

Induction - funding, tracking and recording arrangements

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2. Relevance of this document

This document is relevant to the following audiences:

- Newly Qualified School Teachers/school teachers undertaking induction
- School based induction mentors
- Headteachers
- Professional development coordinators/staff development officers
- Bursars/school business managers
- external mentors
- LAs in their role as the appropriate body in the induction process

3. Introduction

Statutory induction has been a requirement in Wales since September 2003. On behalf of the Welsh Government, the Education Workforce Council (EWC) is responsible for a number of administrative activities associated with the induction programme as follows:

- ❖ collecting, collating and maintaining a central source of data for teachers undertaking the induction programme, to include the teacher's employment as they progress through induction, a record of their school based mentor and external mentor, a record of the induction sessions completed;
- ❖ sharing this information with the parties who are pivotal in the provision of the induction programme via the EWC's web based facility. These parties include the NQT, the NQT's school based mentor and external mentor, the induction coordinator at the LA as the appropriate body in induction;
- ❖ administering induction funding to schools;
- ❖ allocating an external mentor;
- ❖ hosting and providing access to the online statutory induction profile via the EWC's web based facility;
- ❖ issuing induction certificates based upon induction results provided by the appropriate body;
- ❖ hearing induction appeals*.

This document sets out the steps required by all relevant parties to ensure that the EWC is able to fulfil these responsibilities. *Guidance on the hearing of induction appeals does not form part of this document but can be found in the Fitness to Practise section of the EWC's website at www.ewc.wales.

It is important to note that the EWC has no remit to provide advice and guidance regarding the delivery or content of the induction programme and as such this document should not be read in isolation.

Information about the induction arrangements including access to the induction regulations, the Welsh Government guidance circular and the Practising Teacher Standards can be found on the Learning Wales website at <http://learning.wales.gov.uk>.

Links to these documents and the Learning Wales website can also be found within the induction section of the EWC's website at www.ewc.wales.

If you require additional advice or support you should contact the induction coordinator at your appropriate body (LA), contact details are available in the induction section of the EWC website at www.ewc.wales.

Welsh Government guidance to assist with the completion of the statutory induction profile, which sets out the requirements for each section including the persons responsible for each section and the timescales for completion, is available within the web pages that support the online induction profile. Access to this document is only available once the NQT has downloaded their induction profile, the document can be found within the edit page of any section of the induction profile. It is also worth noting that the Welsh Government guidance circular is available at the bottom on the first page of the online induction profile.

4. Induction

4.1 About this section

This section is relevant to all periods of induction being undertaken whilst in regular employment regardless of whether the employment is on a permanent, temporary or supply basis. For information about induction for short term supply teachers please refer to section X.

This section provides step-by-step information to ensure that:

- ❖ initial data is collected, collated and provided by the EWC to the relevant parties in order to facilitate the commencement/continuation of the NQT's induction;
- ❖ the NQT is allocated an external mentor;
- ❖ all relevant parties are able to access the NQT's online induction profile via the EWC's web based facility;
- ❖ schools are able to access induction funding;
- ❖ accurate data is recorded in relation to the number of sessions completed by NQTs.

Each step denotes:

- ❖ the body and/or individual responsible for the step;
- ❖ the action which must be completed, including the completion and submission of necessary documentation;
- ❖ the timescale by which the action must be completed, if appropriate;
- ❖ details of the body to which any information must be sent, if appropriate;
- ❖ other important information, if appropriate.

Steps 1, 4 and 5 relate specifically to an action for the relevant personnel within the school; it is imperative that schools comply with the actions and timescales, failure to do so will result in:

- ❖ the school losing out on induction funding;
- ❖ the EWC being unable to allocate an external mentor by the first half term of a teacher's induction;
- ❖ the EWC being unable to maintain an accurate record of induction sessions completed, which could in turn have a detrimental impact on a teacher's induction programme.

4.2 The steps

Step 1 - At the beginning of a period of induction	Notify the EWC
Body/individuals responsible	School/Headteacher/school based mentor/NQT
What action?	<p>Must complete the:</p> <p>Induction Notification Form</p> <p>In completing the form please ensure that:</p> <ul style="list-style-type: none"> ❖ all parties read each section of the form thoroughly before completion; ❖ all sections of the form are completed accurately and in full, precise contract information must be provided; ❖ the details of the school based mentor that will be responsible for completing specific sections of the statutory induction profile are provided, this information will be used in order to provide the mentor with access to the teacher's induction profile; ❖ the Headteacher, school based mentor and NQT must sign the declaration.
By when?	<p>At the very latest within 10 working days of the commencement of a period of induction.</p> <p>In line with Welsh Government guidance all periods of employment of one school session or more must count towards induction, therefore, dependent upon when the NQT commences employment at the school, the deadline date for the submission of this information could fall at any point during an academic term.</p>
To where?	<p>The Professional Development and Funding Team at the EWC</p> <p>The form can be returned by post or fax, alternatively, if the school has the facility to scan a signed version of the form it can be returned by e-mail to professionaldevelopment@ewc.wales.</p>
Other important information	<p>This initial notification should be made to the EWC only and no other body. The EWC is responsible for notifying all other parties involved in the induction programme via the EWC's web based facility.</p>

	<p>If the NQT is employed at the same school for the entirety of their induction period without any breaks in the employment, Step 1 will only need to be completed once, at the beginning of induction.</p> <p>If the NQT moves school or has a break in their employment during induction, Step 1 will need to be completed at the beginning of each period of induction.</p> <p>Please note that this notification is not an application for registration with the EWC. For further information in relation to registration please go to the Registration and Qualifications section of the EWC's website at: www.ewc.wales.</p>
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Step 2	Eligibility checks and allocation of an external mentor
Body/individuals responsible	The EWC
What action?	<p>Will, on receipt of the Induction Notification Form:</p> <ul style="list-style-type: none"> ❖ Check that the NQT meets the eligibility criteria for induction, as follows: <ul style="list-style-type: none"> the NQT must: <ul style="list-style-type: none"> • hold Qualified Teacher Status (QTS); • be registered with the EWC in the category of Registered School Teacher; • not be exempt from the requirement to complete induction or must not have already completed induction. ❖ Check whether the school based mentor recorded on the form has an existing EWC school based mentor account in order to access the NQT's online statutory induction profile. Where no account is held the EWC will create an account for the mentor. ❖ Allocate an external mentor to the NQT.
By when?	<p>Allocation of an external mentor</p> <p>Where an Induction Notification Form relates to the beginning of the autumn term and the form is received from the school within the required timescales an external mentor will be allocated by the autumn half</p>

	<p>term.</p> <p>At other times of the academic year an external mentor will usually be allocated at within 10 working days of receipt of the form.</p>
Other important information	<p>Allocation of an external mentor</p> <p>The EWC allocates external mentors to NQTs in line with the Welsh Government matching criteria which are available to view on the induction section of the EWC's website at www.ewc.wales.</p>

Step 3	Notify relevant parties
Body/individuals responsible	The EWC
What action?	<p>Will send a written response to the NQT, copied to the school based mentor and headteacher, (by post or e-mail), confirming:</p> <ul style="list-style-type: none"> ❖ the outcome of the eligibility checks; ❖ the details of the external mentor* allocated to the NQT; ❖ the steps that the NQT needs to take in order to download their online statutory induction profile before any other relevant party is able to access or contribute to the induction profile. <p>The EWC will share the NQT's induction information with the:</p> <ul style="list-style-type: none"> ❖ external mentor; ❖ induction coordinator at the LA as the appropriate body in induction. <p>Please refer to section 4.5, page 11, for further information regarding the way in which the EWC will record and share this information with relevant parties.</p>
By when?	Within 25 working days of receipt of the Induction Notification Form.
Other important information	*If the EWC has been unable to confirm the details of the external mentor within this communication then an e-mail will be sent to the school at a later date to confirm this information.

	If the EWC has been required to create a new school based mentor account, confirmation of the account details will be sent in a separate communication, directly to the school based mentor.
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Step 4	Changes to the information provided on the Induction Notification Form
Body/individuals responsible	School/Headteacher/school based mentor/NQT
What action?	Must inform the EWC regarding any changes to the details provided on the Induction Notification Form.
By when?	Immediately

Step 5 - At the end of each academic term during which the teacher has been undertaking induction	Claim induction funding
Body/individuals responsible	School/Headteacher/School Based Mentor/NQT
What action?	<p>Must complete the:</p> <p>Induction Funding Claim Form</p> <p>In completing the form please ensure that:</p> <ul style="list-style-type: none"> ❖ all sections of the form are completed accurately and in full, precise contract information and session information must be provided; ❖ particular attention is taken to section 3 of this form, as this is the information that the EWC will use to release funding; ❖ the NQT, school based mentor and headteacher, must sign the declaration.
By when?	<p>At the end of each academic term during which the teacher is undertaking induction at the school.</p> <p>If the school fails to comply with this date the EWC will not release the funding to the school.</p>
To where?	The Professional Development and Funding Team at the EWC

	The document can be returned by post or fax, alternatively, if the school has the facility to scan a signed version of the form it can be returned by e-mail to professionaldevelopment@ewc.wales .
Other important information	<p>This step will need to be completed regardless of the following:</p> <ul style="list-style-type: none"> ❖ when the NQT commenced their period of induction; ❖ the proportion of contract upon which the NQT is employed; ❖ how many sessions have been completed by the NQT during the academic term.

Step 6	Release induction funding
Body/individuals responsible	The EWC
What action?	<p>Will check the Claim Form and release the appropriate amount of funding to the school.</p> <p>The EWC will also record the number of sessions completed by the NQT and share this information with the:</p> <ul style="list-style-type: none"> ❖ external mentor; ❖ induction coordinator at the LA as the appropriate body in induction. <p>Please refer to section 4.5, page 11 for more information regarding the way in which the EWC will record and share this information.</p>
By when?	<p>Within 25 working days of receipt of the Induction Funding Claim Form/full information.</p> <p>Where incomplete information is provided the EWC will be unable to process the form which will result in a delay in the release of funding.</p>

Step 7 – after the teacher has completed three terms or 380 sessions of induction	Notification of the outcome of induction
Body/individuals responsible	Appropriate body
What action?	<p>Will make the final decision as to whether the NQT has passed, failed or requires an extension to their induction based upon the information/evidence recorded in the induction profile.</p> <p>Will notify the EWC of the outcome of induction.</p>
By when?	<p>Timescales for the completion of this action are set out in Welsh Government guidance circular available on the Learning Wales website at http://learning.wales.gov.uk.</p> <p>Please note that the EWC makes a formal request for the submission of induction results from the appropriate body once per academic term, the appropriate body, however, as the facility to submit induction results to the EWC at any time.</p>

Step 8	Record information and issue certificate
Body/individuals responsible	The EWC
What action?	<p>Will update the NQT's record on The Register of Education Practitioners with the outcome of induction and if appropriate issue an induction certificate to the NQT at the postal address held.</p> <p>Please refer to section 4.5, page 11 for more information regarding the way in which EWC will record and share this information.</p>
By when?	Within 25 working days of receipt of the induction result from the appropriate body.

4.3 The EWC's induction web facility including the statutory induction profile

As set out in the Welsh Government guidance for induction there are a number of parties involved in the NQT's induction programme. These parties need to view and exchange specific information in relation to the NQT's induction. The information will include the NQT's employment details during induction, the number of induction sessions completed, details of the school based mentor and

external mentor allocated to support the NQT and the NQT's statutory induction profile (and external mentor record).

The EWC provides a web based facility that enables this information to be maintained and stored securely online. For NQTs who commenced induction from September 2014 onwards this facility includes the online statutory induction profile (and external mentor record).

The NQT, the NQT's school based mentor and external mentor and the appropriate body, will, with the appropriate authorisation, be given secure access to this facility. This means that for NQTs who commenced induction from September 2014 onwards there will be no requirement to e-mail or post the relevant sections of the induction profile to the appropriate body.

Details of how to access this facility will be provided within the written acknowledgement to the NQT and school based mentor following receipt of the initial induction notification, alternatively this information is available on the induction section of the EWC's website.

It is important to note the following regarding the information accessible via the EWC's online services:

- ❖ the forms for accessing induction funding (the Induction Notification Form and the Induction Funding Claim Form) are completely separate to the documents contained within the online induction profile and, at present, the funding documentation cannot be submitted to the EWC via its web facility;
- ❖ the EWC maintains a record of the number of sessions that have been completed by NQTs towards their induction in order to assist all parties to keep track of this information. It is important to note, however, that the session information recorded by the EWC has not been verified. NQTs are required to keep a verified record of their induction sessions in Section 4 of the induction profile (which should be maintained off-line and uploaded to the online profile in line with the required timescales);
- ❖ the EWC has developed and hosts the online induction profile. Any problems or issues experienced by users or any feedback from users regarding improvements to the online induction profile should be directed to professionaldevelopment@ewc.wales. The EWC cannot, however, offer guidance or advice about the required content of the online induction profile, such enquires should in the first instance be directed to the school based mentor, the external mentor or the induction coordinator at the appropriate body;
- ❖ guidance for use of the facility can be found within the pages that support the online induction profile and as such the text which accompanies each of these pages should be read thoroughly during its use and before completion or sign off of any of the documents.

4.4 Key details relating to the funding of induction

4.4.1 Remittance of induction funding to schools, including the method of payment

- ❖ The level of funding is £2,100 per NQT per induction period. Schools are provided with funding, by the Welsh Government, to assist with the provision of the NQT's statutory entitlement to a 10% reduction in their timetable (in addition to their PPA time).

- ❖ Funding will be released retrospectively after the end of each academic term during which the NQT is undertaking induction. This will be regardless of the proportion of contract worked by the NQT or of how many sessions are completed during the academic term. For example:
 - if the NQT completes a full term on a full time contract the school will receive a payment of £700.00;
 - if the NQT commences a period of induction at the half term, at the end of the first academic term of the NQT's induction the school will receive a payment of £350.00;
 - if the NQT commences a period of induction at any other point during the academic term the EWC will calculate the sum of funding to be released as follows $\text{£}2,100.00/380 \text{ sessions} \times \text{the number of sessions completed by the NQT during the academic term}$.
- ❖ Subject to the required information having been submitted to the required timescales, funding will be released regardless of the teacher's progress during induction.
- ❖ The method by which the EWC will release induction funding to schools is dependent on the school's budget account status:
 - if the school is a 'non-cheque book school' the EWC will release funding to the school by the payment method stipulated by the LA Finance Department. Schools will be notified in writing when an induction payment associated with the school is released by the EWC;
 - if the school is a 'cheque book school' the EWC will release funding to the school by cheque, unless informed by the school to do so by BACS.

The EWC would encourage schools to receive funding by BACS. For further advice in this regard please contact the EWC directly. Where schools already receive payment by BACS the school must notify the EWC immediately and in writing, of any changes to their bank details.

- ❖ The EWC will not release payment into school private fund accounts.
- ❖ Where payments are made/sent directly to schools payments should not be made into the school private fund account.
- ❖ The EWC will not release payments directly to teachers.

4.4.2 Circumstances where funding WILL NOT be remitted to schools

- ❖ The EWC will not release funding to schools if timescales for the submission of information are not met.
- ❖ The EWC will not release funding to schools where the teacher does not meet the eligibility criteria to undertake induction.

- **Registration with the EWC**

It is important to note that one of the eligibility criteria relates to registration with the EWC – under The Education Workforce Council (Main Functions) (Wales) Regulations 2015 every qualified school teacher, who carries out the “specified work” of a school teacher in a maintained school must be registered with the Education Workforce Council.

The legal responsibility for ensuring that only registered school teachers are employed in such posts lies with the employer.

If an employer knowingly continues to employ a qualified school teacher who is unregistered in a post involving the “specified work” of a teacher, the Welsh Government has powers to issue a direction to an employer to comply with its statutory duty.

As a direct result any periods of induction completed whilst the NQT is not registered with the EWC will not be funded and will not count towards the teacher’s induction.

5. Induction for short-term supply teachers

5.1 About this section

This section is only relevant to NQTs completing induction whilst undertaking short term supply work. If a period of short term supply becomes a regular or longer term arrangement, regardless of whether the employment is on a supply basis, the steps in section 4.0 will need to be completed.

This section provides step by step information to ensure that:

- ❖ a central accurate record of sessions completed by NQTs undertaking induction whilst working as short-term supply teachers is maintained;
- ❖ an external mentor is allocated to support the NQT once the NQT has logged 50 sessions with the EWC via its web facility;
- ❖ all relevant parties have access to the NQT's online induction profile.

Each step denotes:

- ❖ the body and/or individual responsible for the step;
- ❖ the action which must be completed, including the completion and submission of necessary documentation;
- ❖ the timescale by which the action must be completed, if appropriate;
- ❖ details of the body to which any information must be sent, if appropriate;
- ❖ other important information relating to the step, if appropriate.

Steps 1, 3, 5 and 7 relate specifically to an action on the NQT; if the NQT fails to complete these steps within the set timescales the EWC will be unable:

- ❖ to allocate an external mentor at the point the NQT completes 50 sessions towards induction;
- ❖ to maintain an accurate record of induction sessions completed, which could in turn have a detrimental impact on the NQT's induction programme.

5.2 The Steps

Step 1	Initial notification
Body/individuals responsible	The NQT
What action?	Complete the: Induction as a Short-Term Supply Teacher Notification Form
By when?	Once it has been established that you will be undertaking induction as a short term supply teacher but at the very latest within 10 working days of the commencement of a period of induction.

To where?	The Professional Development and Funding Team at the EWC
Other important information	<p>If you complete the entirety of your induction period (380 sessions) via the short term supply teacher route without any breaks from the profession or without switching to completing induction whilst in regular employment (see section 4.0), Step 1 will only need to be completed once.</p> <p>If you take a break from the profession or switch between completing induction whilst in regular employment and completing induction undertaking short term supply, Step 1 will need to be completed at the beginning of each period that you will be commencing/continuing induction as a short term supply teacher.</p>

Step 2	Eligibility checks
Body/individuals responsible	The EWC
What action?	<p>Will, on receipt of the Induction as a Short-Term Supply Teacher Notification Form:</p> <ul style="list-style-type: none"> ❖ Check that the NQT meets the eligibility criteria for induction, as follows: <p>the NQT must:</p> <ul style="list-style-type: none"> • hold Qualified Teacher Status (QTS); • be registered with the EWC; • not be exempt from the requirement to complete induction or must not have already completed induction.
To where?	The Professional Development and Funding Team at the EWC

Step 3	Notify relevant parties
Body/individuals responsible	The EWC
What action?	<p>Will send a written response to the NQT (by e-mail), confirming:</p> <ul style="list-style-type: none"> ❖ the outcome of the eligibility checks; ❖ the steps that the NQT needs to take in order to

	<p>log your sessions via the web facility;</p> <ul style="list-style-type: none"> ❖ the steps that the NQT needs to take in order to download their online statutory induction profile before any other relevant party is able to access or contribute to the induction profile. <p>The EWC will share this information with the:</p> <ul style="list-style-type: none"> ❖ LA as the appropriate body in induction. <p>Please refer to section 4.5, page 11, for further information regarding the way in which the EWC will record and share this information with relevant parties.</p>
By when?	Within 25 working days of receipt of the Induction as a Short Term Supply Teacher Notification Form.

Step 4	Logging periods of employment
Body/individuals responsible	The NQT
What action?	<p>Must log each period of employment of a session or more with EWC using the EWC's web facility.</p> <p>Please refer to section 5.3, page 16 for more information regarding the way in which the EWC will record and share this information.</p>
By when?	Within 15 working days of having completed the period of employment.
To where?	The Professional Development and Funding Team at the EWC
Other important information	<p>The EWC maintains a record of the number of sessions that have been completed by NQTs towards their induction in order to assist all parties to keep track of this information.</p> <p>It is important to note, however, that NQTs are required to keep a verified record of their induction sessions in Section 4 of the induction profile (which should be maintained off-line and uploaded to the online profile in line with the required timescales).</p>

Step 5	Record information
Body/individuals responsible	The EWC
What action?	Will update the induction section of the NQT's record on The Register of Education Practitioners with the sessions logged.
By when?	Usually, by the end of the next working day.

Step 6	Completed and logged 50 sessions with the EWC
Body/individuals responsible	The EWC
What action?	Allocate an external mentor to support the NQT; the NQT will be notified of this allocation via their EWC account/web based facility.
By when?	Usually within 10 working days of notification of the 50 th session having been completed.

Step 7 – after the teacher has completed three terms or 380 sessions of induction	Notification of the outcome of induction
Body/individuals responsible	Appropriate body
What action?	Will make the final decision as whether the NQT has passed, failed or requires an extension to their induction based upon the information/evidence recorded in the induction profile. Will notify the EWC of the outcome of induction.
By when?	Timescales for the completion of this action are set out in Welsh Government guidance circular available on the Learning Wales website at http://learning.wales.gov.uk . Please note that the EWC makes a formal request for the submission of induction results from the appropriate body once per academic term, the appropriate body, however, as the facility to submit induction results to the EWC at any time.

Step 8	Record information and issue certificate
Body/individuals responsible	EWC
What action?	<p>Will update the NQT's record on The Register of Education Practitioners with the outcome of induction and if appropriate issue an induction certificate to the NQT at the postal address held.</p> <p>Please refer to section 4.5, page 11 for more information regarding the way in which EWC will record and share this information.</p>
By when?	Within 25 working days of receipt of the induction result from the appropriate body.

5.3 The EWC's induction web facility including the statutory induction profile

As set out in the Welsh Government guidance for induction there are a number of parties involved in the NQT's induction programme. These parties need to view and exchange specific information in relation to the NQT's induction. The information will include the NQT's employment details during induction, the number of induction sessions completed, details of the school based mentor and

external mentor allocated to support the NQT and the NQT's statutory induction profile (and external mentor record).

The EWC provides a web based facility that enables this information to be maintained and stored securely online. For NQTs who commenced induction from September 2014 onwards this facility includes the online statutory induction profile (and external mentor record).

The NQT, the NQT's school based mentor and external mentor and the appropriate body, will, with the appropriate authorisation, be given secure access to this facility. This means that for NQTs who commenced induction from September 2014 onwards there will be no requirement to e-mail or post the relevant sections of the induction profile to the appropriate body.

Details of how to access this facility will be provided within the written acknowledgement to the NQT following receipt of the initial induction notification, alternatively this information is available on the induction section of the EWC's website.

It is important to note the following regarding the information accessible via the EWC's online services:

- ❖ the forms for accessing induction funding (the Induction Notification Form and the Induction Funding Claim Form) are completely separate to the documents contained within the online induction profile and, at present, the funding documentation cannot be submitted to the EWC via its web facility;

- ❖ the EWC maintains a record of the number of sessions that have been completed by NQTs towards their induction in order to assist all parties to keep track of this information. It is important to note, however, that the session information recorded by the EWC has not been verified. NQTs are required to keep a verified record of their induction sessions in Section 4 of the induction profile (which should be maintained off-line and uploaded to the online profile in line with the required timescales);
- ❖ the EWC has developed and hosts the online induction profile. Any problems or issues experienced by users or any feedback from users regarding improvements to the online induction profile should be directed to professionaldevelopment@ewc.wales. The EWC cannot, however, offer guidance or advice about the required content of the online induction profile, such enquires should in the first instance be directed to the school based mentor, the external mentor or the induction coordinator at the appropriate body;
- ❖ guidance for use of the facility can be found within the pages that support the online induction profile and as such the text which accompanies each of these pages should be read thoroughly during its use and before completion or sign off of any of the documents.

6. Useful contacts

For enquiries relating to this document please contact:

The Professional Development and Funding Team
The Education Workforce Council (EWC)
9th Floor
Eastgate House
35-43 Newport Road
Cardiff
CF24 0AB

Tel: 029 20460099
Fax: 029 20475850
E-mail: professionaldevelopment@ewc.wales
Website: www.ewc.wales

For general enquiries relating to induction guidance please contact:

The Induction Team
Learning Improvement and Professional Development Division
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Tel: 029 20801389
Fax: 029 20826109
E-mail: inductioninfo@wales.gsi.gov.uk

For enquiries relating to a specific teacher's period of induction please contact:

The induction coordinator at your LA (the appropriate body in induction) (a list of the induction coordinators is available on the EWC's website)

For enquiries relating to registration with the EWC please contact:

The Qualifications and Registration Team
The Education Workforce Council
9th Floor
Eastgate House
35-43 Newport Road
Cardiff
CF24 0AB

Tel: 029 2046 0099
Fax: 029 2047 5850
E-mail: registration@ewc.wales
Website: www.ewc.wales