

HLTA status

English and mathematics level 2
qualification policy



HLTA status – English and mathematics

Acceptable current and prior equivalent qualifications for English and mathematics

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.”

You must upload copies of **full certificates** or a **certified statement of results** with your application*.

Certificates in a previous name must be accompanied by proof of name change.

What are acceptable qualifications?

Acceptable level 2 qualifications to meet standard 11 **include:**

Qualification type	Literacy	Numeracy
GCSE	English A*- C English literature A*- C	Mathematics A*- C
CSE	English grade 1 English Studies CSE grade 1	Mathematics/arithmetic grade 1
GCE O-level pass	English language English literature	Mathematics
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/ Or other approved equivalency tests – contact Best Practice Network for more details*	Level 2 test certificates from http://www.equivalencytesting.com/ Or other approved equivalency tests – contact Best Practice Network for more details*

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

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.

Acceptable Scottish qualifications are:

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

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 if the English/maths results are at GCSE grade B or above.

A statement of results on headed paper from a school, college, or other provider is **not** acceptable evidence of achievement in English and/or maths.

Titles of mathematics and English awards varied 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.

English and maths qualifications at higher levels

English and mathematics qualifications at a higher level (e.g. level four and above) will be acceptable. For Scotland this would be an English or Mathematics qualification at SCQF level 7 and above (e.g. Advanced Higher).

For overseas qualifications

Overseas qualifications will be acceptable where there is clear evidence from ENIC (via a certificate/statement of comparability) that the qualification is an equivalent level to the minimum requirements for English and maths and there is additional comparison information that confirm the qualification is an equivalent of GCSE English and/or maths (A* to C).

Further information can be found on the **ENIC** website.

Providing the proof of your qualifications using Personal Learning Record (PLR)

Your PLR is your permanent, authoritative online record of your qualifications and achievements. The PLR records general and vocational qualifications such as, but not limited to, QCF, A levels, GCSEs, BTEC, Diplomas and Functional Skills. The PLR means you should no longer have to show copies of different certificates to learning providers and employers as you can provide this information as a report generated from your PLR. The data transfer process started in February 2013. Any qualifications taken prior to that cannot be proven using PLR.

This only affects candidates in England, Wales and NI including ILM centres. Our international customers and those based in Scotland will not be impacted.

When will I need to provide evidence of meeting standard 11?

Before undertaking preparation days, you should be judged to be meeting all the standards, including standard 11. A candidate should not have any gaps in their knowledge or experience at this stage as they will be preparing for their actual assessment. Candidates will not be able to undergo their assessment until the level 2 requirements are met.

***What are the options if I do not have proof of Standard 11?**

If you know you have previously gained a level 2 qualification but do not have a certificate and/or a notification of results from the awarding organisation, it may be possible to get a replacement certificate (there will be a cost for this). Guidance on obtaining replacement certificates and what to do if the examination board no longer exists can be found at:

<https://www.gov.uk/replacement-exam-certificate>

If you need to gain a relevant level 2 qualification, you can:

- Contact a local college or other educational setting.
- Consider a company or organisation that specialises in key skills or functional skills at level 2, for example:
 - **Learn Direct**
 - **Maths made easy**
 - **Oxbridge Home Learning**
 - **City & Guilds**

These are examples only and not recommendations. Costs vary.

Although we recommend that you gain a formal qualification to support professional development, for HLTA we can accept level 2 equivalency test outcomes from the following organisations (costs vary, see individual websites for further details).

- <https://www.equivalencytesting.com/>
- <https://astarequivalency.co.uk/>
- <https://www.bcu.ac.uk/education-and-social-work/initial-teacher-training/gcse-equivalency-test/gcse-equivalency-tests-non-bcu-applicants>