



FOCUS AWARDS 

Focus Awards Level 4 Certificate for
Higher Level Teaching Assistants (RQF)

601/8533/8

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

Qualification Summary

Key Information

Level	Sector	Qualification Type
4	Direct Learning Support	Other Vocational Qualification
Total Qualification Time	Credit Value	Guided Learning Hours
360	36	108
Status	Methods of Assessment	Minimum Age
Available to Learners	Portfolio of Evidence	16



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Focus Awards Level 4 Certificate for Higher Level Teaching Assistants (RQF)

QRN: 601/8533/8

GLH: 108

TQT: 360

Credit: 36

Qualification Purpose:

The Focus Awards Level 4 Certificate for Higher Level Teaching Assistants (RQF) is aimed at those learners currently working as a teaching assistant who wish to progress to Higher Level Teaching Assistant status.

The Focus Awards Level 4 Certificate for Higher Level Teaching Assistants (RQF) will provide learners with the knowledge and understanding when analysing and addressing the different challenges that classroom assistants are likely to encounter. Learners will also understand working with individuals and with small groups as well as gaining essential insight into supporting pupils with special educational needs (SEN).

Age Ranges

Entry is at the discretion of the centre. However, learners should be aged 16 to undertake this qualification

Geographical Coverage

This qualification is available in England and Northern Ireland.

Learner Entry Requirements

Learners are required to be working within a school as a teaching assistant. Focus Awards does not set any other entry requirements, but training providers or colleges may have their own guidelines.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations policy'.

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners seeking progress from this qualification can advance their skills further through the following:

- Focus Awards Level 3 Award in Education and Training (RQF)
- Focus Awards Level 4 Certificate in Education and Training (RQF)
- Focus Awards Level 5 Diploma in Education and Training (RQF)

Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



Qualification Structure

To successfully achieve this qualification a learner must complete all seven mandatory units.

Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Professional knowledge and Development for Higher Level Teaching Assistants	D/508/2483	4	4	12
Child Development and Well-being	H/508/2484	4	4	12
Supporting Children and Young People with Special Educational Needs	K/508/2485	4	4	13
Promoting children and young peoples Positive Behaviour	A/508/2605	4	4	12
Working with individual and groups of learners	T/508/2487	4	8	13
Positive working relationships	T/508/2490	4	4	13
Curriculum planning, monitoring, delivery and assessment	T/508/2490	4	8	12

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area. Specifically for this qualification the tutor/instructor must hold the qualification as a minimum.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission.

Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence. Specifically for this qualification the IQA must hold the qualification as a minimum.

