



Best
Practice
Network

Termly starts

Funding available

Recruitment support

Teaching Assistant Level 3 Apprenticeship

For current and aspiring Teaching Assistants.

“It’s a brilliant, helpful, friendly and informative course so far and it’s only just begun! Also, I feel as though I have lots of support which is lovely.”

AT A GLANCE

Course Duration: Up to 18 months

- ✓ Online facilitated training
- ✓ Development of specialist areas
- ★ Teaching Assistant Level 3

Learn. Share. Grow.



About

The Level 3 Teaching Assistant (TA) apprenticeship is ideal if you are already working in or looking for a career in a teaching support role.

This is a work-based training programme that will give you the fundamental knowledge and develop the skills and behaviours that are required to support teachers to enhance pupil learning either in groups or individually.

What will I be learning?

The programme is delivered over 15 months through a blended learning approach that includes monthly, half-day online taught lessons focussing on core modules, along with independent learning through online materials and coursework.



How will I be learning?

Our highly rated online learning platform will help you explore and learn new topics and skills, reflect on your practice and build your portfolio of learning.

You will also receive one-to-one support and tuition from your specialist apprenticeship tutor.



Reviews

You will have reviews and support from your tutor every 6 weeks, either by a visit to your setting or online. Your employer/mentor will be an integral part of these reviews.

Curriculum modules

The core modules taught whilst on the course are:

1. Understanding how pupils learn
2. Using technology to support learning
3. Assessment
4. Curriculum
5. Keeping children safe

With support modules that include:

- Special Educational Needs and Disabilities (SEND)
- Behaviour
- One-to-one and small group teaching

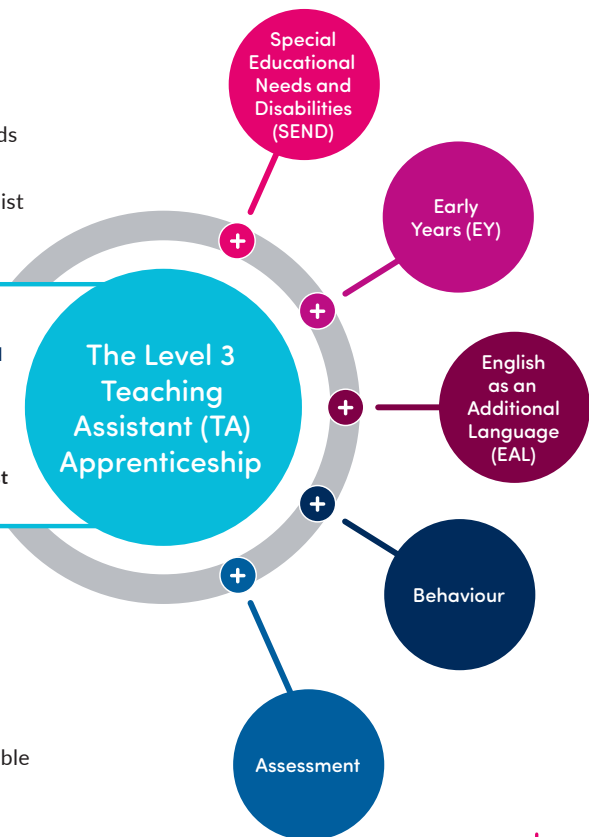
Developing a specialist area

As well as the core modules completed by all learners, you will also have the chance to specialise in up to 2 areas of your choice, personalising the course to your specific needs and interests.

You will receive a certificate for these specialist modules once completed.

All learners will gain and develop the fundamental knowledge and skills required to support teachers to enhance pupils' learning.

⊕ They will also select a personalised pathway to develop **one or more specialist areas of their choice**.



Off-the-job training

For the apprenticeship, a certain amount of your working hours should be focused on gaining new learning.

The amount will be dependent on your contracted hours per week. Please see the table for more information.

Contract hours	Off-the-job training
30 hours or more	Average of 6 hours per week
Less than 30 hours	20% of working hours and the programme length will be extended accordingly
Term time only contract	More than 6 hours per week

Off-the-job training examples

- 📅 Training events
- 📅 Inset days
- 🗣️ Coaching and mentoring
- 🕒 Reflective learning
- 👁️ Shadowing
- 📅 Networking and moderation events
- 📅 Project activity
- 📅 Interactive online learning
- 🔍 Research

Functional skills

If you have not secured a grade 4 (C) or above (or equivalent) in maths and English GCSE, you will be required to complete functional skills in:

- **English** – reading, writing, speaking and listening
- **Maths** – calculator with a non-calculator section

You will be supported on a one-to-one basis by your apprenticeship tutor to complete these as quickly as possible using a range of training materials to best suit you.



I feel anybody questioning enrolling in an apprenticeship would benefit speaking with someone from BPN as my personal experience thus far has been brilliant."

Funding

As an apprentice, you will not have to pay any money towards your course. You will need the support from your setting, who can access funds from the English apprenticeship levy fund. Best Practice Network can help your employer with information and support if needed to apply for these funds.

How to apply

To apply, you should complete the application via the [programme page](#) on our website. Our team will be in touch to guide you through the next steps. You will need to upload proof of existing qualifications and complete a short maths and English initial assessment where necessary.

Gateway

On programme completion, you, your employer and apprenticeship tutor will meet to agree you are ready to "proceed through Gateway" to your End Point Assessment.

This is also a chance for your tutor to help with any questions you have about the assessment, and make sure you are fully confident and ready to proceed.

End Point Assessment (EPA)

The EPA will be an opportunity for you to demonstrate the assessment criteria linked to the Knowledge, Skills and Behaviours you will have learned and developed during the programme.

The two assessment methods are:

- Assessment 1 – Practical observation with questions and answers
- Assessment 2 – Professional discussion supported by your portfolio of evidence

The EPA typically takes place within one to two months of you completing the training programme, although a maximum of three months is allowed.



Where do I go next?

Fast track to HLTA

As well as ensuring full competency as a Teaching Assistant, this programme provides a foundation for potential progression into several career paths in the educational sector including Higher Level Teaching Assistant, Assistant Teacher and Teacher.

Successful learners will achieve the Level 3 apprenticeship qualification and will be equipped with the knowledge, skills and behaviours to make a difference in their school. A unique feature of our programme is that successful learners, post end point assessment, will be eligible to apply for a fast-track to HLTA assessment with Best Practice Network.

How apprenticeships could benefit your setting

Hiring an apprentice

You can employ apprentices at different levels, from school leavers or recent graduates to people who wish to advance in their careers or change careers altogether.

The government offers a range of funding options to help settings support apprentice training.

If you need help recruiting for an apprentice in your setting or school, we can help! Speak to our recruitment team on +44 (0) 117 920 9428 or email enquiries@bestpracticenet.co.uk

Enrol your employees

Employers should contact Best Practice Network via enquiries@bestpracticenet.co.uk to reserve a place on the required programme.

We will then support you with gathering all necessary information, recruitment, registering with Apprenticeship Service Account and funding applications.

What is the levy fund?

The English apprentice levy fund is controlled by the Department for Education and was created as a long-term funding solution for companies to hire and train apprentices.

Our apprenticeship programmes qualify for funding from the English apprentice levy fund. Best Practice Network provides support to candidates and their employers to access this funding.

For guidance on how the funding routes apply to your setting, speak to one of our apprenticeship experts on +44 (0) 117 920 9428 or email enquiries@bestpracticenet.co.uk

Upskill your workforce

By using apprenticeships to upskill your existing staff, you are helping to fill key gaps in your business, improving staff retention and supporting their professional development.

Here at Best Practice Network, we support learners through our career pathway, developing their skill from Level 2 to Level 5 (equivalent to a full degree).

£ Funding routes

If your setting contributes to the apprenticeship levy fund

Levy paying employers can access their fund contributions through their **Apprenticeship Service Account**. You can use this service to manage the funds you have available for apprenticeship training in England.

If your setting does not contribute to the apprenticeship levy fund

You pay 5% towards the cost of the training for your apprentice. The remaining **95%** will be paid by the government.

Apprenticeship levy transfer

Employers with unspent funds can **transfer up to 25%** of that contribution to another employer. That means you can benefit from the levy contributions of a different organisation to cover the full costs of an apprenticeship for your setting.

If your setting has fewer than 50 employees

You will receive **100% of the funding** where the apprentice is 16-18 years old or is between 19-24 and has a local authority education, health and care plan.

Employers and training providers will both receive an **additional £1,000** where the apprentice is between 16 and 18 years old.



What do I need to apply?

You must be 16 or over and meet these points to apply.

GCSE English & maths Grade C (4) or above OR able to achieve both on our programme through functional skills.

5 GCSEs at Grade C (4) or above OR experience in the role or similar roles.

Funding agreed with the apprenticeship account holder.

Support is available.

Support from your employer and line manager.

UK residency for 3+ years.

Best Practice Network is a registered apprenticeship training provider and an accredited provider of professional development for education professionals nationally, with 97% of our participants recommending us to a colleague.

We work in close partnership with practising education professionals to develop and deliver high-quality programmes.



Rated
“an exceptional training provider”

– Department for Education

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Department for Education