

INDUCTION NOTIFICATION FORM

This form must be completed and returned to the **Education Workforce Council (EWC)**, at the latest, within **ten working days of the commencement of the period of induction**:

- by post to:** EWC, 9th Floor, Eastgate House, 35-43 Newport Road, Cardiff, CF24 0AB
by e-mail to: professionaldevelopment@ewc.wales (only if the school has the facility to scan a signed copy)
by fax to: 029 20475850

A copy should be retained by the school and by the NQT.

This form must also be completed if an NQT starts a period of induction at a school having already part completed a period of induction at a different school.

Before commencing a programme of induction please ensure that all individuals involved in the programme refer to the relevant procedures and advice to include:

- Welsh Government induction regulations, guidance and the Practising Teacher Standards (PTS) - visit the Learning Wales website at <http://learning.wales.gov.uk>;
- the EWC's document **Induction - funding, tracking and recording arrangements**

Section 1 TEACHER'S PERSONAL DETAILS

Name	<input type="text"/>	Teacher reference number	<input type="text"/>
Date of birth	<input type="text"/>	If you would like a Welsh speaking External Mentor please check this box	<input type="checkbox"/>
Email address	<input type="text"/>		

Section 2 EMPLOYMENT DETAILS DURING INDUCTION

School name	<input type="text"/>		
LA name	<input type="text"/>		
Start date	<input type="text"/>		
Hours of work	<input type="checkbox"/> full-time	If part-time, indicate the number of sessions worked each week (a session is a full morning or afternoon)	<input type="text"/>
	<input type="checkbox"/> part-time		
Type of employment	<input type="checkbox"/> permanent	If temporary or supply, what date will the employment end?	<input type="text"/>
	<input type="checkbox"/> temporary		
	<input type="checkbox"/> supply		

Section 3 TEACHING SPECIALISM

Key stage	<input type="text"/>
Age range	<input type="text"/>
Subject	<input type="text"/>

Section 4 PREVIOUS PERIOD OF INDUCTION COMPLETED BY THE TEACHER

It is the school's responsibility to establish whether any previous period/s of induction has/have been completed by the NQT

Has the NQT completed any period of Induction prior to this appointment? Yes No

If yes, and started from 1st September 2014, please access the teacher's online Induction Profile. If the teacher previously worked in England or started induction prior to 1st September 2014, it is the school's responsibility to request all relevant documentation from the NQT's previous school. In either case it is then the school's responsibility to establish exactly how much induction the NQT has already completed, and complete the remainder of this section.

What period of induction has already been completed?
(Please state the number of terms, weeks or sessions)

Please give details of school(s) and LA(s) where period of induction was completed

Section 5 DECLARATIONS

In accordance with WG guidance teachers undertaking induction must have QTS and must be registered with the EWC in the category of school teacher.

In addition to this, under the Education Workforce Council (Main Functions) (Wales) Regulations 2015, registration is a statutory requirement for every qualified school teacher who carries out the specified work of a school teacher in a maintained school in Wales. In accordance with these Regulations, employers have a legal obligation to ensure that their employees are registered with the Council prior to commencing work.

I confirm that I was awarded QTS after 1st April 2003 and that I am registered with the EWC in the category of school teacher

Induction teacher's signature Date

I confirm that this teacher was awarded QTS after 1st April 2003, is registered with the EWC in the category of school teacher

School based mentor's signature Date

Full name Teacher reference number

Email address (required for creation of school based mentor online account)

Headteacher's signature Date

Full name Teacher reference number

Email address (required for acknowledgement correspondence)

The EWC is a data controller under the terms of the Data Protection Act 1998. The information submitted on this form will be processed for the purposes of tracking, recording progress and administering funding for teachers undertaking induction. This information will also be processed for the purposes necessary for the EWC to fulfil its remit and its legal obligations as set out in the Education (Wales) Act 2014 and the Education Workforce Council (Main Functions) Wales regulations 2015. This includes maintaining a Register of Education Practitioners in Wales and undertaking statistical analyses. Individual teachers are able to have full access to information about themselves on the Register of Education Practitioners in Wales. Employers are able to receive a subset of this information and the general public may only be informed whether a teacher is registered or not.

The data (provided on this form and additional data held on the Register of Education Practitioners in Wales) will be shared with selected third parties including School Based Mentors, External Mentors, LAs in order that they may perform their role as the Appropriate Body in induction, the Welsh Government and any organisations contracted to work on behalf of the Welsh Government. No details will be passed to external organisations for marketing purposes without the prior consent of the teacher.