Llywodraeth Cymru
Welsh Government

Induction for newly qualified teachers in Wales

(revised July 2017)

Guidance

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Induction for newly qualified teachers in Wales

Audience

Newly qualified teachers (NQTs); induction mentors (IMs); external verifiers (EVs); headteachers; appropriate bodies (ABs); local authorities (LAs); regional consortia; education workforce unions; Estyn; the Education Workforce Council (EWC); chairs of governors; independent schools; further education institutions (FEIs); supply agencies; trainee teachers and initial teacher education (ITE) institutions.

Overview

Induction is a statutory requirement for all NQTs in Wales who have gained qualified teacher status (QTS) after 1 April 2003. This is statutory guidance and provides details of the requirements for the management and delivery of induction in Wales.

Action required

For all persons or bodies involved in statutory induction in Wales to apply, and have due regard to, the procedures and advice set out in this guidance circular.

Further information

Enquiries about this document should be directed to:
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Additional copies

This document can be accessed from the Learning Wales website at www.learning.wales.gov.uk

Related documents

Revised professional standards for education practitioners in Wales (2011); The Education (Induction Arrangements for School Teachers) (Wales) (Amendments) Regulations 2015; The Staffing of Maintained School (Wales) Regulations 2006 (as amended); *School Teachers' Pay and Conditions Document* (STPCD) (Department for Education); *Professional standards for teaching and leadership* (2017).

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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Introduction

This guidance circular outlines the practice and procedures required by the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015[1] (S.I. 2005/1818 (W.146)) ('the Regulations').

Any person or body exercising a function under the Regulations must have regard to this guidance when exercising those functions.

This guidance circular supplements the requirements of the Regulations and should be read in conjunction with the Regulations. It also outlines the support that will be provided to all newly qualified teachers (NQTs) throughout their statutory induction period.

Statutory induction applies to all teachers who gain their qualified teacher status (QTS) after 1 April 2003.

NQTs (including those working on a supply basis) and all parties involved in the induction process should ensure that they are fully aware of the statutory induction arrangements in Wales and the relevant professional standards[2].

Changes coming into force from 1 September 2017

NQTs commencing their induction period from 1 September 2017 onwards are required to demonstrate how their practice meets the new professional standards for teaching and leadership[3].

NQTs who commenced their induction period before 1 September 2017 should continue with the practising teacher standards that were in place when their induction period commenced.

The person who is assigned to support the NQT on a day to day basis is now referred to as the 'induction mentor (IM)'. In most cases this will be a school-based colleague. In other circumstances it could be a mentor working on a local/regional basis (e.g. servicing a number of schools or mentoring supply teachers).

The role of the 'external verifier (EV)' will generally be that which has previously been referred to as 'external mentor (EM)'.

The purpose of statutory induction is to:

- contribute to building an excellent teaching workforce for the benefit of all learners
- support NQTs to have the best start to their teaching career
- provide all NQTs with the opportunity to develop their practice by focusing on the requirements set out in the professional standards
- prepare all NQTs for their career as a teacher by establishing the skills and behaviours that they need to build on throughout their career

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[1] The Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015
[2] http://learning.gov.wales/resources/collections/professional-standards?lang=en
[3] The Professional Standards for Teaching and Leadership 2017

- ensure that all NQTs focus on national priorities
- ensure that NQTs are equipped to meet the challenges of the education reform agenda
- ensure that NQTs focus their professional learning on the most effective methods and approaches, including reflective practice, effective collaboration, coaching and mentoring, and effective use of data and research evidence
- build on the experiences gained in initial teacher education (ITE) to support career-long professional growth.

Working in partnership
Effective induction is achieved through a partnership between a number of key stakeholders who each have their own principal responsibilities.

NQTs should take responsibility for their own professional learning and provide evidence of how their practice meets the professional standards.

The **headteacher and the school as a whole** ensure that there is day-to-day support available to the NQT throughout the induction period as part of the school's overall mentoring arrangements. The **headteacher** works in close collaboration with the IM and the EV.

The induction mentor (IM) provides day-to-day support to the NQT and works with the EV to ensure the NQTs receive high quality mentoring and supervision and to provide a recommendation to the AB on the outcome of the induction period. IMs will usually be based in the same school as the NQT but may also be deployed across a number of schools or work with a group of supply teachers.

The **external verifier** (EV) quality assures the induction arrangements on behalf of the AB and works with the IM and AB to ensure NQTs receive high quality mentoring and supervision. The EV makes the recommendation to the AB on the outcome of the induction period.

The **appropriate body** (AB) has overall responsibility to ensure that induction meets the statutory requirements and uses assessment evidence to make the final decision on the induction outcome. For maintained schools and non-maintained special schools, the school's local authority (LA) must serve as the AB. However an LA, in practice, may agree to delegate its role to the relevant regional consortium which is responsible for the recruitment, training and deployment of EVs.

Where NQTs undertake some or all of their induction through supply teaching **the employment or supply agency**, as the NQT's employer, provide the necessary support to their NQTs to reflect the nature of their deployment across different schools and to ensure that safeguarding and pre-employment checks are undertaken when placing NQTs in schools.

The **Education Workforce Council** (EWC) has responsibility for collecting, collating and maintaining a central source of data for NQTs undertaking induction and for administering induction funding to schools, working closely with regional consortia. EWC also hosts and provides access to the online statutory induction profile via the Professional Learning Passport (PLP) to enable NQTs to reflect against the relevant professional standards and record their professional experiences.

The **Welsh Government** sets regulations and policy and specifies national priorities for professional learning. It works with regional consortia and the EWC to monitor and review national arrangements.

Further information on roles and responsibilities is provided in Annex A.

The induction arrangements in Wales

Legal requirements

In order to be employed as a teacher in a maintained school in Wales it is a legal requirement, apart from certain exceptions, that all NQTs employed in Wales must hold QTS and must be registered as a school teacher with the Education Workforce Council (EWC).

Details of the registration process can be found on the EWC website at www.ewc.wales

It is essential that the NQT registers with the EWC before they commence their first teaching post and maintains their registration with the EWC throughout their induction period. An induction period cannot start unless the NQT is registered with the EWC in the category of school teacher. If a NQT commences employment without being registered in the category of school teacher, but registers part-way through a term, then induction will commence from the date of registration in the category of school teacher.

Exceptions to the requirement to undertake induction are set out in Schedule 2 to the Regulations.

Length of the induction period

All NQTs must complete an induction period of three school terms or the equivalent[4]. NQTs who are not employed on a full-time basis must complete 380 school sessions. NQTs without regular employment (for example, those working as short-term supply teachers) will accrue sessions until 380 school sessions have been completed. There is no limit to the time they may take to do this.

Periods of employment that count towards induction

Once a NQT is registered, all periods of employment as a qualified teacher of one school session[5] or more must be counted towards a NQT's induction period and must be recorded with the EWC until 380 school sessions or the equivalent period have been completed. There is no flexibility regarding this and neither NQTs nor schools can request that a period of employment as a qualified teacher does not count towards induction.

NQTs moving between full-time employment, part-time employment and supply teaching must ensure that all periods of employment are recorded with the EWC via the submission of the appropriate form. Forms are available from the EWC website www.ewc.wales

There are different arrangements for recording sessions and terms depending on the nature of employment. For NQTs completing induction whilst undertaking short term supply teaching, further information on how to record periods of teaching[6] is available from the EWC website www.ewc.wales

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[4] The Regulations set out circumstances in which the 'three-term rule' may not apply.
[5] One school session is defined as one morning or one afternoon of employment in a school.
[6] Induction – Funding, tracking and recording arrangements.

NQTs undertaking induction on a part-time basis

The induction period for part-time NQTs must comply with the same requirements as those for full-time NQTs, as noted in this guidance document. Part-time NQTs must benefit from the same level of support as full-time NQTs to ensure that all NQTs have a comparable induction experience.

Where a NQT has more than one part-time contract across two or more schools at the same time, the AB, working with the IMs and the EV will ensure there are links between the schools and develop an appropriate induction programme for the NQT.

Induction for NQTs undertaking supply teaching

The guidance above for undertaking induction on a part-time basis also applies during periods of supply teaching.

In addition all NQTs undertaking some or all of their induction through the accrual of short-term periods of supply should ensure they complete the EWC's 'Induction as a short-term supply teacher notification form' prior to the commencement of the induction period or at the very latest within 10 days of the start of induction. The form is available from the EWC website www.ewc.wales

No periods of employment as a short-term supply teacher carried out before 1 September 2012 can be counted towards the induction period.

Additional information on induction for NQTs undertaking short-term supply work is available via a bespoke area of the Learning Wales website at www.learning.gov.wales/?lang=en

Further general information for supply teachers can be found at:
www.learning.gov.wales/resources/collections/supply-teachers?lang=en

Moving schools during induction

The headteacher/IM at the school to which the NQT moves should submit a new 'Induction Notification Form' to the EWC within 10 working days of the NQT commencing employment at the school. This is essential in order for funding and mentoring support to continue. The Induction Notification Form is available via the EWC's website www.ewc.wales

If a NQT moves schools during their induction period, it will be a matter for the regional consortium to determine whether the EV will remain the same or whether a change is required.

Institutions where induction can take place

Induction can only take place in the following settings:

- maintained schools in Wales (including maintained nursery schools where the school has a headteacher and the school can satisfactorily provide an induction period that will allow the NQT the opportunity to meet the relevant professional standards)
- non-maintained special schools in Wales
- further education institutions (FEIs) in Wales which include sixth form colleges – see Annex B for criteria
- independent schools in Wales − see Annex C for criteria
- schools or FEIs in England provided that the school/institution and the teaching responsibilities meet England's induction criteria.

Institutions where induction cannot take place

Induction cannot take place in:

- pupil referral units
- community or foundation special schools established in a hospital
- independent schools that do not meet the criteria described in the Regulations
- independent nursery schools (unless they are independent schools that meet the criteria specified in the Regulations) and other early years settings (unless they are maintained nursery schools)
- schools requiring special measures, as judged by Estyn. See Annex E for details.

Support during the induction period

All NQTs are entitled to access high quality support from the start of their induction period, and to receive expertise and advice from their IM and EV and regional consortium/LA. This will ensure that NQTs are able to start their career with the appropriate support structures around them and that they benefit from a positive and supportive induction experience.

Support will include:

Mentoring
Mentoring is an important part of career-long professional learning and forms an integral element of induction.

The support and mentoring provided to the NQT during induction will be made available through a partnership between the school(s) where the NQT works and the EV working on behalf of the AB.

The Welsh Government provides funding to regional consortia to support mentoring provision and the role of the EV. This funding is administered by the EWC on behalf of the Welsh Government.

For further information on roles and responsibilities see Annex A.

Further information on coaching and mentoring is available on Learning Wales www.learning.gov.wales/?lang=en

Reduced teaching time during induction
A teacher serving an induction period under the Regulations should not teach for more than 90 per cent of the time that a teacher at the school would normally be expected to teach. This is a requirement set out in the School Teachers' Pay and Conditions Document (STPCD) (Department for Education[7]) and provides NQTs with additional time to reflect on their practice and supports participation in appropriate professional learning activities during their induction period.

The Welsh Government provides schools with funding to meet the costs associated with a reduction in the NQT's timetable. The EWC administers this funding on behalf of the Welsh Government and further information on how schools are able to access this funding can be found on the EWC website at www.ewc.wales

The STPCD also includes an entitlement to a further 10 per cent reduction in their remaining teaching timetable to provide NQTs with statutory non-contact time for planning, preparation and assessment (PPA).

[7] https://www.gov.uk/education/teacher-pay-pensions-and-conditions

Induction profile
All NQTs are expected to gather evidence throughout their induction period to demonstrate their progress in meeting the professional standards and to enable assessment at the end of the induction period. This evidence is recorded in their induction profile which forms an important focus for self-review and regular discussion with the IM and EV to ensure NQTs are aware of areas they should prioritise for further professional learning.

NQTs commencing their induction period on or after 1 September 2017 will work to the new professional standards for teaching and leadership and their induction profile will form part of the PLP which should be completed via the EWC's website www.ewc.wales

NQTs who commenced their induction period before September 2017 should continue with the induction profile format that was in place when their induction period commenced.

Further information on accessing and completing the induction profile is available via the EWC's website www.ewc.wales

Throughout the induction period the induction profile will be accessible to the IM/EV and the AB to monitor, progress and identify additional support needed. The induction profile will provide a substantial part of the evidence that is considered in the final assessment and moderation at the end of the induction period. Upon completion of the induction period, the AB, IM and EV will no longer have access to the induction profile.

Regional consortium and LA programmes
There will be a range of professional learning opportunities available in each region to support NQTs during their induction. For professional learning programmes and opportunities within each regional consortium, visit the regional consortium website or contact the LA or regional consortium induction co-ordinator for further information. Contact details are available from the Learning Wales website www.learning.gov.wales/?lang=en

Professional learning resources
A range of professional learning resources on the most effective professional learning methods and approaches for practitioners are available from the Learning Wales website www.learning.gov.wales/?lang=en

Extensions to the induction period

Extensions prior to the completion of the induction period

If a NQT has been absent from work for an aggregate period of 30 school days or more during their induction period then the AB may extend the induction period by the aggregate period of absence.

An AB may consider it appropriate to extend a NQT's induction period by less than the aggregate period of absence when the period of absence is greater than the number of days/sessions needed to meet 380 sessions, provided there is likely to be sufficient evidence to meet the relevant professional standards.

Extensions of this kind can not be greater than the aggregate period of absence.

NQTs who take statutory maternity leave while serving their induction period or an extension to their induction period may decide whether their induction should be extended (or further extended) to reflect the number of days absent for this purpose. Any outstanding assessments should not be made until the NQT returns to work and has had the opportunity to decide whether to extend (or further extend) induction. If an NQT chooses not to extend (or further extend) the induction period their performance will still be assessed against the relevant professional standards. It is, therefore, recommended that an individual in this situation seeks advice before making such a decision.

Extensions after completion of the induction period

The AB or, the EWC on appeal, may decide to extend the NQT's induction period after its completion. This should be done on a case-by-case basis.

Extensions in a different school or institution

It is possible that NQTs who have been required to extend their induction period after completion (by the AB or the EWC via appeal) will not have continuing employment in the school in which they completed their original induction period. In such cases it is the NQT's responsibility to find another teaching post in which to complete their induction period. There is no limit to the time they may take to do this. It is the NQT's responsibility to ensure that they make the school aware that they are required to complete an extension to their induction period when they take up a subsequent teaching post.

Action in the event of unsatisfactory progress

If a NQT is not making satisfactory progress towards completing their induction period, early action, as outlined below, must be taken in order to support and advise the NQT to make the necessary improvements. The support arrangements described earlier, if effective, will help this.

If the IM or the EV has any concerns about a NQT's progress, they must raise them with the NQT and the AB immediately.

- The school, or the IM in the case of NQTs undertaking induction through supply teaching, must communicate promptly, in writing, any concerns related to the NQT's progress to the NQT, the EV and the AB.
- Once it becomes apparent that the NQT is not making satisfactory progress, the AB will immediately increase the support to the NQT and ensure an action plan is put in place which is agreed by the NQT, the school and the EV.
- The AB should write to the NQT about the requirements for assessment and the consequences of failing to make the necessary improvement. A copy of the written notification should be held by the NQT's school(s) and the EV.

Action in the event of serious under-performance

In a few particularly serious cases, it may become apparent that the NQT is unlikely to complete an induction period satisfactorily, and the education of the learners the NQT is responsible for is being seriously affected. In such instances the headteacher, following consultation with the AB, may need to consider instigating a capability procedure at any stage before the end of the induction period. The primary purpose of such procedures will be to support the NQT to improve their performance. Failure of the NQT to improve may lead to dismissal before the end of the induction period. For as long as the NQT remains at the school the induction process must continue in parallel with the capability guidance[8].

The governing body controls the regulation of conduct and discipline of school staff and must establish procedures for this and for dealing with a lack of capability of school staff. It must make these procedures known to staff[9].

If a headteacher chooses to take this route, the headteacher must notify the EV and the AB in writing.

[8] http://gov.wales/topics/educationandskills/publications/guidance/guidance-on-capability-procedures-for-use-with-school-teaching-staff/?lang=en
[9] The Staffing of Maintained Schools (Wales) Regulations 2006 (as amended)

Making the final decision at the end of the induction period

To ensure the assessment process is fair, consistent and rigorous, standardisation and moderation of ABs' decisions is carried out by regional consortia at a national level.

The assessment process comprises the following stages:

Within 10 working days[10] of the completion of a NQT's induction period, the EV and IM should provide recommendations to the AB using the NQT's induction profile.

Within 20 working days of the completion of the induction period, the AB must consider these recommendations and must decide whether the NQT:

- has completed their induction period satisfactorily or
- requires an extension to their induction period (of a maximum of three school terms)
- has failed to complete their induction period satisfactorily.

The AB must have regard to any written representations received from the NQT in making this decision.

Within three working days of the decision being made and recorded by the AB, the AB must inform the NQT, the governing body of the school or college (or proprietor of an independent school), the headteacher (in whose school the NQT was working at the end of their induction), the employer (if other than the AB itself) and the EWC.

If the AB decides to extend the period of induction or concludes that the NQT has failed to complete their induction period satisfactorily, the AB must inform the NQT in writing of their right to appeal to the EWC, provide the address of the EWC and the deadline for appeals.

A NQT wishing to appeal must send a notice of appeal so that it is received by the EWC within 20 working days of the NQT receiving the relevant notification. After 20 working days this right expires, except where the EWC extends the time limit, but it can only do so if it is satisfied that not extending the time limit would result in substantial injustice.

The procedure relating to appeals is set out in Schedule 3 of the Regulations. Full details of the appeals process are set out on the EWC's website www.ewc.wales

[10] For the purposes of this guidance circular, a working day means any day other than a Saturday, Sunday or public holiday.

Employment consequences of failure to complete induction satisfactorily

Failure to complete the induction period satisfactorily means that a NQT is no longer eligible to be employed as a teacher in a maintained school or non-maintained special school in Wales as they will no longer be able to register with the EWC in the category of school teacher.

Following an appeal to the EWC, NQTs who are not awarded an extension cannot undertake their induction again in a different institution in Wales.

Annex A: Roles and responsibilities during the induction period

The NQT

Prior to undertaking their first teaching post in Wales, NQTs must:

- ensure they register[11] in the category of school teacher with the Education Workforce Council
- ensure they have an up-to-date Disclosure and Barring Service (DBS) check for the role of a teacher in line with the LA's and Welsh Government's guidance on safeguarding in recruitment
- ensure they are fully aware of the statutory arrangements for induction in Wales
- ensure they are fully aware of the new professional standards
- ensure they are fully aware of the professional learning passport.

Upon appointment to their first teaching role, NQTs must:

- use the appropriate form to notify the EWC that they are undertaking induction in Wales in order to start their induction and activate their induction profile
- upload their Career Entry Profile to their induction profile in order to share their priorities for professional learning with their school and mentor
- ensure they have made contact with their mentor to discuss their induction arrangements.

Throughout their induction period, the NQT must do the following.

- Ensure their induction records are accurate and up to date by:
  - informing their headteacher/supply agency that they are a newly qualified teacher and that every teaching session counts towards induction
  - logging all their teaching sessions with the EWC via submission of the appropriate form
  - informing the EWC if they move schools during their induction period or if their contract changes e.g. number of hours worked per week.

- Ensure they use the standards and the PLP in collaboration with their mentor and other colleagues to:
  - regularly reflect on their practice and capture experiences for mapping against the professional standards using their induction profile
  - identify development priorities in order to engage in appropriate professional learning
  - record a range of professional experiences to demonstrate meeting the standards required for successful completion of induction
  - readily share their professional experiences with others.

[11] NQTs who undertake their induction in a FEI must register with the EWC in the category of school teacher (in addition to the category of FE teacher) for the duration of their induction period

The headteacher

Prior to the NQT undertaking their post, the headteacher must:

- ensure that the NQT is registered in the category of school teacher with the EWC prior to employment
- adhere to safer recruitment practices when employing NQTs directly or when engaging with NQTs from supply or employment agencies, including provision of appropriate references and up-to-date Disclosure and Barring Service (DBS) checks in line with the LA's and Welsh Government's guidance on safeguarding in recruitment
- ensure NQTs have the appropriate day-to-day support from a suitably qualified and experienced mentor, regardless of whether they are undertaking induction on a
- full-time, part time or supply basis
- familiarise themselves with the new professional standards
- notify the EWC via submission of the Induction Notification form that they have a NQT employed at the school who is undertaking induction.

Throughout the induction period, the headteacher must:

- ensure each NQT has access to a mentor who is familiar with the new standards and is suitably skilled and experienced to support the NQT in using the standards during induction
- in collaboration with the mentor, provide the required evidence throughout the induction period that will contribute to the final assessment of the NQT by the AB
- where appropriate, ensure compliance with the requirements set out, in relation to induction, within the Department for Education's current School Teachers' Pay and Conditions Document
- ensure each NQT has access to a suitable range of professional experiences which provide the opportunity for them to reflect the professional standards in their practice
- make all staff aware of the requirements on NQTs to use the new professional standards for the purposes of induction and their role in supporting these arrangements.
- ensure that all teaching sessions completed by the NQT are logged with the EWC via submission of the appropriate form.

Induction mentor (IM) [12]

Prior to the NQT undertaking their post, the IM must:

- ensure that they have engaged with appropriate professional learning opportunities to carry out the IM role effectively
- ensure NQTs will have the appropriate day-to-day support, regardless of whether they are undertaking induction on a full-time, part time or supply basis
- ensure they understand the role of the new professional standards for the purposes of NQT induction

[12] In most cases this will be a school-based colleague. In other circumstances it could be a mentor working on a local/regional basis (e.g. servicing a number of schools or mentoring supply teachers)

- ensure the NQT has uploaded the Career Entry Profile in order to review their initial development priorities for professional learning
- ensure they have made contact with their NQT to discuss and confirm induction arrangements.

Throughout the induction period, the IM must:

- work closely with the NQT, through regular professional dialogue, to review and explore professional experiences; support and challenge the NQT in relation to the professional standards and ensure the PLP is being used to best effect
- use a range of strategies, which could include, lesson observations, work scrutiny, learning walks, pupil voice etc. as part of the ongoing support and monitoring for professional development
- where appropriate, bring areas of concern to the attention of the NQT, EV and AB, considering the most effective and supportive means of intervention and using the standards as a reference to identify areas for further development
- work in partnership with the EV to ensure that the induction period is conducted according to the regulations, that the NQT receives the necessary support and that all requirements for assessment are met
- ensure that all teaching sessions completed by the NQT are logged with the EWC via submission of the appropriate form.

External verifier (EV)

Prior to undertaking the role, the EV must:

- ensure that they have engaged with appropriate professional learning opportunities to carry out the EV role effectively
- ensure they understand the role of the new professional standards for the purposes of NQT induction.

Throughout the induction period, the EV must:

- quality assure the induction arrangements in schools on behalf of ABs to ensure NQTs are able to use the standards effectively
- identify support for IMs, particularly those new to the role and/or where there are concerns about the quality and effectiveness of mentoring
- provide additional mentoring support to NQTs as required
- observe the NQT teaching and use a range of strategies which could include work scrutiny and listening to learners as part of monitoring
- work in partnership with IMs to ensure that the induction period is conducted according to the regulations, that the NQT received the necessary support and that all requirements for assessment are met
- make recommendations and provide evidence on assessment to AB
- engage with the national standardisation/moderation process as requested by the regional consortium.

Consortium/LA/AB

The consortium/LA/AB have the following responsibilities.

- The AB has the overall statutory responsibility for the supervision and training of all NQTs within the LA area(s) it covers and for making the final decision at the end of the induction period as to whether the NQT has passed, failed, or requires an extension to their induction.
- The AB is responsible for ensuring that the induction of all NQTs consists of a high quality programme of effective professional learning, monitoring and support as set out in the induction specification for consortia (September 2016). The AB must ensure that effective and robust quality-assurance systems are put in place on a national level so that all NQTs receive the highest quality induction support.
- Ensuring they understand the role of the new professional standards for the purposes of NQT induction.
- Working with WG and EWC to ensure the PLP is used effectively to support the induction process.
- Ensuring appropriate quality assurance (QA) capacity is in place to ensure induction arrangements meet the needs of NQTs and the statutory requirements.
- Ensuring that appropriate professional learning opportunities are available to support mentoring for the induction process.
- Using assessment evidence to make final decision on induction outcome.
- Informing EWC of the outcome for each NQT.
- Encouraging/facilitating identification of exemplar materials to support effective use of the professional standards.
- Working with regional ITE providers to raise students' awareness of the induction process.
- Collaborating with consortium/LA/AB colleagues to ensure continued consistency of induction across Wales.
- Working with EWC to ensure that NQTs undertaking induction are allocated an EV.

The employment or supply agency

Prior to school placement, the employment or supply agency must:

- ensure they are aware of the induction status of teachers being placed in schools and informing schools of such statuses
- ensure NQTs are registered in the category of school teacher with the EWC before commencing employment and on at least an annual basis following correspondence from the EWC, that they check the registration status of all teachers who are registered with the agency
- ensure that relevant checks – including current teacher DBS checks – have been undertaken and that references are appropriate
- ensure that the individual being supplied to the school has the necessary skills, knowledge and experience to carry out the role effectively.

Throughout the induction period, the employment or supply agency must:

- ensure they understand the role of the new professional standards for the purposes of NQT induction
- ensure NQTs undertaking supply work are familiar with the new standards and have access to professional experiences that enable them to demonstrate the full range of the professional standards
- actively support NQTs' professional learning, including signposting NQTs to information and professional learning resources to enable them to develop their practice in line with the professional standards
- ensure that NQTs are provided with relevant information about the school, where possible, in advance of their deployment
- ensure that expectations and placement requirements are fully understood by NQTs.

The EWC

The EWC must:

- host and provide access to the online statutory induction profile via the PLP to enable NQTs to reflect against the standards and record their professional experiences
- work with WG and consortia to maintain the induction profile part of the PLP and ensure access for all parties, including any required support materials
- ensure that those undertaking the induction programme hold QTS and are registered with the EWC in the category of school teacher
- collect, collate and maintain a central source of data of teachers undertaking the induction programme.
- share this information with the responsible parties in the provision of the induction programme via the EWC's web-based facility.
- work with consortia to ensure that NQTs undertaking induction are allocated an External Verifier.
- administer induction funding on behalf of WG
- issue induction certificates based upon induction results provided by the appropriate body
- hear induction appeals.

Welsh Government

The Welsh Government must:

- work with consortia and EWC to agree the specification for the induction profile within the PLP
- publish the new professional teaching and leadership standards
- provide on-line information on the new professional standards including exemplars
- review the statutory induction guidance to reflect the new standards and on-line system for 1 September 2017
- review the induction specification for 1 September 2017.
- work with ITE providers to plan for introduction of new standards to ITE programmes

- determine national policy on induction.
- set and review relevant regulations
- specify national priorities for professional learning
- develop statutory guidance in consultation with partners
- work with regional consortia and the EWC to monitor and review national arrangements.

ITE providers

ITE providers must:

- work with regional consortia to raise students' awareness of the induction process
- ensure they understand the role of the new professional standards for the purposes of NQT induction.

Annex B: FEIs

FEIs, which include sixth form colleges, can provide an induction period provided they meet the following criteria.

- FE institutions must agree with an LA that it will act as the AB before induction is offered at the institution. The AB for FEIs is any LA in Wales, though it is recommended that the LA in which the FEI is located should serve as the AB. Without such an agreement any induction undertaken will be invalid.
- The NQT receives regular support and mentoring and is provided with the necessary time to enable them to reflect on their practice and participate in appropriate professional learning activities.
- No more than 10 per cent of the NQT's teaching should be devoted to teaching classes of learners predominately aged 19 and over.
- The NQT spends the equivalent of at least 10 school days teaching learners of compulsory school age during their induction (it is recommended that FEIs, with the support of their AB, should provide 20 to 25 school days of experience in a school setting).

The AB should satisfy itself that a FEI for which it has agreed to act as an AB meets all the requirements of the statutory induction of NQTs in Wales before the induction period commences and that this remains the case throughout the induction period.

The AB may make reasonable charges to the FEI for undertaking the role of AB during the NQT's induction period. FEIs will also need to meet costs associated with induction e.g. EV provision and for the NQT's reduced teaching time during induction.

Where the above criteria are met, the NQT must register with the EWC in the category of school teacher in addition to the category of 'FE teacher'.

Annex C: Independent schools

Induction can only take place in independent schools in Wales where the following criteria can be met.

- The curriculum for any learners at Foundation Phase and Key Stage 2 at the school meets national curriculum requirements (other than assessment arrangements).
- The curriculum for any learners at Key Stage 3 or 4 includes all core and foundation subjects.
- An agreement has been reached between the school and an LA that it will act as the school's AB. The AB for independent schools is any LA in Wales, though it is recommended that the LA in which the independent school is located should serve as the AB. This must be arranged prior to the start of the induction period. If not, any periods of induction that have been completed prior to this agreement will not count. There is no discretion regarding this requirement.

The AB should satisfy itself that an independent school for which it has agreed to act as an AB meets all the requirements of the statutory induction of NQTs in Wales before the induction period commences and that this remains the case throughout the induction period.

The AB may make reasonable charges for undertaking the role of AB during the NQT's induction period. Independent schools will also need to meet costs associated with induction e.g. EV provision and for the NQT's reduced teaching time during induction.

Where the above criteria are met it is recommended that NQTs who undertake induction at an independent school register with the EWC in the category of school teacher.

Annex D: Periods of induction completed before 1 September 2012

Any period of induction completed prior to 1 September 2012 will be carried over and will count towards induction.

Periods of employment carried out prior to 1 September 2012 that count towards induction are whole terms, two consecutive half-terms (disregarding school holidays) or a period of employment that the AB determines (approximately 10 consecutive weeks). These periods of employment can be counted towards the induction period if they have been previously confirmed as being part of the induction period.

NQTs who started their induction period before 1 September 2012 should continue to use the existing support materials for assessment, observation and target setting. Further information is available from the EWC website www.ewc.wales

No periods of employment as a short-term supply teacher carried out before 1 September 2012 can be counted towards the induction period.

Annex E: Induction and schools requiring special measures

Induction generally cannot take place in a school requiring special measures as judged by Estyn.

There are two possible exemptions to this requirement:

- the person in question began their induction period, or was employed as a graduate teacher or a registered teacher on an employment-based teacher training scheme, at the school at a time when such circumstances did not apply
- one of Her Majesty's Inspectors of Education and Training in Wales has certified in writing that they are satisfied that the school is fit for the purpose of providing induction supervision and training.

The AB will be responsible for ensuring that any necessary additional support is provided by the school.

For Estyn's guidance regarding schools in special measures and the induction period for NQTs visit www.estyn.gov.wales

For further enquiries, e-mail enquiries@estyn.gov.wales or telephone Estyn on 029 2044 6446.