



## Quick guide to the *Statutory induction profile*

Section	Content	Responsibility for completion	Sent to	Copies kept by
<b>Section 1</b>	<b>Personal details</b> NQT personal information.	<b>NQT</b>	SBM sends to: <ul style="list-style-type: none"> <li>LA/AB 15 working days after the start of the NQTs employment</li> <li>EM on request.</li> </ul>	SBM NQT EM AB
<b>Section 2a</b>	<b>Planning</b> NQT and SBM agree development targets.	<b>SBM</b> (working with NQT)	SBM sends to: <ul style="list-style-type: none"> <li>LA/AB 15 working days after the start of the NQTs employment</li> <li>EM on request.</li> </ul>	SBM NQT EM AB
<b>Section 2b</b>	<b>Progress reviews</b> Three reviews of development completed by SBM working with NQT: <ul style="list-style-type: none"> <li>first progress review</li> <li>second progress reviews</li> <li>third progress review and summative assessment.</li> </ul>	<b>SBM</b> (working with NQT and possible contributions from EM)	SBM sends Section 2b, with Section 3, to LA/AB and EM on completion of: <ul style="list-style-type: none"> <li>first whole term/140 sessions</li> <li>second whole term/270 sessions</li> <li>third whole term/380 sessions.</li> </ul>	SBM NQT EM AB
<b>Section 3</b>	<b>Evidence of meeting the PTS</b> NQT records evidence of meeting the PTS and signposts the specific documents.	<b>NQT</b> (with support from SBM and EM)	SBM sends Section 3, with Section 2b, to LA/AB and EM on completion of: <ul style="list-style-type: none"> <li>first whole term/140 sessions</li> <li>second whole term/270 sessions</li> <li>third whole term/380 sessions.</li> </ul>	SBM NQT EM AB
<b>Section 4</b>	<b>Record of induction period</b> NQT records sessions accrued and headteacher validates.	<b>NQT</b> (validated by headteacher(s))	SBM sends Section 4, with Section 2b and Section 3, to LA/AB and EM on completion of: <ul style="list-style-type: none"> <li>first whole term/140 sessions</li> <li>second whole term/270 sessions</li> <li>third whole term/380 sessions.</li> </ul>	SBM NQT EM AB