

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 A*- C or Grade 4 and above (4-9) English literature A*- C A*- C or Grade 4 and above (4-9)	Mathematics A*- C or Grade 4 and above (4-9)
CSE	English grade I English Studies CSE grade I	Mathematics/arithmetic grade I
GCE O-level pass	English language Grade I - 6 English literature Grade I - 6	Mathematics Grade I - 6
CEE	English literature 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 http://www.equivalencytesting.com/	Level 2 test certificates from http://www.equivalencytesting.com/
HNAP Equivalency Tests for HLTA Only	Contact admin@hltasouth.co.uk	Contact admin@hltasouth.co.uk

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

Qualification type	Literacy	Numeracy
GCE A-level	English language English literature English language and literature	Use of mathematics Mathematics Further mathematics Statistics
GCE AS-level	English language English literature English language and literature	Mathematics Use of mathematics Further mathematics Pure mathematics Statistics Mechanics Applied mathematics 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 vary 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

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this stage as they will be preparing for their actual assessment. Candidates are required to send copies of their certificates to their preparer and to bring their original level 2 qualification certificates to the first preparation session if it is face-to-face, or to have their qualifications verified by a member of SLT if attending an online session. Preparers will provide advice about this process.

Regional providers of assessment (RPAs) will also want to be confident that you have acceptable literacy and numeracy qualifications before the assessment is arranged. Your provider of preparation (PoP) will send the RPA copies of your certificates on your behalf.

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 Information Centre for Global Qualifications and Skills for the United Kingdom (UK ENIC) provides a service for individuals seeking information on comparability between international and UK academic qualifications. UK Enic is only able to assess overseas awards which constitute national standards in the country of origin. A letter of comparability from UK Enic together with the original certificate is acceptable evidence for standard 11. You can visit: www.enic.org.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 have been subsumed within current GCSE awarding bodies. The table below lists current GCSE awarding bodies together with a list of former examination boards whose records they hold. Further information can be found at [Get a replacement exam certificate: Who to contact - GOV.UK \(www.gov.uk\)](#).

Alternatively, you may be able to access your Unique Learner Record at [Accessing your personal learning record - GOV.UK](#) This should list record of all qualifications undertaken along with their grades and is acceptable as evidence.

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Awarding body	URL	Former examination boards
Assessment and Qualifications Alliance (AQA)	www.aqa.org.uk	Associated Examining Board (AEB) Associated Lancashire Schools Examinations Board (ALSEB) Joint Matriculation Board (JMB) North West Regional Examinations Board (NWREB) Northern Examinations and Assessment Board Northern Examinations Association (NEA) Northern Regional Examinations Board (NEAB) South Eastern Regional Examinations Board (SEREG) South West Regional Examinations Board (SWExB) Southern Examining Group (SEG) The West Yorkshire and Lindsey Regional Examinations Board (TWYLREB) Yorkshire and Humberside Regional Examinations Board (YHREB)
Council for the Curriculum, Examinations and Assessment (CCEA)	www.ccea.org.uk	Northern Ireland School Examinations and Assessment Council (NISEAC) Northern Ireland School Examinations Council (NISEC)

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Awarding body	URL	Former examination boards
Pearson (Edexcel)	Pearson (Edexcel)	London East Anglia Group (LEAG) London Regional Examining Board (LREB) Metropolitan and Middlesex Regional Examining Board (M&MREB) University of London Schools Examinations Board (ULSEB) University of London Examinations and Assessment Council (ULEAC) Business and Technology Education Council (BTEC) East Anglian Examinations Board (EAEB)
Oxford, Cambridge and RSA Exams (OCR)	www.ocr.org.uk	East Midland Regional Examinations Board (EMREB) Midland Examining Group (MEG) Oxford and Cambridge Examinations and Assessment Council (OCEAC) Oxford and Cambridge Schools Examinations Board (OCSEB) Southern Regional Examinations Board (SREB) Southern Universities' Joint Board for Schools Examinations (SUJB) The West Midlands Examinations Board (WMEB) University of Cambridge Local Examination Syndicate (UCLES) University of Oxford Delegacy of Local Examinations (UODLE) Royal Society of Arts (RSA) East Anglian Examinations Board (EAEB)
Welsh Joint Education Committee (WJEC)	www.wjec.co.uk	

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Awarding body	URL	Former examination boards
CSE records are also held by one of the above organisations.	<p>CSE records</p> <p>Link to information 'Who holds your CSE records?'</p>	

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.

[SCQF: Find your qualifications using our interactive diagram](#)

[Qualifications can Cross Boundaries: A guide to comparing qualifications in the UK and Ireland](#)

Acceptable Scottish qualifications include:

Qualification type	Literacy	Numeracy
SEB	<p>Until 1985, Scottish standards grades C or above on the ordinary grade of the Scottish Certificate of Education.</p> <p>In or after 1986, Scottish standard grade 3 or above on the standard grade of the Scottish Certificate of Education.</p> <p>Higher grade English: C or better in Certificate of sixth year studies English.</p>	<p>Until 1985, C or better on the ordinary grade of the Scottish Certificate of Education.</p> <p>In or after 1986, grade 3 or better on the standard grade of the Scottish Certificate of Education.</p> <p>Higher grade mathematics: C or better in Certificate of Sixth year studies mathematics.</p>

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/4 in English and mathematics, and the same in science for those training to teach in Primary or KS2/3 (7–14-year-olds). Their chosen provider will provide information on the requirements for specific courses.

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 11. HNAP tests (Pass) are only acceptable for entry onto a Preparation Course for HLTA Status.

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I have checked my qualifications against this guidance, but I am still unsure if what I have is sufficient for Standard 11. What can I do?

If you are still unsure, you can contact your Regional Provider of Assessment for further guidance.

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 (<https://skillsforlife.campaign.gov.uk>) Your Provider of HLTA Preparation (PoP) may be able to signpost you to local provision.

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.