



# Graduate Teacher Programme

Guidance on the Employment Based Teacher Training Scheme 2006

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## Guidance

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# Graduate Teacher Programme

<b>Audience</b>	Schools, Higher Education Institutions, local education authorities, the General Teaching Council for Wales and those interested in the Graduate Teacher Programme.
<b>Overview</b>	This document provides information on the employment based route into teaching that leads to the gaining of Qualified Teacher Status (QTS).
<b>Action required</b>	To have regard to this guidance when applying for or operating the enhanced employment based teacher training scheme or when acting as a Recommending Body or Sponsor Body for the purpose of the Scheme.
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<b>Additional copies</b>	Further copies of this document can be obtained by contacting the telephone numbers and e-mail address above. This document can also be accessed from the website <a href="http://www.teachertrainingwales.org/alternative/htm">www.teachertrainingwales.org/alternative/htm</a>
<b>Related documents</b>	Becoming a Qualified Teacher – DELLS Information Document 021-06 Becoming a Qualified Teacher: Handbook of Guidance – National Assembly for Wales Circular No: 41/2006 School Teachers' Pay and Conditions Document and Guidance on School Teachers' Pay and Conditions (Issued by the Department of Children, Schools and Families) Graduate Teacher Programme – Priorities and Procedures in Wales Data Protection Act 1998 The Education (School Teachers' Qualifications) (Wales) Regulations 2004 The Education (Specified Work and Registration) (Wales) Regulations 2004 The Education (School Teachers' Qualifications) (Amendment) (Wales) Regulations 2008

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## Summary

1. This document provides guidance on employment based routes into teaching that lead to the gaining of Qualified Teacher Status (QTS).
2. All employment based routes will be in operation by virtue of the employment based teacher training scheme (“the Scheme”) at Annex A which has been made by the Minister for Education and Lifelong Learning under Regulation 8 of the Education (School Teachers’ Qualifications) (Wales) Regulations 2004. Under Regulation 8(5), those exercising functions under the Scheme must have regard to this guidance.
3. This draft guidance should be read in conjunction with the Scheme at Annex A, and the amendment to the scheme at Annex B.
4. The Scheme was made on 24 February 2006 and currently covers the Graduate Teacher Programme. The scheme was amended on 14 November 2006 to amend the eligibility requirements for trainees intending to become primary school teachers.

## Interpretation

Except where the context otherwise requires, for the purpose of these guidance notes –

“Welsh Assembly Government” means the executive arm of the National Assembly for Wales, which comprises members of the Assembly Cabinet and staff working to them, by whom functions of the National Assembly for Wales are exercisable;

“teaching” – means carrying out work of a kind which is specified by regulations made under section 133 of the Education Act 2002<sup>1</sup> and “to teach” is to be construed accordingly;

“employment” – means employment under a contract of employment or the engagement of a person to provide services otherwise than under a contract of employment and references to being employed are to be construed accordingly;

“employment based teacher training scheme” and “the Scheme” – mean the scheme referred to in Regulation 8 of the Education (School Teachers’ Qualifications) (Wales) Regulations 2004;

“recommending body” – means the body that is the organiser of the training given or to be given to the person named in a recommendation for an authorisation to undertake training as part of the employment-based teacher training scheme;

“graduate teacher” – means a person to whom an authorisation to undertake training as part of the employment-based teacher training scheme for the Graduate Teacher Programme has been granted in accordance with paragraph 7 of the Scheme;

“school” – means a school maintained by a local education authority, except a pupil referral unit, or a special school not so maintained or an independent school.

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<sup>1</sup> Currently the Education (Specified Work and Registration) (Wales) Regulations 2004, SI 2004/1744.

## Section 1: The Programme

### The Graduate Teacher Programme

1. The Graduate Teacher Programme (GTP) is an employment based route to gain Qualified Teacher Status (QTS). Under the Graduate Teacher Programme, graduates who do not have QTS may be authorised by the Welsh Assembly Government to undertake training in a school following an approved training programme. The GTP allows people to teach in a school while following an approved training programme designed to enable them to meet the QTS standards.
2. Overseas trained teachers who have successfully completed a programme of professional training for teachers in any country outside the United Kingdom (and which is recognised as such a programme of training by the competent authority in that country) and who do not have QTS may also apply for the GTP<sup>2</sup>. In some circumstances they may additionally be assessed against the Induction Standards at the same time as the QTS Standards – see paragraphs 62-64.
3. The standard length of the GTP is a year, while the minimum length of time a programme could be completed is three months for those who already have experience and expertise but still require some training.
4. Details on the operation of the programme are at page 9.

### Methods for application

5. In Wales, approval of GTP training programme is handled directly by the Welsh Assembly Government. To get onto a programme, a prospective trainee has to find a school which is willing to employ them as a trainee graduate or already be employed at a school that is prepared to support them through this programme. For those who wish to apply for the GTP, a leaflet has been prepared by the Welsh Assembly Government entitled Frequently Asked Questions. (FAQs. At the back of the FAQs leaflet there is information on “Teaching Vacancies in Wales” to help trainees find a training post. The current version of the FAQs leaflet can be obtained from <http://www.teachertrainingwales.org/alternative.htm>.
6. Applications to the Welsh Assembly Government in relation to a person who wishes to apply for the GTP have to be made by a recommending body (see paragraphs 8 and 9).
7. Details on the current application process for the GTP are contained in a separate ‘Priorities and Procedures’ document produced annually. The document also includes details of any grant that may be available to schools and

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<sup>2</sup> People from England, Scotland, Northern Ireland, Guernsey, the EEA (the European Union countries and Iceland, Norway and Liechtenstein) and Switzerland who have qualified as teachers in their own country on the basis set out in Schedule 2 to the Education (School Teachers’ Qualifications) (Wales) Regulations 2004 are qualified teachers and do not require the GTP to obtain QTS. Apart from teachers in England, however, they will need to acquire confirmation of their qualified status from the General Teaching Council for Wales – see Regulations 5 and 6 of those 2004 Regulations.

recommending bodies supporting trainees undertaking the GTP. Copies can be obtained from <http://www.teachertrainingwales.org/alternative.htm> the contact numbers at the front of this document.

### **The Recommending Body**

8. The recommending body will be responsible for making an application for training approval to the Welsh Assembly Government and for all aspects of the training programme.

9. Recommending bodies may be initial teacher training (ITT) providers; maintained or independent schools in Wales approved as recommending bodies by the Welsh Assembly Government; local education authorities (LEAs); and other bodies able to meet the Welsh Assembly Government's requirements. The trainee's employer (the 'relevant body' – usually a school, sometimes a local education authority) can also act as the recommending body, but need not do so.

10. A recommending body must be able to design and deliver an employment based training programme that will enable a trainee to demonstrate to an independent external assessor that they meet the standards required for QTS. Further details on training programmes are provided in paragraphs 37-41 of this document. Aspects of the construction and operation of a training programme will need to include:-

- a. auditing the skills and assessing the needs of the trainee;
- b. devising a suitable training programme;
- c. submitting the programme to the Welsh Assembly Government for approval and, where necessary, seeking authorisation for the trainee to undertake training in a school where QTS is normally required;
- d. ensuring the approved training programme is delivered and dealing with any complaints about its delivery;
- e. regular and on-going monitoring and assessment of the trainee's progress against the required standards for QTS and keeping detailed records, which will also be made available to the external assessor; and
- f. informing the Welsh Assembly Government of any changes to the approved programme.

11. The Welsh Assembly Government may, as a quality assurance measure, monitor the performance of recommending bodies. This may be done, for example, by means of the issue of questionnaires to recommending bodies and trainees, telephone contact or visits to schools by Welsh Assembly Government staff and/or appointed representatives.

## **Employment of trainees on employment based teacher training schemes**

12. The trainee's employer is responsible for agreeing the trainee's terms and conditions, making arrangements for pay and pensions, carrying out the necessary checks before appointment – for example medical fitness, criminal record – and dealing with disciplinary matters.

13. All schools in the maintained sector that employ teachers on a GTP training place have to pay the trainee a salary and any other costs as set out in the School Teachers' Pay and Conditions Document, and meet any other employment requirements. Approval for a training programme will be withheld or withdrawn if this requirement is not met. It should be noted that any GTP salary grant awarded to a school is a contribution towards the school's costs of meeting a trainee's salary – it may not meet all the costs, does not imply that a trainee's salary should equate to the level of grant offered, and does not mean that the Welsh Assembly Government is paying the trainee's salary (which responsibility rests with the employer).

14. Accordingly, if any such trainees are absent from school due to short or long term sickness, pregnancy or on paternity leave, the school must fulfil their statutory duties in respect of sick pay and maternity and paternity entitlements.

## **Teacher status under the Programmes**

15. Under the Education (Specified Work and Registration) (Wales) Regulations 2004, no person may carry out work specified in regulation 6 – ie: teach in a maintained school – unless they are qualified teachers, or satisfy the requirements specified in Schedule 2 to the Regulations. Schedule 2 includes persons who are undertaking training for the purposes of the Scheme; such persons may carry out "specified work" in a school until they successfully complete or cease to undertake that training.

16. Under the Scheme, therefore, trainees who have been granted authorisations to undertake training for the purposes of the GTP are not qualified teachers but can teach at a school.

## **Grants and other funding**

17. The Welsh Assembly Government may make grants available to maintained schools or non-maintained special schools employing persons authorised to undertake training for the purposes of the GTP to meet in whole or in part the costs of those persons' salaries ("salary grants" – see also paragraph 13). These grants are not ordinarily available to independent schools.

18. The Welsh Assembly Government may also make grants available to recommending bodies providing training for the purposes of the GTP to meet in whole or in part the costs of that training ("training grants"). These grants are not ordinarily available to independent schools unless they are acting as a recommending body for a training programme being undertaken in a maintained school or non-maintained special school.

19. The Welsh Assembly Government may pay for any costs it considers appropriate associated with a person's application for training under the Scheme and a subsequent assessment against QTS Standards. In most cases, this will mean meeting the costs of the advisers employed by the Assembly to assess proposed training programmes prior to approval, and the costs of independent assessors who advise at the end of programmes if the QTS Standards are met.

20. For all grants, the Welsh Assembly Government may set the amount of any grant it makes available at a level it considers appropriate; limit the number of grants to be offered; and make grants available only in respect of cases where training is being undertaken for the purposes of the GTP in respect of particular phases or subjects. Before making any grants or providing other costs in any financial year the Welsh Assembly Government will publish a statement setting out the grants and costs and their availability.

21. A school or recommending body may be required to return part or all of any grant made available if the period of training is, for any reason, less than the period of training specified when the grant was made. The amount of any salary grant to be required to be returned will be based on the proportion of the period of training (specified when the grant was made) in which no training took place. The amount of any training grant to be required to be returned will be any grant monies unutilised at the point training ceased.

## **Section 2: Operation of the GTP**

### **Minimum entry requirements**

22. All entrants to initial teacher training courses must meet a minimum standard of educational attainment.
23. Candidates for the GTP will need to:-
- a. hold a first degree or equivalent qualification granted by an educational institution in England or Wales, or a qualification of an equivalent standard granted by an educational institution elsewhere;
  - b. have attained in English and mathematics the standard required to obtain GCSE (or equivalent) Grade C or higher;
  - c. where the trainee will teach pupils aged below 11 years, have attained in a single science subject or in a combined science subject the standard required to obtain GCSE Grade C or higher; and
  - d. if applicable, have successfully completed a programme of professional training for teachers in any country outside the United Kingdom and which is recognised as such a programme of training by the competent authority in that country.

### **Qualifications - additional requirements**

24. Every secondary phase candidate undertaking employment based teacher training must have a specialist subject. The Assembly's advisors will look at whether the chosen specialist subject is closely linked to the degree subject. It should be the predominant or, preferably, the only subject that the candidate teaches during their time at the school. They will need to teach their specialist subject across one of these age ranges: 11-16, 11-18 or 14-19.

### **Peripatetic Teachers**

25. In the case of applications from peripatetic teachers, the amount of time that the candidate will spend as a GTP trainee must be sufficient for them to gain experience of teaching whole classes and seeing the work and life of the school. However, as a minimum, GTP trainees must spend 2 days a week at a school.

### **Application**

26. Applications forms can be obtained from [www.teachertrainingwales.org/alternative.htm](http://www.teachertrainingwales.org/alternative.htm). Applications should be submitted in electronic format by the Recommending Body to: [ebttsapps@wales.gsi.gov.uk](mailto:ebttsapps@wales.gsi.gov.uk).

### **Recommendation for authorisation to undertake training**

27. In order for a GTP programme to commence, an authorisation to undertake training must be granted by the Welsh Assembly Government. To do this, the Welsh Assembly Government must receive a formal recommendation from the

recommending body for an authorisation to a trainee for the GTP, which includes the proposed training programme (see paragraphs 37-41 below).

28. The recommendation for an authorisation to undertake training under the Scheme prepared by the recommending body for a GTP trainee must contain a statement by the recommending body:-

- a. that in its opinion, the candidate is a suitable person to be employed as a teacher at a school;
- b. that the candidate meets the eligibility criteria outlined in paragraph 23 and has shown them their original certificates for degree level and GCSE level qualifications;
- c. that criminal checks (ie CRB), medical checks, and List 99 checks have been carried out for the candidate;
- d. that in its opinion, the candidate is able to communicate clearly in spoken and written standard English and/or Welsh where appropriate; and
- e. including any other particulars as the Welsh Assembly Government may require.

29. The recommendation must also contain the particulars of the training that is proposed to be given to the trainee and of the length of the proposed period of training. The length of the proposed period of training must be appropriate to the trainee's need for practical teaching experience and training. In the case of a first recommendation for the GTP, where the trainee will be employed full-time, it must be not less than three months and not more than one year.

30. The recommendation for an authorisation to undertake training must also contain the name of the institution or body who will be the trainee's employer, and must contain particulars of the school or schools at which the trainee is to carry out their training (see also paragraphs 33-36).

31. Before sending in an application, the recommending body must ensure that the trainee's needs have been assessed through observation of his or her teaching over at least 15 working days. It is for the employer to decide whether to appoint the candidate to a post before or after registration.

32. Staff in the Assembly's Learning Improvement & Professional Development Division (LIPDD) will forward all applications to independent advisors. The advisors will contact the recommending body directly to resolve all aspects of the application. The independent advisors will then submit written advice to LIPDD staff on whether to accept or reject the application. LIPDD staff will check, where applications are submitted electronically, that hard copies of the declarations are received, before they notify the recommending body of the outcome of the application.

### **Schools where the training will take place**

33. Before a trainee can be authorised, the Welsh Assembly Government must be assured that the school(s) where the training will take place can provide what is needed to enable the trainee to meet the required standards.

34. Schools where the training will take place must be teaching at least the National Curriculum – an Agreed Syllabus or the appropriate denominational syllabus in the case of RE – in the subjects offered by the trainee or, in the case of subjects not included in the National Curriculum, offer the subject to public examination level. Schools will also have to provide trainees with sufficient day-to-day support to enable them to teach pupils to the levels and standards required by the National Curriculum, and allow them to observe effective teaching regularly.

35. Many trainees will be employed by one school only, but their training programme may profitably provide experience of teaching in at least one other school in the phase, particularly if the trainee's previous teaching experience is limited. In all cases the training programme, taken in conjunction with previous experience, needs to provide a suitable preparation for teaching in mainstream maintained schools across the full primary or secondary phase.

36. The position where training in settings other than primary and secondary mainstream maintained schools is being considered is as follows:-

- a. **Special schools:** training based mainly in a special school is not generally likely to be suitable for trainees because of the demands it makes on teachers. The Welsh Assembly Government will, however, consider individual applications on their merits, looking particularly at the extent of any proposed or previous mainstream experience; whether trainees will be teaching the National Curriculum, whether trainees will be responsible for whole classes and whether classes will be of comparable size to those in mainstream schools. Applications are more likely to succeed if 50% or more of the training programme takes place in a mainstream setting.
- b. **Independent schools:** if approved, training under the Scheme may take place wholly or partly in an independent school only as long as the trainee either teaches the National Curriculum or teaches a non-National Curriculum subject to public examination level.
- c. **Pupil Referral Units (PRUs):** training in a PRU cannot form part of an approved programme.
- d. **Further Education (FE) Institutions:** there is no legal provision to allow a Graduate Teacher Programme trainee to undertake part of their training in a further education institution.

### **Training programmes**

37. Before a trainee can be authorised, the Welsh Assembly Government must be able to agree an appropriate individual training programme. Trainees on the GTP are undergoing initial teacher training. This should include a substantial teaching commitment with planned training and support towards the attainment of QTS standards. Planning the trainee's timetable calls for close liaison with all those involved. It can affect the work of several other teachers, particularly those who will be directly involved in mentoring, observing and assessing the trainee. It is essential that the whole school timetable accommodates the trainee.

38. Recommending bodies should discuss the proposed training with the trainee and others involved in delivering the training. A detailed training programme will need to cover, for each group of QTS Standards:-

- which Standards the trainee already meets, and on what evidence;
- which ones the trainee does not yet meet;
- the support, training and development the recommending body will arrange to bring the trainee up to the standard – over what period of time;
- who will provide the training – using what resources;
- what records will be kept for the external assessor;
- who will monitor the programme and what procedures will be used; and
- who will assess the trainee against the QTS Standards, when and how often.

39. The training programme as a whole needs to enable the trainee to meet all the QTS Standards by the time of final assessment. Training activities could include:-

- observation, feedback and discussions with colleagues at school;
- regular meetings with a mentor;
- attending school or LEA INSET courses, and relevant external courses;
- attending an ITT provider's taught course (for example, part of a modular postgraduate programme);
- self-study using distance learning and CD-ROMs on, for example, subject knowledge or use of ICT;
- research projects and guided reading;
- visits to other schools to see models of good practice;
- support from LEA advisers on specific topics such as classroom management; and
- meetings with school governors.

40. It is important that trainees, employers and recommending bodies understand and agree the content of the training programme, and that trainees are given regular opportunities to discuss their progress and to be given early notification if it is unsatisfactory. In particular, recommending bodies must make sure that:-

- the trainee is given a copy of the training programme approved by the Welsh Assembly Government;
- the training agreed in the authorisation is delivered (if, for whatever reason, the training is not being carried out as agreed in the authorisation, the Welsh Assembly Government must be informed in writing immediately);

- suitable alternatives are provided if for any reason the original programme cannot be delivered;
- the trainee is given regular feedback on performance and guidance on how to improve; and
- the trainee must be aware that if he or she does not make satisfactory progress, the programme may have to end; a school has responsibilities to pupils and parents to provide satisfactory standards of teaching.

41. GTP trainees should not work as full time teachers from day one unless they have considerable existing experience. If a trainee does not have a lot of classroom experience, the school should organise their training so that the time commitment in the classroom builds gradually to a fuller workload of up to a maximum of 80% teaching time by the third term.

### **Provisional graduate teacher status**

42. Trainees cannot be granted authorisations to undertake training for the GTP until the Welsh Assembly Government has approved their training programme. However, in order to provide flexibility of employment, where the recommending body has submitted a recommendation for authorisation to the Welsh Assembly Government, the trainee named in that recommendation may – at the discretion of the school – be considered as undertaking training under the Scheme (on a provisional basis as a graduate teacher) and thus teach in schools. Teaching under this provision may last until 14 days after the Assembly has notified the recommending body of its decision whether or not to grant an authorisation.

43. Schools should note that as an alternative to employment as a graduate teacher on a provisional basis as set out in paragraph 42 above, it may be possible to employ the trainee as an instructor. The conditions in paragraph 3 of Schedule 2 to the Education (Specified Work and Registration) (Wales) Regulations 2004 must be met.

44. It is for the employer to decide whether to appoint the candidate to a post before or after an authorisation has been granted. Employers should note that there is no requirement on the Welsh Assembly Government to grant an authorisation to undertake training simply because the trainee is already in school.

45. It is important that trainees, employers and recommending bodies understand and agree the content of the terms and conditions of trainees' employment with the school.

### **Training**

46. The recommending body must ensure that during the period of an authorisation to undertake training, a trainee is provided with the training agreed in the authorisation. If, for whatever reason, the training is not being carried out as agreed in the authorisation, the Welsh Assembly Government must be informed in writing immediately.

47. An early notification is essential as the absence may cause significant disruption to or halt an approved training programme or affect an arranged assessment. Circumstances where training might not be carried out as authorised include where a trainee embarks on long term sick leave, maternity or paternity leave.

48. Depending on the circumstances, the Welsh Assembly Government may agree to a training programme being terminated, extended or reinstated at a later date.

### **Cessation of authorisation to undertake a training programme**

49. An authorisation to undertake training will normally remain in force for the period of training specified in that authorisation. However, on notification that a trainee has withdrawn from the GTP, whether due to illness, pregnancy or otherwise, the Welsh Assembly Government may, after consultation with the Recommending Body, terminate the authorisation to train.

50. An authorisation to undertake training will automatically lapse if the trainee ceases to be employed at the school specified in the recommendation for an authorisation (or, where the recommendation specified more than one school, if they cease to be employed at any of the schools specified). It will also automatically lapse if the trainee ceases to be employed by the institution or body named in the recommendation. Where an authorisation lapses in either of these circumstances, the recommending body is required to report the facts of the case to the Welsh Assembly Government.

51. The authorisation will not lapse if the cessation of employment is because of a change of category of the school or schools to another type of school or schools, or where the employer named in the recommendation was a local education authority and immediately on ceasing to be employed by that authority the trainee is employed by another local education authority.

### **Extension or reinstatement of previous authorisation to undertake training**

52. There may be cases where for reasons of illness, pregnancy or other circumstances beyond the control of the trainee a GTP training programme is not (or is thought not likely to be) fully carried out as agreed in the authorisation. In such cases the trainee concerned may wish to continue their training at the same school or schools (for example, returning after a period of illness).

53. If the recommending body and school are content, but the recommending body considers that there is insufficient time remaining on the training programme already authorised to enable the trainee to meet the QTS standards, it may request the Welsh Assembly Government to issue an extension to the previously granted authorisation. The minimum extension period which can be granted is one of 3 months.

54. One outcome where GTP training is terminated under the provisions in paragraph 49 is that the particular case is taken no further. However, there may be cases where the trainee concerned subsequently wishes to resume their training at the same school or schools. If the recommending body and school are content, the recommending body may request the Welsh Assembly Government to issue an authorisation to train which reinstates the one previously granted. The Welsh Assembly Government may specify as part of the reinstatement that the training period should be different from the one previously granted.

55. In making an application under paragraphs 52 or 53, the recommending body must specify that the details contained in the previous recommendation for an authorisation to undertake training remain unchanged. The recommending body must also specify that the proposed extended or reinstated training period would be of sufficient length to allow the trainee to complete their training. In the case of a reinstated training period, the recommending body must apply for a training period that is different from the one previously granted if that is necessary to allow the trainee to complete their training satisfactorily.

56. There may be cases where the resumption of the trainee's GTP programme is dependant on the school's or recommending body's receipt of further salary or training grant from the Welsh Assembly Government. In such circumstances, the Welsh Assembly Government will consider applications for further funding and these can be submitted at any time of the year. Please note that grant levels are based on a trainee training for a whole year, full time at the school; shorter programmes will be paid pro rata.

### **Assessment of trainees**

57. Before a recommendation for QTS can be made, the trainee's competence must be independently assessed against QTS standards.

58. If the recommending body is an accredited ITT provider, the approved assessor is that provider and it will use its usual assessment arrangements and external moderation.

59. If the recommending body is not an accredited provider, an external assessor will be assigned to the trainee by the Welsh Assembly Government at the end of the training period. The external assessor must be someone who is neither connected with the recommending body nor involved in the planning or delivery of the training.

60. If the recommending body believes there are good reasons for deferring an external assessment – illness for example – it should notify the Welsh Assembly Government as soon as possible.

61. Similarly, if the recommending body believes that the trainee is ready for assessment more than six weeks before the authorisation to train expires, it should notify the Welsh Assembly Government immediately. Where the Assembly are arranging the assessment, the recommending body should send a written request to the Assembly for an early assessment, providing sound reasoning for its view. The Assembly (having consulted, as necessary, its specialist advisors) will provide

written notification of its decision to the recommending body whether to allow early assessment. In these circumstances, the Assembly will not normally recover any salary and/or training costs. Where necessary, the Assembly will also rearrange the originally planned assessment date.

### **Overseas trained teachers – joint assessment for QTS and Induction**

62. In certain circumstances, overseas trained teachers with good qualifications and experience from countries with recognised high standards of teaching and teacher training can be assessed against the QTS Standards and the End of Induction Standard at the same time.

63. To be eligible for simultaneous assessment the teacher must have successfully completed a programme of professional training for teachers in any country outside the United Kingdom which is recognised as such by the competent authority in that country, and have taught full-time for a minimum of two years (or its equivalent) in the UK<sup>3</sup> or elsewhere. Not all teachers who follow such a route into teaching via the Scheme will be eligible for simultaneous assessment against the QTS Standards and the End of Induction Standard. Only in cases where the assessor or the accredited ITT provider which is acting as the recommending body for the trainee considers it appropriate will a teacher be able to undergo such an assessment eg where the teacher has good qualifications from a country with recognised high standards of teaching and teacher training.

64. The assessment will be carried out by a person approved by the Welsh Assembly Government or the accredited ITT provider which is acting as the recommending body for the trainee. Overseas trained teachers who meet the QTS and End of Induction Standards in these circumstances are exempt from the requirement to complete an Induction period.

### **The role of the external assessor**

65. The role of the external assessor is to moderate the judgement of the internal assessors. The recommending body must ensure that the trainee's progress towards the required standards is regularly assessed and must keep a continuous record of the trainee's attainment of the standards, with supporting evidence for the external assessor.

66. In making an independent judgement of the professional competence of the trainee, the external assessor will confer with the school(s) and those providing the training; look at assessment records and supporting evidence (for example, plans and written work assessed by the training providers); speak with the trainee; and directly observe at least two lessons planned and taught independently to whole classes by the trainee. The Assessor will need to observe the trainee teaching

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<sup>3</sup> People from the EEA (the European Union countries and Iceland, Norway and Liechtenstein) and Switzerland who have qualified as teachers in their own country on the basis set out in Schedule 2 to the Education (School Teachers' Qualifications) (Wales) Regulations 2004 are qualified teachers and do not require the GTP to obtain QTS. However, they will need to acquire confirmation of their qualified status from the General Teaching Council for Wales – see Regulations 5 and 6 of those 2004 Regulations.

across the entire age range within the two consecutive key stages for which QTS is being sought (ie 11-16, 11-18, 14-19) and the recommending body will need to ensure that this requirement can be accommodated when the assessment date is set.

### **Procedure following successful assessment**

67. At the end of the period of training and following a successful assessment, the recommending body, if satisfied that the trainee should be a qualified teacher (ie: gain QTS), must submit to the General Teaching Council for Wales a recommendation to that effect.

68. The recommendation that a trainee should be a qualified teacher must include a statement that the person –

- a. has either –
  - i. successfully completed service as a graduate teacher for the period of the authorisation and has successfully completed the training agreed in the authorisation; or
  - ii. completed not less than three months' service as a graduate teacher and has made such progress during his period of service as a graduate teacher that in the view of the recommending body he did not need, in the light of progress, to complete that service for the period of the authorisation before being assessed as referred to in paragraph (b);
- b. has been assessed by an approved assessor as meeting the QTS standards; and
- c. holds a first degree or equivalent qualification granted by a United Kingdom institution, or a qualification of an equivalent standard granted by an educational institution elsewhere.

69. The trainee, who will then be notified (in writing) by the Council that they are a qualified teacher, becomes a qualified teacher on the date of such notification.

### **Position if QTS is not recommended**

70. If the recommending body decides (whether because of an unsuccessful assessment or otherwise) that QTS should not be recommended at the end of the training period of the authorisation, the trainee's authorisation will cease and teaching under this provision is no longer possible.

71. The options which may be subsequently followed in these circumstances are:-

- a. no further action;
- b. further training;
- c. further assessment; and
- d. appeal by trainee.

72. Full details of each option are contained in Annex C. In accordance with Annex C, the Welsh Assembly Government will need to be informed (after consideration by the recommending body in discussion with the school and the trainee, as appropriate) which option is being pursued.

### **Data Protection Act**

73. When an application is received, the information it contains will be stored on a database and accessed by Welsh Assembly Government officials. A copy of the application and enclosures are passed to a specialist advisor for advice on the application.

74. If the application is successful, the Welsh Assembly Government will issue an authorisation to the Recommending Body for the trainee to undertake training under the Scheme as set out in paragraphs 33-36. At the end of the training programme, a copy of the application form and enclosures are sent to an external assessor (except where the Recommending Body is an ITT provider as they will arrange their own external assessment) to undertake an assessment of the trainee against the standards for QTS.

75. Recommendations made by the recommending body in relation to those who are assessed as meeting the QTS standards will be made to the General Teaching Council for Wales who will formally notify trainees that they are qualified teachers and allocate Teacher Reference Numbers. At this time, the General Teaching Council for Wales will also pass relevant details to the Welsh Assembly Government.

76. In addition, information on all trainees may also be made available to Estyn to enable quality inspections of employment based teacher training scheme routes to QTS. The Welsh Assembly Government will use anonymised data for statistical analysis.

**CYNULLIAD CENEDLAETHOL CYMRU****NATIONAL ASSEMBLY FOR WALES**

IS - DDEDDFWRIAETH

SUBORDINATE  
LEGISLATION**2006 Rhif. 8****2006 No. 8****ADDYSG, CYMRU****EDUCATION, WALES****Cynllun Hyfforddi Athrawon ar  
Sail Cyflogaeth Cynulliad  
Cenedlaethol Cymru 2006****The National Assembly for Wales  
Employment Based Teacher  
Training Scheme 2006***Wedi'i wneud:* 24 Chwefror 2006*Made* 24 February 2006*Yn dod i rym:* 1 Mawrth 2006*Coming into force* 1 March 2006**NODYN ESBONIADOL***(Nid yw'r nodyn hwn yn rhan o'r Rheoliadau)***EXPLANATORY NOTE***(This note is not part of the Order)*

Mae rheoliad 8 o Reoliadau Addysg (Cymwysterau Athrawon Ysgol) (Cymru) 2004, OS 2004/1729 ("Rheoliadau 2004") a ddaeth i rym ar 7 Gorffennaf 2004, yn darparu i Gynulliad Cenedlaethol Cymru sefydlu cynllun hyfforddi athrawon ar sail cyflogaeth ("y Cynllun") sy'n galluogi personau sy'n gyflogedig neu a fu'n gyflogedig mewn ysgol neu sefydliad addysgol arall (ac eithrio uned cyfeirio athrawon) i fod yn athrawon cymwysedig.

Regulation 8 of the Education (School Teachers' Qualifications) (Wales) Regulations 2004, SI 2004/1729 ("the 2004 Regulations") which came into force on 7 July 2004, makes provision for the National Assembly for Wales to establish an employment-based teacher training scheme ("the Scheme") which enables persons who are, or have been, employed in a school or other educational institution (except a PRU) to become qualified teachers.

Mae gan Gynulliad Cenedlaethol Cymru bwerau i ddarparu cymorth ariannol o dan adrannau 14-17 o Ddeddf Addysg 2002 ar gyfer hybu recriwtio neu gadw athrawon neu staff heb fod yn athrawon. Gwneir y pwerau i roi grantiau o dan y Cynllun wrth arfer y pwerau hynny.

The National Assembly for Wales has powers to provide financial assistance under sections 14-17 of the Education Act 2002 for the promotion of the recruitment or retention of teachers or non-teaching staff. The grant making powers under the Scheme are made in the exercise of those powers.

Mae'r Cynllun, a ddaeth yn effeithiol ar 1 Mawrth 2006, yn nodi gofynion y Rhaglen Athrawon Gradedig a'r Rhaglen Athrawon Cofrestredig, a sut y gweithredir y rhaglenni hyn yng Nghymru. Mae hefyd yn cynnwys cwmpas y Rhaglenni hyn ac yn rhoi manylion ynghylch y gofynion cymhwyster ar gyfer yr unigolion hynny sy'n dymuno dilyn llwybr ar sail cyflogaeth i'r proffesiwn addysgu.

The Scheme, which took effect from 1 March 2006, sets out the requirements of the Graduate Teacher Programme and the Registered Teacher Programme, and the operation of these programmes in Wales. It includes the scope of these Programmes and details the eligibility requirements for those individuals wishing to follow an employment-based route into teaching.

Mae'r Cynllun yn disodli'r cynllun hyfforddi athrawon ar sail cyflogaeth dyddiedig 23 Awst 2004 a gyhoeddwyd gan yr AHA yn Nogfen Gyfarwyddwyd Rhif 001/05, "Cynllun Hyfforddi Athrawon ar Sail Cyflogaeth, Cymwysterau a Gwaith, Cynulliad Cenedlaethol Cymru".

Dyroddwyd canllawiau ar wahân gan Gynulliad Cenedlaethol Cymru o dan reoliad 8(5) o Reoliadau 2004 a rhaid i'r rhai sy'n arfer unrhyw swyddogaeth o dan y cynllun hwn roi sylw i'r canllawiau hynny.

The Scheme supersedes the employment based teacher training scheme dated 23 August 2004 and published in DfTE Directions document no 001/05, "The National Assembly for Wales Employment Based Teachers' Qualifications Work".

Separate guidance has been issued by the National Assembly for Wales under regulation 8(5) of the 2004 Regulations and those exercising any function under this scheme must have regard to that guidance.

**2006 Rhif. 8****2006 No. 8****ADDYSG, CYMRU****EDUCATION, WALES****Cynllun Hyfforddi Athrawon ar Sail  
Cyflogaeth Cynulliad Cenedlaethol  
Cymru 2006****The National Assembly for Wales  
Employment Based Teacher  
Training Scheme 2006***Wedi'i wneud:* 24 Chwefror 2006*Made* 24 February 2006*Yn dod i rym:* 1 Mawrth 2006*Coming into force* 1 March 2006**Dehongli****Interpretation**

Ac eithrio lle y mae'r cyd-destun yn mynnu fel arall, at ddibenion y cynllun hwn –

Except where the context otherwise requires, for the purpose of this scheme –

ystyr “Llywodraeth Cynulliad Cymru” yw adain weithredol Cynulliad Cenedlaethol Cymru, sef aelodau Cabinet y Cynulliad a'r staff sy'n gweithio iddynt, y mae swyddogaethau Cynulliad Cenedlaethol Cymru yn arferadwy ganddynt;

“Welsh Assembly Government” - means the executive arm of the National Assembly for Wales, which comprises members of the Assembly Cabinet and staff working to them, by whom functions of the National Assembly for Wales are exercisable;

ystyr “addysgu” yw cyflawni gwaith o fath sydd wedi ei bennu gan reoliadau a wnaed o dan adran 133 o Ddeddf Addysg 2002<sup>a</sup> ac mae “addysgu” i'w ddehongli yn unol â hynny;

“teaching” – means carrying out work of a kind which is specified by regulations made under section 133 of the Education Act 2002<sup>a</sup> and “to teach” is to be construed accordingly;

ystyr “cyflogaeth” yw cyflogaeth o dan gontract cyflogaeth neu gymryd person ymlaen i ddarparu gwasanaethau ac eithrio o dan gontract cyflogaeth ac mae cyfeiriadau at fod yn gyflogedig i'w dehongli'n unol â hynny;

“employment” – means employment under a contract of employment or the engagement of a person to provide services otherwise than under a contract of employment and references to being employed are to be construed accordingly

ystyr “cynllun hyfforddiant ar sail cyflogaeth” ac “y Cynllun” yw'r cynllun y cyfeirir ato yn rheoliad 8 o Reoliadau Addysg (Cymwysterau Athrawon Ysgol) (Cymru) 2004;

“employment based teacher training scheme” and “the Scheme” – mean the scheme referred to in Regulation 8 of the Education (School Teachers' Qualifications) (Wales) Regulations 2004;

ystyr “corff argymell” yw'r corff sy'n trefnu'r hyfforddiant sy'n cael ei roi neu sydd i'w roi i'r person a enwir mewn argymhelliad ar gyfer caniatâd i ymgymryd â hyfforddiant fel rhan o'r cynllun hyfforddi athrawon ar sail cyflogaeth;

“recommending body” – means the body that is the organiser of the training given or to be given to the person named in a recommendation for an authorisation to undertake training as part of the employment-based teacher training scheme;

<sup>a</sup> Ar hyn o bryd, Rheoliadau Addysg (Gwaith Penodedig a Chofrestru) (Cymru) 2004, O.S. 2004/1744.

<sup>a</sup> Currently the Education (Specified Work and Registration) (Wales) Regulations 2004, SI 2004/1744.

ystyr “athro graddedig” yw person y rhoddwyd iddo, yn unol â pharagraff 7 o'r Cynllun, ganiatâd i ymgymryd â hyfforddiant, fel rhan o'r cynllun hyfforddi athrawon ar sail cyflogaeth ar gyfer y Rhaglen Athrawon Graddedig;

ystyr “athro cofrestredig” yw person y rhoddwyd iddo, yn unol â pharagraff 11 o'r Cynllun, ganiatâd i ymgymryd â hyfforddiant fel rhan o'r cynllun hyfforddi athrawon ar sail cyflogaeth ar gyfer y Rhaglen Athrawon Cofrestredig;

ystyr "ysgol" yw ysgol a gynhelir gan awdurdod addysg lleol, ac eithrio uned cyfeirio disgyblion, neu ysgol arbennig nas cynhelir felly neu ysgol annibynnol.

## **CYNLLUN HYFFORDDI ATHRAWON AR SAIL CYFLOGAETH**

### **Cwmpas y Cynllun**

1. Mae'r cynllun hyfforddi athrawon ar sail cyflogaeth yn ymgorffori rhaglenni hyfforddi a nod y rhaglenni fydd galluogi personau sy'n gyflogedig neu a fu'n gyflogedig mewn ysgol neu sefydliad addysgol arall (ac eithrio uned cyfeirio disgyblion) i fod yn athrawon cymwysedig. Mae'r Cynllun yn darparu ar gyfer y rhaglenni canlynol:-

- y Rhaglen Athrawon Graddedig
- y Rhaglen Athrawon Cofrestredig.

### **Y Rhaglenni**

2. Mae'r Rhaglen Athrawon Graddedig (RhAG) yn llwybr ar sail cyflogaeth at Statws Athrawon Cofrestredig (SAC). O dan y rhaglen hon, caiff Llywodraeth Cynulliad Cymru roi caniatâd i raddedigion nad ydynt wedi ennill SAC i ymgymryd â hyfforddiant at ddibenion y RhAG fel rhan o'r cynllun hyfforddi athrawon ar sail cyflogaeth, fel y gallant addysgu tra byddant yn dilyn rhaglen hyfforddi gymeradwy a luniwyd i'w galluogi i fodloni'r safonau SAC.

3. Caiff Llywodraeth Cynulliad Cymru roi caniatâd i athrawon, sydd wedi'u hyfforddi dramor ac sydd wedi cwblhau'n llwyddiannus raglen o hyfforddiant proffesiynol i athrawon mewn unrhyw wlad y tu allan i'r Deyrnas Unedig (rhaglen a gydnabyddir yn rhaglen hyfforddi o'r fath gan yr awdurdod cymwys yn y wlad honno) ac nad ydynt wedi ennill SAC, i ymgymryd â hyfforddiant at ddibenion y RhAG.

“graduate teacher” – means a person to whom an authorisation to undertake training as part of the employment-based teacher training scheme for the Graduate Teacher Programme has been granted in accordance with paragraph 7 of the Scheme;

“registered teacher” – means a person to whom an authorisation to undertake training as part of the employment-based teacher training scheme for the Registered Teacher Programme has been granted in accordance with paragraph 11 of the Scheme;

“school” – means a school maintained by a local education authority, other than a pupil referral unit, or a special school not so maintained or an independent school.

## **EMPLOYMENT BASED TEACHER TRAINING SCHEME**

### **Scope of the Scheme**

1. The employment-based teacher training scheme incorporates training programmes aimed at enabling persons who are, or have been, employed in a school or other educational institution (except a pupil referral unit) to become qualified teachers. The Scheme provides for the following programmes:-

- the Graduate Teacher Programme
- the Registered Teacher Programme.

### **The Programmes**

2. The Graduate Teacher Programme (GTP) is an employment-based route to Qualified Teacher Status (QTS). Under the programme, graduates who do not have QTS may be authorised by the Welsh Assembly Government to undertake training for the purposes of the GTP as part of the employment-based teacher training scheme so that they can teach while following an approved training programme designed to enable them to meet the QTS standards.

3. Overseas trained teachers who have successfully completed a programme of professional training for teachers in any country outside the United Kingdom (and which is recognised as such a programme of training by the competent authority in that country) and who do not have QTS may also be authorised by the Welsh Assembly Government to undertake training for the purposes of the GTP.

4. Mae'r Rhaglen Athrawon Cofrestredig (RhAC) yn darparu llwybr tebyg i'r rhai nad ydynt wedi graddio, ac sydd wedi cwblhau'n llwyddiannus yr hyn sy'n gyfwerth ag o leiaf ddwy flynedd o addysg uwch lawnamser, ac sy'n gallu cwblhau gradd tra byddant yn hyfforddi a gweithio fel athro. O dan y rhaglen, caiff Llywodraeth Cynulliad Cymru roi caniatâd i hyfforddeion i ymgymryd â hyfforddiant at ddibenion y RhAC fel rhan o'r cynllun hyfforddi athrawon ar sail cyflogaeth, fel y gallant addysgu, dilyn rhaglen hyfforddi gymeradwy ar gyfer ennill SAC, a chwblhau gradd mewn pwnc sy'n eu paratoi'n briodol ar gyfer addysgu. Bydd dyfarnu SAC iddynt yn ddibynnol ar iddynt gwblhau'r rhaglen gyfan, gan gynnwys y radd, yn llwyddiannus.

5. Rhaid i ymgeiswyr ar gyfer y RhAC fod wedi eu derbyn ar raglen astudiaethau a fydd yn arwain at radd gyntaf (neu gymhwyster cyfwerth) mewn Prifysgol yn y DU, cyn y gellir rhoi caniatâd iddynt ymgymryd â hyfforddiant at ddibenion y RhAC.

6. O dan y RhAG neu'r RhAC, nid yw hyfforddeion y rhoddwyd iddynt ganiatâd i ymgymryd â hyfforddiant at ddibenion y RhAG neu'r RhAC fel rhan o'r cynllun hyfforddiant ar sail cyflogaeth yn athrawon cymwysedig, ond gallant addysgu mewn ysgol (ac eithrio mewn uned cyfeirio disgyblion).<sup>a</sup>

## **Y Corff Argymell**

7. Rhaid i geisiadau i Lywodraeth Cynulliad Cymru mewn perthynas â pherson sy'n dymuno ymgymryd â'r RhAG neu'r RhAC gael eu gwneud gan gorff argymell. Caiff darparwyr hyfforddiant cychwynnol i athrawon sy'n ddarparwyr wedi'u hachredu gan Gyngor Cyllido Addysg Uwch Cymru; ysgolion a gymeradwywyd fel cyrff argymell gan Lywodraeth Cynulliad Cymru; awdurdodau addysg lleol a gymeradwywyd felly; a chyrrff eraill sy'n gallu bodloni gofynion Llywodraeth Cynulliad Cymru ar gyfer derbyn cymeradwyaeth fod yn gyrrff argymell.

## **Caniatâd i ymgymryd â hyfforddiant ar y Rhaglen Athrawon Graddedig**

8. Caiff Llywodraeth Cynulliad Cymru roi caniatâd i hyfforddai i ymgymryd â hyfforddiant at ddibenion y RhAG fel rhan o'r Cynllun ar argymhelliad y corff argymell. Rhaid i'r argymhelliad gan y corff argymell i roi caniatâd i hyfforddai RhAG i ymgymryd â hyfforddiant gynnwys y manylion a nodir ym mharagraffau

<sup>a</sup> Paragraff 7 o Atodlen 2 i Reoliadau Addysg (Gwaith Penodedig a Chofrestru) (Cymru) 2004, O.S. 2004/1744.

4. The Registered Teacher Programme (RTP) provides a similar route for non-graduates who have successfully completed the equivalent of at least two years' full-time higher education and can complete a degree while they train and work as a teacher. Under the programme trainees may be authorised by the Welsh Assembly Government to undertake training for the purposes of the RTP as part of the employment-based teacher training scheme so that they can teach, follow an approved training programme for QTS and complete a degree in a subject that provides a suitable preparation for teaching. The award of QTS will depend on successful completion of the whole programme including the degree.

5. Candidates for the RTP must have been accepted on to a programme of studies leading to a first degree (or equivalent qualification) of a UK University before an authorisation to undertake training for the purposes of the RTP can be granted.

6. Under both the GTP or RTP, trainees who have been granted authorisation to undertake training for the purposes of the GTP or RTP as part of the employment based teacher training scheme are not qualified teachers, but can teach at a school (except a pupil referral unit).<sup>a</sup>

## **The Recommending Body**

7. Applications to the Welsh Assembly Government in relation to a person who wishes to undertake the GTP or RTP must be made by a recommending body. Recommending bodies may be initial teacher training providers accredited by the Higher Education Funding Council for Wales; schools approved as recommending bodies by the Welsh Assembly Government; local education authorities so approved; and other bodies able to meet the Welsh Assembly Government's requirements for approval.

## **Authorisation to undertake training on the Graduate Teacher Programme**

8. The Welsh Assembly Government may grant an authorisation to undertake training for the purposes of the GTP as part of the Scheme to a trainee on the recommendation of the recommending body. The recommendation for an authorisation to undertake training prepared by the recommending body for a GTP trainee must contain the particulars set out in

<sup>a</sup> Paragraph 7 of Schedule 2 to the Education (Specified Work and Registration) (Wales) Regulations 2004, SI 2004/1744.

9-11, ac unrhyw fanylion eraill a fynnir gan Lywodraeth Cynulliad Cymru.

9. Rhaid iddo gynnwys datganiad gan y corff argymhell bod yr hyfforddai a enwir yn yr argymhelliad -

(a) yn ei farn ef yn berson addas i fod yn athro mewn ysgol;

(b) yn dal gradd gyntaf neu gymhwyster cyfwerth a ddyfarnwyd gan sefydliad addysgol yng Nghymru neu yn Lloegr, neu gymhwyster o safon gyfwerth a ddyfarnwyd gan sefydliad addysgol yn rhywle arall;

(c) wedi cyrraedd y safon ofynnol mewn Saesneg a mathemateg i ennill Gradd C TGAU (neu gymhwyster cyfwerth);

(ch) os ar 1 Rhagfyr 1979 neu ar ôl hynny y ganed yr hyfforddai, ac os disgyblion o dan 11 mlwydd oed y bwriedir i'r hyfforddai eu haddysgu yn ystod cyfnod y caniatâd, ei fod wedi cyrraedd y safon i ennill Gradd C TGAU mewn pwnc gwyddoniaeth seagl neu bwnc gwyddoniaeth cyfun; ac

(d) os yw'n berthnasol, ei fod wedi cwblhau'n llwyddiannus, mewn unrhyw wlad y tu allan i'r Deyrnas Unedig, raglen o hyfforddiant proffesiynol a gydnabyddir yn rhaglen hyfforddiant o'r fath gan yr awdurdod cymwys yn y wlad honno.

10. Rhaid i'r argymhelliad gynnwys manylion yr hyfforddiant y cynigir ei roi i'r hyfforddai, a hyd y cyfnod arfaethedig o hyfforddiant. Rhaid i hyd y cyfnod arfaethedig o hyfforddiant fod yn briodol i ddiwallu angen yr hyfforddai am brofiad a hyfforddiant ymarferol mewn addysgu ac, yn achos argymhelliad cyntaf, pan fo'r hyfforddai'n gyflogedig yn llawnamser, rhaid i'r cyfnod beidio â bod yn llai na thri mis nac yn fwy na blwyddyn.

11. Rhaid i argymhelliad ar gyfer caniatâd i ymgymryd â hyfforddiant gynnwys hefyd enw'r sefydliad neu'r corff a fydd yn cyflogi'r hyfforddai a rhaid iddo gynnwys manylion ynghylch yr ysgol neu'r ysgolion lle y mae'r hyfforddai i ymgymryd â'i hyfforddiant.

### **Caniatâd i ymgymryd â hyfforddiant ar y Rhaglen Athrawon Cofrestredig**

12. Caiff Llywodraeth Cynulliad Cymru roi caniatâd i hyfforddai i ymgymryd â hyfforddiant ar ddibenion y RhAC fel rhan o'r Cynllun a hynny ar argymhelliad y corff argymhell. Rhaid i argymhelliad y corff argymhell i roi caniatâd i hyfforddai RhAC i ymgymryd â hyfforddiant gynnwys y manylion a nodir ym mharagraffau 13-15, ac unrhyw fanylion eraill y mae Llywodraeth Cynulliad Cymru yn eu mynnu.

the paragraphs 9-11, and any further particulars as the Welsh Assembly Government requires.

9. It must contain a statement by the recommending body that the trainee named in the recommendation -

(a) is in its opinion a suitable person to be a teacher at a school;

(b) holds a first degree or equivalent qualification granted by an educational institution in England or Wales, or a qualification of an equivalent standard granted by an educational institution elsewhere;

(c) has attained in English and mathematics the standard required to obtain GCSE (or equivalent) Grade C;

(d) where the trainee was born on or after 1st December 1979, and during their period of authorisation it is intended that the trainee will teach pupils aged below 11 years, has attained in a single science subject or in a combined science subject the standard required to obtain GCSE Grade C; and

(e) if applicable, has successfully completed a programme of professional training for teachers in any country outside the United Kingdom and which is recognised as such a programme of training by the competent authority in that country.

10. The recommendation must contain the particulars of the training that is proposed to be given to the trainee and of the length of the proposed period of training. The length of the proposed period of training must be appropriate to the trainee's need for practical teaching experience and training and, in the case of a first recommendation where the trainee will be employed full-time, it must be not less than three months and not more than one year.

11. The recommendation for an authorisation to undertake training must also contain the name of the institution or body who will be the trainee's employer, and must contain particulars of the school or schools at which the trainee is to carry out his or her training.

### **Authorisation to undertake training on the Registered Teacher Programme**

12. The Welsh Assembly Government may grant an authorisation to undertake training for the purposes of the RTP as part of the Scheme to a trainee on the recommendation of the recommending body. A recommendation for an authorisation to undertake training prepared by the recommending body for a trainee under the RTP must contain the particulars set out in the paragraphs 13-15, and any further particulars as the Welsh Assembly Government requires.

13. Rhaid iddo gynnwys datganiad gan y corff argymhell fod yr hyfforddai a enwir yn yr argymhelliad -

(a) yn ei farn ef yn berson addas i fod yn athro mewn ysgol;

(b) wedi cwblhau'n llwyddiannus raglen o hyfforddiant proffesiynol ar gyfer athrawon mewn unrhyw wlad y tu allan i'r Deyrnas Unedig, a honno'n rhaglen a gydnabyddir yn rhaglen hyfforddiant o'r fath gan yr awdurdod cymwys yn y wlad honno, neu ei fod wedi cwblhau'n llwyddiannus -

(i) dim llai na dwy flynedd o addysg uwch lawnamser yng Nghymru neu yn Lloegr, neu

(ii) addysg gyfatebol sydd naill ai'n addysg lawnamser neu'n addysg ran-amser yng Nghymru, yn Lloegr, neu yn rhywle arall;

(c) wedi cyrraedd y safon ofynnol mewn Saesneg a mathemateg i ennill Gradd C TGAU (neu gymhwyster cyfwerth);

(ch) os ar 1 Rhagfyr 1979 neu ar ôl hynny y ganed yr hyfforddai, ac os disgyblion o dan 11 mlwydd oed y bwriedir i'r hyfforddai eu haddysgu yn ystod cyfnod y caniatâd, ei fod wedi cyrraedd y safon i gael Gradd C TGAU wedi'i dyfarnu iddo mewn pwnc gwyddoniaeth sengl neu bwnc gwyddoniaeth gyfun 1979; ac

(d) wedi ei dderbyn ar raglen astudiaethau a fydd yn arwain at ddyfarnu gradd gyntaf neu gymhwyster cyfwerth.

14. Rhaid i'r argymhelliad gynnwys manylion yr hyfforddiant y cynigir ei roi i'r hyfforddai, a hyd y cyfnod arfaethedig o hyfforddiant. Rhaid i hyd y cyfnod arfaethedig o hyfforddiant fod yn briodol i ddiwallu angen yr hyfforddai i gael profiad a hyfforddiant ymarferol mewn addysgu ac, yn achos argymhelliad cyntaf, pan fo'r hyfforddai'n gyflogedig yn llawnamser, rhaid i'r cyfnod beidio â bod yn llai na blwyddyn nac yn fwy na dwy flynedd.

15. Rhaid i argymhelliad ar gyfer caniatâd i ymgymryd â hyfforddiant hefyd gynnwys enw'r sefydliad neu'r corff a fydd yn cyflogi'r hyfforddai, a rhaid iddo gynnwys manylion yr ysgol neu'r ysgolion lle y mae'r hyfforddai i gael ei gyflogi.

### **Statws dros dro fel athro graddedig neu athro cofrestredig**

16. Pan fo'r corff argymhell wedi cyflwyno argymhelliad i Lywodraeth Cynulliad Cymru, caniateir i'r hyfforddai sydd wedi'i enwi yn yr argymhelliad hwnnw, yn ôl disgrisiwn yr ysgol

13. It must contain a statement by the recommending body that the trainee named in the recommendation -

(a) is in its opinion a suitable person to be a teacher at a school;

(b) has successfully completed a programme of professional training for teachers in any country outside the United Kingdom and which is recognised as such a programme of training by the competent authority in that country, or has successfully completed -

(i) not less than two years' full-time higher education in England or Wales, or

(ii) comparable education either full-time or part-time whether in England or Wales or elsewhere;

(c) has attained in English and mathematics the standard required to obtain GCSE (or equivalent) Grade C;

(d) where the trainee was born on or after 1st December 1979 and during their period of authorisation it is intended that the trainee will teach pupils aged below 11 years, has attained in a single science subject or in a combined science subject the standard required to obtain GCSE Grade C; and

(e) has been accepted onto a programme of study leading to the award of a first degree or equivalent qualification.

14. The recommendation must contain the particulars of the training that is proposed to be given to the trainee and of the length of the proposed period of training. The length of the proposed period of training must be appropriate to the trainee's need for practical teaching experience and training and, in the case of a first recommendation where the trainee will be employed full-time, it must be not less than one year and not more than two years.

15. The recommendation for an authorisation to undertake training must also contain the name of the institution or body who will be the trainee's employer and must contain particulars of the school or schools at which the trainee is to be employed.

### **Provisional graduate teacher or registered teacher status**

16. Where the recommending body has submitted a recommendation to the Welsh Assembly Government, the trainee named in that recommendation may at the discretion of the school

neu'r ysgolion a bennir yn yr argymhelliad, gael ei ystyried yn athro graddedig neu'n athro cofrestredig, yn ôl y digwydd, at ddbenion rheoliadau o dan adran 133 o Ddeddf Addysg 2002 a dibenion y Cynllun hwn hyd ddiwedd cyfnod o 14 o ddiwrnodau ar ôl i Lywodraeth Cynulliad Cymru hysbysu'r corff argymell o'i benderfyniad i roi caniatâd neu beidio.

### **Hyfforddiant**

17. Rhaid i'r corff argymell sicrhau bod yr hyfforddiant y cytunwyd arno yn y caniatâd yn cael ei ddarparu ar gyfer hyfforddai yn ystod cyfnod caniatâd i ymgymryd â hyfforddiant. Os nad yw'r hyfforddiant, am ba reswm bynnag, yn mynd rhagddo fel y cytunwyd yn y caniatâd, rhaid ysgrifennu ar unwaith i hysbysu Llywodraeth Cynulliad Cymru.

### **Terfynu caniatâd i ymgymryd â hyfforddiant**

18. Bydd caniatâd i ymgymryd â hyfforddiant yn parhau mewn grym am y cyfnod o hyfforddiant a bennir yn y caniatâd hwnnw ond caiff Llywodraeth Cynulliad Cymru, pan y'i hysbysir bod hyfforddai wedi tynnu'n ôl o'r RhAG neu o'r RhAC, p'un ai o achos salwch, beichiogrwydd neu fel arall, derfynu'r caniatâd ar ôl ymgynghori â'r Corff Argymell.

19. Bydd caniatâd i hyfforddeion a gyflogir naill ai o dan y RhAG neu'r RhAC i ymgymryd â hyfforddiant yn dod i ben mewn unrhyw un o'r sefyllfaoedd canlynol:-

(a) os yw'r hyfforddai yn peidio â bod yn gyflogedig mwyach yn yr ysgol a bennir yn yr argymhelliad ar gyfer caniatâd neu, os bydd yr argymhelliad wedi pennu mwy nag un ysgol, pan fo'r hyfforddai'n peidio â bod yn gyflogedig yn unrhyw un o'r ysgolion a bennir. Os oherwydd bod categori'r ysgol neu'r ysgolion (yn ôl y digwydd) yn newid yn fath arall o ysgol neu ysgolion y digwydd un o'r amgylchiadau hyn, bydd y caniatâd yn parhau mewn grym;

(b) os yw'r hyfforddai yn peidio â bod yn gyflogedig mwyach gan y sefydliad neu'r corff a enwir yn yr argymhelliad ac eithrio –

(i) pan fydd hynny'n digwydd oherwydd bod categori ysgol neu ysgolion (yn ôl y digwydd) lle y cyflogir yr hyfforddai yn newid yn fath arall o ysgol neu o ysgolion, neu

(ii) pan mai awdurdod addysg lleol oedd y cyflogwr a enwir yn yr argymhelliad, a bod yr hyfforddai, yn syth ar ôl peidio â bod yn gyflogedig gan yr awdurdod hwnnw'n cael ei gyflogi gan awdurdod addysg lleol arall.

or schools specified in the recommendation be considered as a graduate teacher or as a registered teacher, as the case may be, for the purposes of regulations under section 133 of the Education Act 2002 and this Scheme until 14 days after the Welsh Assembly Government has notified the recommending body of its decision whether or not to grant an authorisation.

### **Training**

17. The recommending body must ensure that during the period of an authorisation to undertake training a trainee is provided with the training agreed in the authorisation. If, for whatever reason, the training is not being carried out as agreed in the authorisation, the Welsh Assembly Government must be informed in writing immediately.

### **Cessation of authorisation to undertake training**

18. An authorisation to undertake training will remain in force for the period of training specified in that authorisation but on notification that a trainee has withdrawn from either the GTP or RTP, whether due to illness, pregnancy or otherwise, the Welsh Assembly Government may, after consultation with the Recommending Body, terminate the authorisation.

19. An authorisation to undertake training will lapse in any of the following circumstances for trainees employed under either the GTP or the RTP:-

(a) if the trainee ceases to be employed at the school specified in the recommendation for an authorisation or, where the recommendation specified more than one school, they cease to be employed at any of the schools specified. If this event is because of a change of category of the school or schools (as the case may be) to another type of school or schools, the authorisation will remain in force;

(b) if the trainee ceases to be employed by the institution or body named in the recommendation except –

(i) where that arises because of the change of category of a school or schools (as the case may be) at which they are employed to another type of school or schools, or

(ii) where the employer named in the recommendation was a local education authority and immediately on ceasing to be employed by that authority the trainee is employed by another local education authority.

20. Pan fo caniatâd yn dod i ben o ganlyniad i unrhyw un o'r sefyllfaoedd a nodir uchod, mae'n ofynnol i'r corff argymell hysbysu Llywodraeth Cynulliad Cymru o ffeithiau'r achos.

### **Estyn neu adfer caniatâd blaenorol i ymgymryd â hyfforddiant**

21. Caiff Llywodraeth Cynulliad Cymru, ar gais corff argymell, ddyroddi estyniad i ganiatâd a roddwyd eisoes i ymgymryd â hyfforddiant at ddibenion y RhAG neu'r RhAC:-

(a) os na chyflawnwyd yr hyfforddiant, neu os nad yw'n debygol y'i cyflawnir, fel y cytunwyd yn y caniatâd am resymau salwch, beichiogrwydd neu amgylchiadau eraill y tu hwnt i reolaeth yr hyfforddai; a

(b) os yw'r hyfforddai o dan sylw yn dymuno parhau â'i hyfforddiant yn yr un ysgol neu ysgolion, ond bod y corff argymell o'r farn nad oes digon o amser y rhaglen hyfforddi yn weddill i'w alluogi i fodloni'r safonau SAC.

22. Y cyfnod lleiaf o estyniad y gellir ei roi yw cyfnod o 3 mis.

23. Os terfynir hyfforddiant RhAG neu RhAC o dan y darpariaethau ym mharagraff 18, ac os dymuna'r hyfforddai yn nes ymlaen ailgydio yn ei hyfforddiant yn yr un ysgol neu ysgolion, caiff Llywodraeth Cynulliad Cymru, os daw cais i law gan y Corff Argymell, ddyroddi caniatâd i hyfforddi sy'n adfer y caniatâd a roddwyd yn flaenorol. Caiff Llywodraeth Cynulliad Cymru bennu fel rhan o'r broses o adfer yr hyfforddiant y dylai'r cyfnod hyfforddi fod yn wahanol i'r un blaenorol.

24. Wrth wneud cais o dan baragraff 21 neu 23, rhaid i'r corff argymell bennu nad yw'r manylion a geir yn yr argymhelliad blaenorol ar gyfer caniatâd i ymgymryd â hyfforddiant wedi newid. Rhaid i'r corff argymell bennu hefyd y byddai'r cyfnod estynedig arfaethedig neu'r cyfnod hyfforddi arfaethedig a gafodd ei adfer yn ddigon hir i ganiatáu i'r hyfforddai gwblhau ei hyfforddiant. Yn achos cyfnod hyfforddi a gafodd ei adfer, rhaid i'r corff argymell wneud cais am gyfnod hyfforddi sy'n wahanol i'r un blaenorol os yw hynny'n angenrheidiol i ganiatáu i'r hyfforddai gwblhau ei hyfforddiant yn dderbyniol.

### **Asesu hyfforddeion ar y RhAG a'r RhAC**

25. Ar ddiwedd y cyfnod hyfforddi, rhaid i'r corff argymell, os yw wedi ei fodloni bod yr hyfforddai'n ddigon cymwys i fodloni'r safonau SAC, ofyn am asesiad annibynnol yn erbyn y safonau SAC gan asesydd a gymeradwywyd gan Lywodraeth Cynulliad Cymru.

20. Where an authorisation lapses as a result of any of the above stated circumstances, the recommending body is required to report the facts of the case to the Welsh Assembly Government.

### **Extension or reinstatement of previous authorisation to undertake training**

21. The Welsh Assembly Government may on application from a recommending body issue an extension to an authorisation to undertake training for the purposes of the GTP or RTP previously granted if:-

(a) the training has not been, or is not likely to be, fully carried out as agreed in the authorisation for reasons of illness, pregnancy or other circumstances beyond the control of the trainee; and

(b) the trainee concerned wishes to continue their training at the same school or schools, but the recommending body is of the opinion that there is insufficient time remaining for the training programme to enable them to meet the QTS standards.

22. The minimum extension period which can be granted is one of 3 months.

23. If GTP or RTP training is terminated under the provisions in paragraph 18, and the trainee concerned subsequently wishes to resume their training at the same school or schools, the Welsh Assembly Government may on application from the Recommending Body issue an authorisation to train which reinstates the one previously granted. The Welsh Assembly Government may specify as part of the reinstatement that the training period should be different from the one previously granted.

24. In making an application under paragraphs 21 or 23, the recommending body must specify that the details contained in the previous recommendation for an authorisation to undertake training remain unchanged. The recommending body must also specify that the proposed extended or reinstated training period would be of sufficient length to allow the trainee to complete their training. In the case of a reinstated training period, the recommending body must apply for a training period that is different from the one previously granted if that is necessary to allow the trainee to complete their training satisfactorily.

### **Assessment of trainees on the GTP and RTP**

25. At the end of the period of training the recommending body, if satisfied that the trainee is sufficiently competent to meet the QTS standards, must request an independent assessment against the QTS standards by an assessor approved by the Welsh Assembly Government.

26. Os yw'r corff argymhell yn ddarparwr hyfforddiant cychwynnol i athrawon ac yn ddarparwr sydd wedi'i achredu, y darparwr hwnnw yw'r asesydd cymeradwy, a rhaid iddo ddefnyddio ei drefniadau asesu arferol, gan gynnwys arholiadau allanol.

27. Os nad yw'r corff argymhell yn ddarparwr hyfforddiant cychwynnol i athrawon sy'n ddarparwr wedi'i achredu, asesydd allanol a bennwyd ar gyfer yr hyfforddai gan Lywodraeth Cynulliad Cymru tua diwedd y cyfnod hyfforddi yw'r asesydd cymeradwy.

### **Argymhell cydnabod person yn athro cymwysedig**

28. Os yw asesiad yn cadarnhau bod yr hyfforddai'n bodloni'r safonau SAC rhaid i'r corff argymhell, os yw wedi'i fodloni y dylai'r hyfforddai fod yn athro cymwysedig, gyflwyno argymhelliad i'r perwyl hwnnw i Gyngor Addysgu Cyffredinol Cymru.

29. Rhaid i argymhelliad y dylai hyfforddai fod yn athro cymwysedig gynnwys datganiad bod y person –

(a) naill ai -

- (i) wedi cwblhau'n llwyddiannus wasanaeth fel athro graddedig neu athro cofrestredig (fel y digwydd) yn ystod cyfnod y caniatâd, ac wedi cwblhau'n llwyddiannus yr hyfforddiant y cytunwyd arno yn y caniatâd, neu
- (ii) wedi cwblhau dim llai na thri mis o wasanaeth fel athro graddedig neu ddim llai nag un flwyddyn o wasanaeth fel athro cofrestredig (yn ôl y digwydd) ac wedi gwneud cymaint o gynnydd yn ystod cyfnod ei wasanaeth fel athro graddedig neu gofrestredig (yn ôl y digwydd) fel nad oedd angen iddo ym marn y corff ac yng ngoleuni'r cynnydd, gwblhau'r gwasanaeth hwnnw ar gyfer cyfnod y caniatâd cyn cael ei asesu yn unol â'r hyn y cyfeiriwyd ato ym mharagraff (b);

(b) wedi ei asesu gan asesydd cymeradwy, sy'n canfod ei fod yn bodloni'r safonau SAC; ac

(c) yn dal gradd gyntaf neu gymhwyster cyfwerth a ddyfarnwyd gan sefydliad yn y Deyrnas Unedig, neu gymhwyster o safon gyfwerth a ddyfarnwyd gan sefydliad addysgol yn rhywle arall.

26. If the recommending body is an accredited initial teacher training provider, the approved assessor is that provider and it must use its usual assessment arrangements including external moderation.

27. If the recommending body is not an accredited initial teacher training provider, the approved assessor will be an external assessor assigned to the trainee by the Welsh Assembly Government towards the end of the training period.

### **Recommendation for recognition as a qualified teacher**

28. If an assessment confirms that the trainee meets the QTS standards the recommending body, if satisfied that the trainee should be a qualified teacher, must submit to the General Teaching Council for Wales a recommendation to that effect.

29. The recommendation that a trainee should be a qualified teacher must include a statement that the person –

(a) has either –

- (i) successfully completed service as a graduate teacher or a registered teacher (as the case may be) for the period of the authorisation and has successfully completed the training agreed in the authorisation, or
- (ii) completed not less than three months' service as a graduate teacher or not less than one year's service as a registered teacher (as the case may be) and has made such progress during his period of service as a graduate or registered teacher (as the case may be) that in the view of the recommending body he did not need, in the light of progress, to complete that service for the period of the authorisation before being assessed as referred to in paragraph (b);

(b) has been assessed by an approved assessor as meeting the QTS standards; and

(c) holds a first degree or equivalent qualification granted by a United Kingdom institution, or a qualification of an equivalent standard granted by an educational institution elsewhere.

## Y Broses Apelau

30. Caiff Llywodraeth Cynulliad Cymru wneud darpariaeth ar gyfer proses apelau fel rhan o'r cynllun hwn.

### Grantiau a ffyrdd eraill o gyllido

31. Caiff Llywodraeth Cynulliad Cymru sicrhau bod grantiau ar gael i ysgolion a gynhelir neu ysgolion arbennig nas cynhelir ac sy'n cyflogi personau a awdurdodwyd i ymgymryd â hyfforddiant at ddibenion y RhAG neu'r RhAC i fodloni'n gyfan gwbl neu'n rhannol gostau cyflogau'r personau hynny. Caiff Llywodraeth Cynulliad Cymru:-

- (a) bennu swm unrhyw grant y mae'n sicrhau ei fod ar gael a hynny ar lefel briodol yn ei farn ef;
- (b) gyfyngu ar nifer y grantiau i'w cynnig; ac
- (c) sicrhau mai dim ond mewn achosion pan ymgymerir â hyfforddiant at ddibenion y RhAG a'r RhAC mewn perthynas â chyfnodau neu bynciau arbennig yn mae grantiau ar gael.

32. Caiff Llywodraeth Cynulliad Cymru sicrhau bod grantiau ar gael i gyrff argymell sy'n darparu hyfforddiant at ddibenion y RhAG a'r RhAC er mwyn cwrdd yn gyfan gwbl neu'n rhannol â chostau'r hyfforddiant hwnnw. Caiff Llywodraeth Cynulliad Cymru:-

- (a) bennu swm unrhyw grant y mae'n sicrhau ei fod ar gael a hynny ar lefel briodol yn ei farn ef;
- (b) gyfyngu ar nifer y grantiau i'w cynnig; ac
- (c) sicrhau mai dim ond mewn achosion pan ymgymerir â hyfforddiant at ddibenion y RhAG a'r RhAC mewn perthynas â chyfnodau neu bynciau arbennig yn mae grantiau ar gael.

33. Caiff Llywodraeth Cynulliad Cymru ei gwneud yn ofynnol i ysgol neu gorff argymell ad-dalu rhan neu'r cyfan o unrhyw grant y sicrhau ei fod ar gael o dan y darpariaethau yn mharagraffau 31 a/neu 32 os bydd y cyfnod o hyfforddiant, am ba reswm bynnag, yn llai na'r cyfnod o hyfforddiant a bennwyd pan roddwyd y grant.

34. Bydd y swm sydd i fod yn ofynnol ei ad-dalu o ran unrhyw grant y sicrhau ei fod ar gael o dan y darpariaethau ym mharagraff 31 yn gymaint â hyd at gyfanswm y gyfran o'r grant a gynigiwyd sy'n gyfwerth â'r gyfran o'r cyfnod o hyfforddiant a

## Appeals Process

30. The Welsh Assembly Government may make provision for an appeal process as part of this scheme.

### Grants and other funding

31. The Welsh Assembly Government may make grants available to maintained schools or non-maintained special schools employing persons authorised to undertake training for the purposes of the GTP or the RTP to meet in whole or in part the costs of those persons' salaries. The Welsh Assembly Government may:-

- (a) set the amount of any grant it makes available at a level it considers appropriate;
- (b) limit the number of grants to be offered; and
- (c) make grants available only in respect of cases where training is being undertaken for the purposes of the GTP or the RTP in respect of particular phases or subjects.

32. The Welsh Assembly Government may make grants available to recommending bodies providing training for the purposes of the GTP or the RTP to meet in whole or in part the costs of that training. The Welsh Assembly Government may:-

- (a) set the amount of any grant it makes available at a level it considers appropriate;
- (b) limit the number of grants to be offered; and
- (c) make grants available only in respect of cases where training is being undertaken for the purposes of the GTP or the RTP in respect of particular phases or subjects.

33. The Welsh Assembly Government may require a school or recommending body to return part or all of any grant made available under the provisions in paragraphs 31 and/or 32 if the period of training is, for any reason, less than the period of training specified when the grant was made.

34. The amount to be required to be returned for any grant made available under the provisions in paragraph 31 will be up to a maximum of the proportion of the grant offered equal to the proportion of the period of training specified when

bennwyd pan roddwyd y grant, sef y gyfran pan na fu unrhyw hyfforddiant. Y swm sydd i fod yn ofynnol ei ad-dalu o ran unrhyw grant y sicrheir ei fod ar gael o dan y darpariaethau ym mharagraff 32 fydd unrhyw arian grant nad yw wedi'i ddefnyddio pan ddaw'r hyfforddiant i ben.

35. Caiff Llywodraeth Cynulliad Cymru dalu am unrhyw gostau sydd yn ei farn ef yn briodol ac sy'n gysylltiedig â chais person am hyfforddiant o dan y Cynllun ac ag asesiad ar ôl hynny yn erbyn y safonau SAC.

36. Cyn rhoi unrhyw grantiau neu ddarparu costau eraill mewn unrhyw flwyddyn ariannol caiff Llywodraeth Cynulliad Cymru yn gyntaf gyhoeddi datganiad yn nodi'r grantiau a'r costau ac yn nodi a ydynt ar gael.

**Llofnod**

**Jane Davidson**

**Y GWEINIDOG DROS ADDYSG A DYSGU  
GYDOL OES**

**Dyddiad 24 Chwefror 2006**

the grant was made in which no training took place. The amount to be required to be returned for any grant made available under the provisions in paragraph 32 will be any grant monies unutilised at the point training ceased

35. The Welsh Assembly Government may pay for any costs it considers appropriate associated with a person's application for training under the Scheme and a subsequent assessment against QTS Standards.

36. Before making any grants or providing other costs in any financial year the Welsh Assembly Government shall first publish a statement setting out the grants and costs and their availability.

**Signed**

**Jane Davidson**

**MINISTER FOR EDUCATION AND  
LIFELONG LEARNING**

**Date 24 February 2006**

### Graduate Teacher Programme

#### Guidance on the Appeals Procedure for Trainees

##### Introduction

1. The Welsh Assembly Government\* is committed to ensuring that all trainees on the Graduate Teacher Programme are assessed fairly and consistently against the Standards for Qualified Teacher Status (QTS). Internal monitoring and assessment, organised by the Recommending Body (RB), are an important part of this process. In addition, all trainees receive an assessment at the end of the training period which will verify the judgement of the RB concerning whether the QTS Standards are considered to have been met.

2. Where the RB is an accredited provider of initial teacher training, it makes its own arrangements for an assessment at the end of the training period. In other cases, the Welsh Assembly Government organises an assessment at the end of the training period, which is undertaken by a contracted external assessor. The Welsh Assembly Government seeks to ensure that all the external assessors for which it is responsible are suitably qualified and have high standards of professional conduct.

3. This guidance sets out the options which can be followed where it is the assessor's judgement that a trainee has not achieved the standard required for QTS at the first assessment at the end of the training period. It covers an appeal process, but also describes the steps which must be considered prior to an appeal being made. RBs should ensure that schools' (if not the RB) and trainees' attention is drawn to the points set out in this Guidance.

4. RBs should note that the Welsh Assembly Government will need to be informed **within four weeks of the despatch of the external assessor's judgement** that one of these options has been decided upon. The options which can be followed are described in more detail below. They are:-

- a. no further action;
- b. further training;
- c. further assessment; and
- d. appeal by trainee.

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\* The Welsh Assembly Government is the executive arm (ie the Assembly Cabinet and staff) of the National Assembly for Wales, through which the Assembly exercises its functions.

## Steps to be considered prior to an appeal

### *No further action*

5. The RB, the school (if this is not the RB) and the trainee need to consider the assessor's judgement that a trainee has not achieved the standard required for QTS. It will need to be accepted in many cases that the assessor's judgement has been made taking all circumstances into account; that no further training is likely to result in the QTS standards being met; and that there are no grounds for either a further assessment or a successful appeal.

6. The RB must notify the Head of the Graduate Teacher Programme Unit, Learning Improvement and Professional Development Division, Cathays Park, Cardiff, CF10 3NQ - **within four weeks of the despatch of the external assessor's judgement** if no further action on a Graduate Teacher Programme case is proposed.

7. The trainee's views should be taken into account before such a decision is reached. However, trainees should note that the Welsh Assembly Government cannot order an RB to continue to support a training programme, or require a school to continue to support the employment of a trainee.

### *Further training*

8. In some cases where a trainee has not achieved the standard required for QTS, the RB, the trainee and the school (if this is not the RB) need to consider if further training would allow the trainee to achieve the standard required for QTS. This further training could continue to make use of the training programme previously approved (for example, where it became clear that the original training period was too short and there were several areas where the standards were not met). Alternatively, it could focus on perhaps just one or two standards that the trainee did not meet, in which case a new training programme concentrating on just those areas might be appropriate.

9. In all cases the RB must notify the Head of the Graduate Teacher Programme Unit, Learning Improvement and Professional Development Division, Cathays Park, Cardiff, CF10 3NQ - **within four weeks of the despatch of the external assessor's judgement** whether further training is proposed, and request a further authorisation from the Welsh Assembly Government for the trainee to undertake training on the Graduate Teacher Programme. The RB should specify whether the further training will make use of the training programme previously approved; or submit a new training programme to the Welsh Assembly Government for approval.

10. This course should only be followed if the RB, the school (if this is not the RB) and the trainee wish to pursue this option. It should be noted that the school would bear all the costs for the further training programme, including the salary costs, the training costs, and the costs associated with the external assessment of the trainee at the end of the training programme.

### ***Further assessment***

11. If it is the external assessor's judgement that a trainee has not achieved the standard required for QTS at the first attempt, the RB may, if it feels that this is justified and if both the school and the trainee wish to pursue this option, seek one further assessment at the discretion of the Welsh Assembly Government.

12. A further assessment may be given where the RB agrees with the original assessment verification decision given the information available to the assessor, but feels that there are valid reasons for a re-assessment; and that it is confident that a further assessment will result in confirmation that the QTS standards are met. These reasons might include circumstances that affected the trainee's performance which could not, for valid reasons, be divulged before the external assessment; or that there was information not available to the external assessor which, had it been available, might have affected the outcome of the external assessment (eg: trainee illness, absence, etc).

13. The arrangements set out here apply only to cases where there is a separation between bodies responsible for training and for assessment. They do not, therefore, apply where the RB is not an accredited provider of initial teacher training (ie: it only applies where the assessment was undertaken by a Welsh Assembly Government contracted external assessor). This is because where the RB is an accredited provider of initial teacher training it is responsible for both the training and the assessment and thus has all information available prior to assessment.

14. It should be noted that a decision to opt for a further assessment will not preclude a subsequent appeal should that further assessment also conclude that a trainee has not achieved the standard required for QTS. However, that subsequent appeal can only be an appeal against the further assessment, not the original assessment. If a trainee wishes to appeal against the original assessment they should not agree to participate in a further assessment, as an appeal against the original assessment is not permitted if a further assessment has been requested.

15. It should also be noted that a request for a further assessment must be made prior to any appeal. It is not possible to grant a further assessment under the process outlined in paragraphs 11-19 following an unsuccessful appeal.

### ***Further assessment process***

16. A further assessment request must be made in writing by the RB to the Head of the Graduate Teacher Programme Unit, Learning Improvement and Professional Development Division, Cathays Park, Cardiff, CF10 3NQ - **within four weeks of the despatch of the external assessor's judgement** of the original assessment. The RB must also request an extension (if the original authorisation has expired or has less than two months to run) of the original authorisation from the Welsh Assembly Government for the trainee to undertake training on the Graduate Teacher Programme.

17. The RB will need to confirm that both the trainee and the school at which they are employed wish to pursue this option, and must give reasons as to why a further assessment is the appropriate course. If this request involves circumstances that

affected the trainee's performance which could not, for valid reasons, be divulged before the external assessment; or that there was information not available to the external assessor which, had it been available, might have affected the outcome of the external assessment, then this will need to be specified in the further assessment request. This material will be made available to the assessor undertaking the further assessment request if this is granted.

18. This request will be examined by an independent professional adviser to the Welsh Assembly Government and a decision made as to the validity of the request based on their advice. The advice received will be contained in the decision letter. A further assessment will be organised at the earliest opportunity following the granted request (where at all possible using a different assessor to the original assessment).

19. The Welsh Assembly Government will not pay any further training or salary grant and the RB must bear the costs of the further assessment if this is granted by the Welsh Assembly Government.

## **Appeal**

### ***Overview***

20. In exceptional cases, a trainee who has failed to meet the required QTS standards on either a first assessment or a second, further, assessment may wish to appeal.

21. Trainees considering an appeal should note that a successful appeal would only result in a recommendation that they should be allowed one further assessment. Any further assessment undertaken in these circumstances will be carried out by an external assessor (if the original assessment was carried out by an RB which is an accredited provider of initial teacher training); or, if the original assessment was carried out by an external assessor, by a different external assessor.

22. Appeals are only permitted in certain circumstances, which are listed below. There are no grounds for appeal against the professional judgement of the external assessor as to whether the trainee has met the required standards, and in no circumstances will this judgement be overridden.

### ***Permissible grounds for Appeal***

23. A trainee who wishes to consider an appeal following an external assessment that the QTS standards have not been met must be able to provide evidence of one or more of the following:-

- a. there has been an irregularity in the procedure used in the assessment and that this has adversely affected the outcome eg where the assessor has not considered all the evidence available or has not actively sought evidence;

- b. the RB did not carry out its responsibilities as set out in the agreed training and assessment plan and that this therefore had an effect on the assessment;
- c. there were circumstances that affected the trainee's performance which could not, for valid reasons, be divulged before the assessment; and
- d. there was information not available to the assessor which, had it been available, might have affected the outcome of the assessment.

### ***Appeals procedure – notification***

24. Trainees wishing to appeal **must give notice in writing to their RB and the Welsh Assembly Government within four weeks of the despatch of the assessor's judgement** on either a first assessment or a second, further, assessment. The trainee must include the grounds on which they wish to appeal and include any evidence which the trainee wishes to be taken into consideration. The notice should be directed to: Head of the Graduate Teacher Programmes Unit, Learning Improvement and Professional Development Division, Cathays Park, Cardiff, CF10 3NQ.

25. The Welsh Assembly Government will copy the appellant's submission to the RB and the school (if different) **within three working days** and ask them whether they wish to provide additional information to ensure that all the facts of the case can be considered in the appeal process. Any additional information must be submitted **within two weeks of this request**. The Welsh Assembly Government will copy to the trainee all comments and additional relevant information received, and may add comments and additional information itself.

### ***Appeals procedure – consideration by Appeals Panel***

26. An independent education consultant or a representative from an accredited provider of initial teacher training, invited by the Welsh Assembly Government as and when the need arises, and the Head of the Graduate Teacher Programme Unit **will meet as an Appeals Panel once this two week period has expired**. The independent education consultant or a representative from an accredited provider of initial teacher training chosen will not have been involved in the trainee's training programme or in their internal or external assessment and will have no personal interest in the outcome. The Head of the Graduate Teacher Programme Unit will have no personal interest in the outcome in terms of the training or assessment; however, in the event that they know the trainee personally, they will be replaced on the Panel by an alternative member of Learning Improvement and Professional Development Division of equal or greater seniority.

27. The Appeals Panel will consider the written submission from the trainee, and any other evidence submitted, and reach a decision on whether the trainee has grounds, within the criteria set out in paragraph 23 above, for an appeal to be heard. They may recommend a further assessment at this stage if the appellant's evidence is so overwhelming that it would be best, in the interests of justice, to do so.

28. If the Appeals Panel is unable to reach an agreement, the Head of Learning Improvement and Professional Development Division will consider the Panel members' views and reach a judgement which will be the final decision of the Appeals Panel.

29. The Appeals Panel will compile a brief report setting out their decision, the reasoning for it and the evidence on which it is based. The trainee will be informed of the outcome of this consideration by the Head the Graduate Teacher Programme Unit **within one week** and will be provided with a copy of the report. The report will also be copied to the RB and the school (if different). The decision taken by the Appeals Panel on whether the appeal can proceed is final.

### ***Appeals procedure – consideration by the Appeal Committee***

30. If the Appeals Panel agree that there are grounds for the appeal to be heard, the appeal will be considered by a full Appeals Committee, **as soon as practicable**. Annex A provides details of the Committee.

31. The appellant will be informed of the date of the appeal hearing as soon as it is arranged. The appellant may submit further written comments on any additional information which has been provided by other parties under paragraph 25 above **no later than three days before the date of the Appeal hearing**. The Appeals Committee will consider the written submissions already provided, together with the report of the Appeals Panel made under the procedure at paragraphs 26-29.

32. If the appellant so desires, or if the Chair of the Appeals Committee considers it necessary, the Appeals Committee will receive evidence from the appellant in person. In such a case, the appellant has the right to be accompanied by a friend or representative. The Welsh Assembly Government will not pay travel costs or any incidental or related expenses which may be incurred by the appellant or their friend or representative.

33. The Appeals Committee will decide either that:-

- a. the decision of the assessor was properly reached and should stand (where in such cases the Appeals Committee believes there were irregularities which did not affect the assessment, it may wish to report these to the Welsh Assembly Government and RB); or
- b. the decision of the assessor may have been adversely affected by any or all of (i) a procedural irregularity; (ii) the RB not carrying out its responsibilities as set out in the agreed training and assessment plan; (iii) circumstances which affected the trainee's performance which were not, for valid reasons, divulged before the assessment; (iv) a lack of relevant information; and that the appellant should therefore be allowed one further assessment.

34. The Chair of the Appeals Committee will compile a further report setting out the Appeals Committee's decision; and the Head the Graduate Teacher Programme Unit will send the report, together with recommendations for any further action, to the appellant and copy it to the RB and the school (if different). The report will be

compiled and issued **within one week** of the Appeal being heard. The decision of the Appeals Committee is final.

***Further assessment recommendation by the Appeals Committee***

35. Potential appellants should note that the Appeals Committee has no legal power to order a RB to allow a trainee a further assessment, or require a school to continue to support the employment of a trainee to enable a further assessment to be carried out. The Appeals Committee may only make recommendations.

36. If a further assessment is recommended, this will not be charged to the appellant. However, the Appeals Committee will consider whether the RB should cover the cost of a further assessment, where there is evidence that the RB's action or inaction contributed to the irregularity or lack of information in the assessment appealed against, and may recommend this course. If the Appeals Committee does not consider that the RB should cover the cost of a further assessment, the Welsh Assembly Government will meet those costs.

### Appeals Committee

- 1. The Appeals Committee will consist of between three and five people who have not been involved in the trainee's training programme or in their internal or external assessment and have no personal interest in the outcome. The Appeals Committee may include any or all of the following: a head of a school department, a representative mentor from a school with experience of the Graduate Teacher Programme, a representative from an accredited provider of initial teacher training and an independent education consultant.**
- 2. The Appeals Committee will be chaired by the independent consultant or the representative from an accredited provider of initial teacher training. In the event of a majority decision not being reached, the designated Chair will have a casting and final vote. The Committee will be attended by a representative from the Welsh Assembly Government's Graduate Teacher Programme Unit, who would act as Clerk to the Appeals Committee (ie: take minutes and advise as required on procedural matters, but not take part in the discussion or express a view on the outcome).**
- 3. The Welsh Assembly Government will invite people to sit on an Appeals Committee as and when the need arises, and will appoint one of them as Chair.**