

# WE ARE HERE TO HELP APPRENTICES BEE WHAT THEY WANT TO BEE

## Teaching Assistant Apprenticeship

### 1 The Apprenticeship

A Teaching Assistant works in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities. The primary role of the Teaching Assistant is to support the lead class teacher in enhancing a pupil's learning either via groups or individually. They will be required to ensure pupils understand the work set, have an adequate understanding of their learning objectives and help pupils to stay on task in order to make progress in the learning environment.

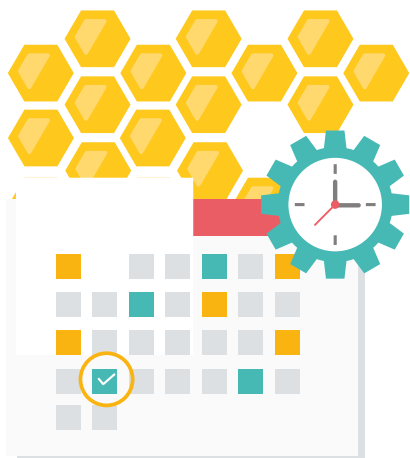
Full-time apprentices undertaking the Teaching Assistant apprenticeship will spend typically 18 months on-programme working towards the standard, with a minimum of 20% of the time being included in their stipulated off-the-job training. Apprentices will learn how to promote self-belief, social inclusion and a understand how a high level of self-esteem plays an integral part to a pupil's well-being, ensuring pupils thrive in a positive, nurturing and safe environment.

For more information on this apprenticeship standard, visit the [Institute for Apprenticeships](#).

Funding Band: 8

Duration: 18 months

Level: 3



2

### Initial Assessment Plan

Employers will set their own entry requirements in order to start on this apprenticeship. This will include:

Level 2 in Mathematics and English.



3

### On-the-job and Off-the-job training

This is where all the apprentice's training and development takes place. They will be busy making sure they have packed all the essential items to complete their journey. This may include a qualification if it is identified as a requirement in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan. Mathematics and English are required (level varies according to the standard).

## 4 Gateway

In order to enter into this phase, the apprentice will need to have passed all the relevant knowledge, skill and behaviour criteria as set out in the apprenticeship standard. It will be the employer's decision to place an apprentice through End-Point Assessment.



In order to pass, the apprentice must have achieved:

- Level 2 in Mathematics and English

If all the above has been completed, employers can feel confident that they are putting forward apprentices who are in the best shape to pass their End-Point Assessment.

## 5 End-Point Assessment

The synoptic End-Point Assessment will consist of two components.



Practical Observation with Q&A	Professional Discussion (based on portfolio of evidence)
<p>The Practical Observation element of the End-Point Assessment will be carried out over approximately 2 hours with the Question and Answer session lasting for around 15 minutes, taking place at the end of each Observation.</p> <p>The Observation is required to take place within the individual's workplace and they should be allowed to move around the organisation in an effort to demonstrate the key Knowledge, Skills and Behaviours learnt during their apprenticeship. This will help the assessor to establish whether the apprentice has achieved their apprenticeship and work objectives. The aim of the additional question and answer session is to allow the Independent Assessor (IA) to ask any follow-up questions relatable to any partially demonstrated Knowledge, Skills and Behaviours during the Observation in order to provide additional assurance.</p> <p><b>Pass/Distinction</b></p>	<p>The Professional Discussion assessment component will be a structured discussion between the apprentice and the IA, following the Practical Observation, to establish the apprentice's understanding and application of the Knowledge, Skills and Behaviours. The Portfolio of Evidence should be given to the IA approximately two weeks prior to the Discussion taking place and, although this is not assessed, it will enable the IA to form the basis of and prepare for the Professional Discussion. The Discussion itself will last for a duration of 90 minutes whilst the Portfolio of Evidence should be completed during the on-programme learning and contain a minimum of 10 pieces of evidence and a maximum of 15 which may comprise the following:</p> <ul style="list-style-type: none"> <li>• Feedback from Performance Management review system,</li> <li>• Evidence of pupil progression,</li> <li>• Work produced by the Teaching Assistant eg: interventions,</li> <li>• Evidence from practical observations and general observations obtained over time,</li> <li>• Observations carried out by competent Teaching Assistants and HLTAs, Line Managers, Class Teachers and Mentors,</li> <li>• Assessor reviews,</li> <li>• Naturally occurring pieces of evidence eg: feedback from visitors/parents,</li> <li>• Details of any training and courses attended,</li> <li>• Notes from professional discussions.</li> </ul> <p><b>Pass/Distinction</b></p>

## Grading

The apprenticeship for Teaching Assistant has three possible overall grades: pass and distinction.

Apprentice cannot achieve the apprenticeship without gaining at least a pass in every assessment element. Once the apprentice has achieved at least a pass in each assessment element the final grade can be calculated as follows:



## 6

## Completion and Certification

Once the assessor verifies the apprentice has successfully completed all End-Point Assessments, TQUK will initiate the certification process. Working with the Education & Skills Funding Agency, we will ensure the apprentice receives their certificate in recognition of completing their apprenticeship.

Progression: Higher Level Teaching Assistant, Assistant Teacher and Teacher

Practical Observation with Q&A	Professional Discussion (based on portfolio of evidence)	GRADE
Pass	Pass	Pass
	Distinction	Pass
Distinction	Pass	Pass
	Distinction	Distinction

## 7

## Occupational competence

Once the apprentice has achieved this Teaching Assistant apprenticeship there are many additional avenues which can enhance their training and skill set.

