please write a brief statement (no more than 400 words) explaining why you think this training programme is suitable for you

PLEASE USE AN ADDITIONAL SHEET AND ATTACH YOUR STATEMENT TO THIS APPLICATION FORM

You should refer to your current role, your career aspirations and how these match the HLTA Standards. It would also be helpful for you to briefly outline your recent training and development.

If you are applying for the 3 day assessment-only route there will need to be a very good match between your current role/responsibility and the Standards

If you are applying for the 50 day training route there will need to be evidence that support will be available for you in your school and that your school is committed to staff development eg your school meets Investors in People National Standard

There are currently two HLTA programmes available; an assessment only route for those who are close to demonstrating the Standards, and a full training route which lasts 50 days. *Further information on these two routes is available at www.hlta.gov.uk*

Which route are you applying for? (Tick one option only) Assessment only route Full training route

When do you wish to start? Autumn 2004 Spring 2005

Candidate's declaration

The information I have given on this form is correct to the best of my knowledge.

Name:

Date __ / __ / ____

Head teacher's section

Do you consider the candidate to be suitable for training to meet the HLTA Standards? Yes No

Are you willing to support the candidate during the HLTA programme? Yes No

Head teacher's declaration and signature

I have read the completed application form and confirm to the best of my knowledge the information provided is accurate.

Signed:

Date / /

Initial(s):

Family name:

Equal opportunities monitoring form

We are committed to ensuring equality of opportunity for all applicants. We will monitor the profile of those undertaking training and the outcomes of the training by using the information provided below. Information from this form will not be used for recruitment or selection purposes.

1) Ethnicity

How would you best describe your ethnicity?
(Please choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background)

A White

- British
- Irish
- Any other White background, please write in

B Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other Mixed background, please write in

C Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background, please write in.....

D Black or Black British

- African
- Caribbean
- Any other Black background, please write in

E Other ethnic group

- Chinese
- Any other background, please write in

2) Gender Male Female

3) Age

4) Do you consider you have a disability? Yes* No

*If yes, how would you describe your disability?
.....
.....

The Disability Discrimination Act (DDA) defines a disability as a physical or mental impairment which has a substantial (i.e. more than just trivial or minor) and long term (i.e. which has lasted or is likely to last 12 months or more) adverse effect on a person's ability to carry out normal day to day activities.

STRICTLY PRIVATE AND CONFIDENTIAL WHEN COMPLETED

This application form and accompanying statement should be sent to

Hedley Shaw
Head of Professional Development
Davidson Professional Centre, Davidson Road, Croydon CR0 6DD

by Friday 11th June 2004