



Excelon  
Learning

Teaching Assistant

# Level 4 Certificate for Higher Level Teaching Assistant

FOCUS AWARDS 





## Course Description

**Level 4 Certificate For Higher Level Teaching Assistants (HLTA)** is an expert level, nationally recognised HLTA certificate across the UK. Within the RQF framework, this HLTA qualification falls at Level 4 successfully preparing and equipping learners with advanced level understanding of HLTA standards as well as in depth knowledge exploration of concepts like professional confidence, safeguarding, positive behavior and monitoring of learner's performance at various key stages within schools.

Through out the course, learners will engage with content covering various key areas including the significance of HLTA involvement in the planning, provision and assessment of learning activities, and the strategic role of Higher Level Teaching Assistants towards curriculum support in schools.

## Course Structure

The **Level 4 Certificate For Higher Level Teaching Assistants (HLTA)** consists of **Seven units**:

**UNIT  
01**

**Professional knowledge and development for higher-level teaching assistants**

**UNIT  
02**

**Child development and well-being**

**UNIT  
03**

**Supporting children and young people with special educational needs**

**UNIT  
04**

**Promoting children and young people's positive behaviour**

**UNIT  
05**

**Working with individual and groups of learners**

**UNIT  
06**

**Positive working relationships**

**UNIT  
07**

**Curriculum planning, monitoring, delivery and assessments**



## How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

### Assessment Process

Assessment is completed through:

Written assignments

Witness testimony  
(signed by workplace mentor)

There are **no formal examinations**. Assessment focuses on demonstrating understanding, awareness, and the ability to apply knowledge appropriately.

### Course Duration

The course offers self-paced modules. It can be completed within **a few weeks to over 9 months** duration. However, the course access expires after a year and a re-enrolment charge is applicable.



## Our Process

**01.**

### Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

**02.**

### 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 organisation.

**03.**

### Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

**04.**

### 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.

**05.**

### Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

**06.**

### Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



## Course Brochure Takeaways

A nationally  
recognised Level 4  
qualification  
for Higher  
Level Teaching  
Assistants

Ideal for  
experienced  
TAs progressing  
to HLTA roles

Flexible online,  
self-paced  
study

No formal  
exams – assessed  
through  
assignments and  
workplace  
evidence

Work placement  
or current  
school role required  
to complete  
the course

Includes  
witness testimony  
to demonstrate  
practical  
competence

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