

INDUCTION AS A SHORT-TERM SUPPLY TEACHER NOTIFICATION FORM

This form must be completed and returned to the **Education Workforce Council (EWC)** once it has been established that you will be undertaking induction as a short term supply teacher but at the latest, within ten working days of the commencement of your first session of supply work/induction.

A copy should be retained by you.

E-mail to: professionaldevelopment@ewc.wales

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 professional standards for teaching and leadership– visit [Welsh Government Hwb - Induction](#)
- the EWC's document [Induction - funding, tracking and recording arrangements](#)

Section 1 INDUCTION 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 Induction Mentor please tick here	<input type="checkbox"/>

Section 2 CONTACT DETAILS

Address	<input type="text"/>		
Postcode	<input type="text"/>	Contact telephone number	<input type="text"/>
Email address	<input type="text"/>		

The email address provided above will be used to update your record on the register of education practitioners and for the administration of the induction programme.

Section 3 EMPLOYMENT DETAILS

Please indicate the Local Authority (**one only**) within which you expect to be undertaking the majority of your supply work. **Please do not record any agency details in this section.**

LA name	<input type="text"/>		
Phase	Primary <input type="checkbox"/>	Secondary <input type="checkbox"/>	Special <input type="checkbox"/>

Section 4 DECLARATIONS

In accordance with WG guidance teachers undertaking induction must have QTS and must be registered with 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.

I confirm that I was awarded QTS after 1st April 2003 and that I am registered with EWC in the category of school teacher and will be undertaking induction as a short term supply teacher.

Induction teacher's signature	<input type="text"/>	Date	<input type="text"/>
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The data supplied will be used to update your record on the Register of Education Practitioners which we have a legal obligation to maintain. Our privacy notice (available at www.ewc.wales) explains why we record your data on the Register and how it is used. Your privacy is our priority, we take pride in processing your information fairly, lawfully and securely in accordance with the General Data Protection Regulations and the Data Protection Act 2018 relevant data protection legislation. Thank you for helping us. Please contact media@ewc.wales to receive a copy of this form in another format.

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 Induction Mentors, Induction Validators, regional consortia/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.