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# Induction for newly qualified teachers in Wales

(revised September 2014)

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## Guidance

Welsh Government Circular no: 017/2014

Date of issue: September 2014

Replaces Circular no: 014/2012

# Induction for newly qualified teachers in Wales (revised September 2014)

<b>Audience</b>	Newly qualified teachers (NQTs); school-based mentors; external mentors; headteachers; appropriate bodies/local authorities; consortia; chairs of governors; independent schools; further education institutions; supply agencies; and initial teacher education and training (ITET) institutions.
<b>Overview</b>	Induction is a statutory requirement for all NQTs in Wales who have gained qualified teacher status (QTS) after 1 April 2003. This is statutory guidance and provides details of the requirements for the management and delivery of induction in Wales.
<b>Action required</b>	For all persons or bodies involved in statutory induction in Wales to apply, and have due regard to, the procedures and advice set out in this guidance circular.
<b>Further information</b>	All enquires about this guidance circular should be sent to: The Induction Team Practitioner Standards and Professional Development Division Department for Education and Skills Welsh Government Cathays Park Cardiff CF10 3NQ  Tel: 029 2080 1389 e-mail: <a href="mailto:inductioninfo@wales.gsi.gov.uk">inductioninfo@wales.gsi.gov.uk</a>
<b>Additional copies</b>	This document can be accessed from the Learning Wales website at <a href="http://www.learning.wales.gov.uk">www.learning.wales.gov.uk</a>
<b>Related documents</b>	<i>Revised professional standards for education practitioners in Wales</i> (2011); <i>The Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005</i> ; <i>The Education (Induction Arrangements for School Teachers) (Wales) (Amendments) Regulations 2012</i> ; <i>Statutory induction – a handbook for newly qualified teachers and schools</i> (2014); <i>Statutory induction for newly qualified teachers – a handbook for external mentors</i> (2014).  This guidance circular updates and replaces the <i>Induction for newly qualified teachers in Wales (revised September 2012)</i> Welsh Government Circular No: 014/2012.

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## Introduction

This guidance is given under regulation 20 of the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005 (S.I. 2005/1818 (W.146)) ('the Regulations'). Any person or body exercising a function under the Regulations must have regard to this guidance when exercising those functions.

This guidance supplements the requirements of the Regulations and must be read in conjunction with the Regulations.

Statutory induction for all newly qualified teachers (NQTs) in Wales was introduced in September 2003 and applies to all teachers who gain their qualified teacher status (QTS) after 1 April 2003.

NQTs and all parties involved in the induction process should ensure that they are fully aware of the statutory induction arrangements in Wales and the Practising Teacher Standards (PTS).

The purpose of statutory induction is to:

- provide all NQTs with the opportunity to develop their practice by focusing on the requirements set out in the PTS
- prepare all NQTs for their career as a teacher by establishing the skills and behaviours that they need to build on throughout their career
- ensure that all NQTs focus on the priorities of literacy, numeracy, reducing the link between poverty and attainment, behaviour management and additional learning needs (ALN)
- ensure that NQTs focus their professional learning on reflective practice, effective collaboration, coaching and mentoring, and effective use of data and research evidence
- build on the experiences gained in initial teacher education and training (ITET).

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# The induction arrangements in Wales

## Eligibility to commence induction

It is a legal requirement in Wales that NQTs must hold QTS and must be registered with the General Teaching Council for Wales (GTCW)<sup>1</sup> in order to be employed as a teacher. It is essential that this is done before the NQT is employed. An induction period cannot start unless the NQT is registered<sup>2</sup> with the GTCW and holds QTS.

Details of the registration process can be found on the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk)

## Length of the induction period

All NQTs must complete an induction period of three school terms or the equivalent<sup>3</sup>. NQTs who are not employed on a full-time basis must complete 380 school sessions. NQTs without regular employment (for example, short-term supply teachers) can accrue sessions until 380 school sessions have been completed.

## Periods of employment that count towards induction

All periods of employment as a qualified teacher of one school session<sup>4</sup> or more must count towards a NQT's induction period. There is no flexibility regarding this and neither NQTs nor schools can request that a period of employment does not count towards induction.

## Periods of induction completed before 1 September 2012

Any period of induction completed prior to 1 September 2012 will be carried over and will count towards induction under the revised Regulations.

Periods of employment carried out before 1 September 2012 that can count towards induction are whole terms, two consecutive half-terms (disregarding school holidays) or a period of employment that the

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<sup>1</sup> From 1 April 2015, the Education Workforce Council (EWC).

<sup>2</sup> If a NQT registers part-way through a term then induction can commence from the date of registration.

<sup>3</sup> The Regulations set out circumstances in which the 'three-term rule' may not apply.

<sup>4</sup> One school session is defined as one morning or one afternoon of employment in a school.

appropriate body determines (approximately 10 consecutive weeks). These periods of employment can be counted towards the induction period if they have been previously confirmed as being part of the induction period.

## **Institutions where induction can take place**

Induction can only take place in the following settings:

- maintained schools in Wales (including maintained nursery schools where the school has a headteacher and the school can satisfactorily provide an induction period that will allow the NQT the opportunity to meet the PTS)
- non-maintained special schools in Wales
- further education institutions in Wales – see Annex A (page 21) for more details
- independent schools in Wales, where:
  - the curriculum for any primary learners at the school meets national curriculum requirements (other than assessment arrangements)
  - the curriculum for any learners at Key Stages 3 or 4 includes all core and foundation subjects
  - an agreement has been reached between the school and the local authority that they will act as the school's appropriate body. This must be arranged prior to the start of the induction period. If not, any periods of induction that have been completed prior to this agreement will not count. There is no discretion regarding this requirement. As part of the agreement, schools will also need to meet the relevant induction costs – further information is available on the Learning Wales website at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk)
  - a school or further education institution in England if it would count towards an induction period under England's Induction Regulations.

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## **Institutions where induction cannot take place**

Induction cannot take place in:

- pupil referral units
- community or foundation special schools established in a hospital

- independent schools that do not meet the criteria described in the Regulations
- independent nursery schools (unless they are independent schools that meet the criteria specified in the Regulations) and other early years settings (unless they are maintained nursery schools)
- schools requiring special measures, unless one of Her Majesty's inspectors of education and training in Wales (Estyn) certifies in writing that the school is suitable for providing induction.

Schools requiring special measures will be judged by Estyn for suitability to provide induction. That decision will be reviewed each time the school is monitored. If a school is inspected and found to require special measures but has a NQT already in post serving an induction period, or the NQT was employed at the school as a graduate teacher or registered teacher before the school was found to require special measures, then induction can be completed in the school. The appropriate body will be responsible for ensuring that any necessary additional support is in place.

## **Exceptions from the requirement to serve induction in Wales**

The exceptions from the requirement to serve induction in Wales are set out in Schedule 1 of the Regulations.

## **Reduced teaching time during induction**

A teacher serving an induction period under the Regulations must not teach for more than 90 per cent of the time that a teacher at the school would be expected to teach. This requirement is set out in the current *School Teachers' Pay and Conditions Document* (Department for Education) and enables NQTs to participate in appropriate professional learning activities during their induction period.

Arrangements for claiming funding for the induction non-contact time are administered by the GTCW. Full details on these arrangements can be found on the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

In addition, NQTs are also entitled to a further 10 per cent reduction in their remaining teaching timetable to provide them with statutory non-contact time for planning, preparation and assessment (PPA).

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## Induction for full-time NQTs

All full-time NQTs are required to complete an induction period of three school terms or the equivalent period of time as 380 school sessions. The support and supervision of the NQT will be carried out through a partnership between the school(s) where the NQT works and an external mentor working on behalf of the appropriate body.

Full information on the practical arrangements for statutory induction is available in *Statutory induction – a handbook for newly qualified teachers and schools* (2014) which can be accessed on the Learning Wales website.

Arrangements for those NQTs who wish to take part in the Masters in Educational Practice (MEP) can be found on the Learning Wales website at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) and the Cardiff University website at [www.walesmep.ac.uk](http://www.walesmep.ac.uk).

## Induction for part-time NQTs

All part-time NQTs must complete an induction period of 380 school sessions.

The induction period for part-time NQTs must follow the same pattern as that for full-time NQTs. Part-time NQTs must have the equivalent number of observations, meetings and coaching sessions as full-time NQTs to ensure that all NQTs complete a comparable induction experience.

Where a NQT has more than one part-time contract across two or more schools at the same time, the appropriate body, working with the school-based mentors and the external mentor will provide the link between the schools and develop an appropriate induction programme for the NQT.

Arrangements for those NQTs who wish to take part in the Masters in Educational Practice (MEP) can be found on the Learning Wales website at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) and the Cardiff University website at [www.walesmep.ac.uk](http://www.walesmep.ac.uk).

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## Induction for short-term supply teachers

All NQTs undertaking their induction through the accrual of short-term periods of supply teaching must accrue 380 school sessions before they are able to be assessed against the PTS. Only periods of employment as a qualified teacher of at least one school session undertaken from 1 September 2012 onwards must count towards induction. NQTs should ensure they complete the GTCW's 'Induction as a short-term supply teacher notification form' prior to the commencement of the induction period or at the very latest within 10 days of the start of induction. NQTs must also record each period of employment of a session or more with the GTCW using the GTCW's web access. Further information is available on the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

Additional information on undertaking your induction as a short-term supply teacher is available via a bespoke area of the Learning Wales website at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk)

No periods of employment as a short-term supply teacher carried out before 1 September 2012 can be counted towards the induction period.

Headteachers are responsible for providing the appropriate day-to-day support to NQTs working in their school who are undertaking their induction through short-term supply teaching.

## Moving schools during induction

It is essential to notify the GTCW when a NQT moves school as the GTCW is responsible, on behalf of the Welsh Government, for administering the funding for induction to maintained schools in Wales and for allocating an external mentor to NQTs undertaking induction. The headteacher/school to which the NQT moves should submit a new 'Induction and MEP notification form' to the GTCW within 10 working days of the NQT taking up their new post.

If a NQT moves schools during their induction period, the GTCW will determine, in line with the Welsh Government external mentor matching criteria, whether the external mentor will remain the same or whether a change is required.

Further information on the external mentor matching criteria may be obtained from the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

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## Accruing periods of teaching

From 1 September 2012 all periods of teaching as a qualified teacher of one school session or more will count towards a NQT's induction period. Each period of employment must be accrued until 380 school sessions have been completed. NQTs moving between full-time employment, part-time employment and supply teaching must ensure that they record all periods of employment in Section 4 of their Induction Profile and ensure that the sessions that they undertake as a supply teacher are recorded with the GTCW.

Further information on recording short-term supply sessions via GTCW's web access may be obtained from the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

## Induction Profile

All NQTs will be expected to gather evidence throughout their induction period to demonstrate their progress in meeting the PTS. This will be kept by the NQT as part of their Induction Profile which will be the subject of regular review with their school-based mentor and external mentor. The Induction Profile should be completed online via the GTCW web access. Throughout the induction period the Induction Profile will be accessed by the external mentor and the appropriate body for assessment and moderation. This will provide part of the evidence that is considered in the final assessment.

The entries against the PTS must demonstrate how the NQT has met **each** of the standards including signposting towards the specific evidence which support each entry. Further guidance can be found in the *Statutory induction – a handbook for newly qualified teachers and schools*.

Further information on completing the Induction Profile via the GTCW's web access may be obtained from the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

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## Mentoring roles

### **The school-based mentor role**

Schools employing a NQT (including NQTs who are short-term supply teachers) must provide the NQT with day-to-day support throughout their induction. The headteacher must identify a school-based mentor who will work with the NQT. The school-based mentor must work in partnership with the external mentor to ensure that the induction period is conducted according to the regulations, that the NQT receives the necessary support and that all requirements for assessment are met. Further information is available in the *Statutory induction – a handbook for newly qualified teachers and schools*.

### **The external mentor role**

The external mentor has a key role in the induction process working in collaboration with the school-based mentor and the appropriate body. An external mentor will be allocated to each NQT by the GTCW. This allocation is based on matching criteria set by the Welsh Government. Further information on the external mentor role is available in the *Statutory induction – a handbook for external mentors*.

External mentors will also support those NQTs who choose to undertake the MEP. Guidance on the MEP may be found on the Learning Wales website at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) and Cardiff University's website at [www.walesmep.ac.uk](http://www.walesmep.ac.uk).

### **Allocation and management of external mentors**

The GTCW is responsible for the matching of external mentors to NQTs based upon criteria set by the Welsh Government. NQTs starting induction will be allocated an external mentor once the GTCW has received the 'Induction and MEP notification form' and before the end of their first half term of employment. The GTCW will allocate an external mentor to short-term supply teachers once they have accrued and logged 50 induction sessions via their GTCW web access.

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The Welsh Government will work in partnership with the appropriate body to ensure there is national consistency in the implementation of the external mentoring role. The Welsh Government will also work in partnership with the GTCW to ensure consistency in the allocation of external mentors to NQTs.

Further information on the external mentor matching criteria may be obtained from the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

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## The headteacher and school role

Schools employing a NQT (including NQTs who are working as short-term supply teachers) must provide the NQT with day-to-day support throughout their induction, work in close collaboration with the external mentor and provide evidence at the end of the induction period that will contribute to the final assessment of the NQT by the appropriate body. It is the headteacher's responsibility to ensure that this support is provided and that a school-based mentor is allocated to each NQT.

Schools must ensure compliance with the requirements set out in the *School Teachers' Pay and Conditions Document* (Department for Education) which requires that NQTs do not teach for more than 90 per cent of the time that a teacher at the school would be expected to teach.

Schools are eligible for funding to support this reduction in teaching timetable and this can be claimed on a termly basis. Funding is administered by the GTCW and further information and claim forms can be found on the GTCW website at [www.gtcw.org.uk](http://www.gtcw.org.uk).

This non-contact time is in addition to the statutory 10 per cent non-contact time for planning, preparation and assessment (PPA) which is an entitlement for all teachers covered by the *School Teachers' Pay and Conditions Document*.

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## The appropriate body role

The appropriate body has the overall statutory responsibility for the supervision and training for all NQTs and for making the final decision at the end of the induction period as to whether the NQT has passed, failed, or requires an extension to their induction.

The appropriate body is responsible for ensuring that the induction of all NQTs comprises a programme of professional learning, monitoring and support based around the core priorities of literacy, numeracy, reducing the impact of poverty on attainment, ALN and behaviour management; as well as ensuring that NQTs develop their skills in reflective practice, effective collaboration, coaching and mentoring, and effective use of data and research evidence.

The appropriate body must inform the GTCW of the outcome of induction for all successful inductees, and also those who fail induction or have their induction period extended within the timescales specified in the Regulations. The appropriate body should upload all induction results via the GTCW website at [www.gtcw.org.ok](http://www.gtcw.org.ok).

The appropriate body must ensure that effective and robust quality-assurance systems are put in place so that all NQTs receive the highest quality induction support. The methods of quality assurance should be determined at a consortium level to ensure that there is consistency in approach across Wales.

### **Who acts as the appropriate body?**

For maintained schools and non-maintained special schools, the school's local authority must serve as the appropriate body.

Independent schools must seek the agreement of a local authority that they will act as the appropriate body before induction is offered to a NQT at the school. Not all independent schools are able to offer an induction period that meets the requirements of the induction regulations. The appropriate body should therefore satisfy itself that an independent school meets all of the requirements of the statutory induction of NQTs in Wales before the induction period commences and that this remains the case throughout the induction period.

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The appropriate body for further education institutions is any local authority in Wales, though it is recommended that the local authority in which the further education institution is located should serve as the appropriate body. Further education institutions must agree with a local authority that they will act as the appropriate body before induction is offered at the institution. Annex A (page 21) provides further information on induction arrangements in further education institutions.

The appropriate body may make reasonable charges (not exceeding the cost of supplying the service) for providing the service to independent schools and further education institutions. Independent schools and further education institutions will also need to meet external mentor costs and the costs associated with the provision of providing reduced teaching time during induction. The arrangements for meeting the external mentor costs will be administered by the GTCW.

### **Moderation arrangements**

To ensure consistency of the induction recommendations made across all local authorities, a sample of the induction documentation (Induction Profile and External mentor record) is moderated at a national level.

### **Making the final decision at the end of the induction period**

It is essential that the appropriate body's decision as to whether a NQT has met the PTS is fair, consistent and rigorous.

The appropriate body must base its decision on the written recommendation received from the external mentor and the NQT's school. The appropriate body must also consider any written representations received from the NQT themselves in relation to their final assessment.

The appropriate body will consider evidence presented in the Induction Profile. If the NQT does not have sufficient evidence to demonstrate that they have met the PTS, before making a decision that the NQT has failed their induction, the appropriate body must consider whether an extension to the induction period would be appropriate.

## Extensions

### **Extensions prior to the completion of the induction period**

It is recommended that if a NQT has been absent from work for 30 school days or more during their induction period then, in most cases, their induction should be extended by the aggregate period of absences (e.g. if a NQT is absent for a total of 35 school days, their extension should be for 35 days).

However, in some exceptional, individual circumstances, an appropriate body may consider it to be appropriate to extend a NQT's induction period by less than the aggregate period of absence or not to extend their induction period at all, such as where the NQT has:

- been caring for a severely ill child
- been caring for a severely ill partner
- been caring for a severely ill parent
- had a period of paternity, parental or adoption leave
- had a period of long-term sick leave.

In all such cases the appropriate body should discuss the circumstances with the NQT before making a decision as to whether an extension will be allowed and, if appropriate, what length of extension will be allowed.

An appropriate body can only impose an extension that is the equivalent to the NQT's aggregate period of absence(s) or less.

It will normally be expected that the NQT will have their induction period extended by the aggregate period of absence(s), and not less. It will only be in exceptional, individual circumstances that the appropriate body will exercise this discretion.

If a NQT's induction period is not extended or is extended by less than the aggregate period of absence(s), the appropriate body may decide at the end of the NQT's induction that their induction period must be extended further if the NQT cannot demonstrate that they are able to meet the PTS.

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## **Maternity leave**

The appropriate body should not extend an induction period by the length of absence on ordinary maternity leave unless the NQT agrees to this. The appropriate body and the NQT involved should discuss the progress towards meeting the PTS and the implications of not extending the induction period. Where a NQT agrees to extend their induction period but their period of absence takes them a few weeks into a new term or beyond the end of their period of employment with the school, the appropriate body can adapt the length of the extension to best meet the needs of the NQT.

## **Extensions after completion of the induction period**

It is for the appropriate body or, on appeal, the GTCW to decide whether a NQT's induction period should be extended after its completion. It is recommended that an induction period should only be extended in exceptional circumstances. For example, where for reasons unforeseen and/or beyond the control of one or more of the parties involved it was unreasonable to expect the NQT to meet the requirements by the end of their induction period, or where there is insufficient evidence on which a decision can be made about whether the PTS have been met.

## **Extensions in a different school or institution**

It is possible that NQTs who have been required to extend their induction period (by the appropriate body or the GTCW via appeal) will not have continuing employment in the school in which they completed their original induction period. In such cases it is the NQT's responsibility to find another teaching post in which to complete their induction period. An extension does not have an expiry date. It is the NQT's responsibility to ensure that they make a school aware that they are required to complete an extension to their induction period when they take up employment in a school. The extension will also be logged by the GTCW on the register of teachers.

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## Unsatisfactory progress

If a NQT is not making satisfactory progress towards completing their induction period successfully, early action must be taken in order to support and advise the NQT to make any necessary improvements.

### **Action in the event of unsatisfactory progress**

If the external mentor or the school have any concerns about a NQT's progress this must be raised with the NQT and the appropriate body immediately.

- Once it becomes apparent that the NQT is not making satisfactory progress, this should result in an immediate stepping up of support systems by the school, together with a range of more specific objectives, closer monitoring and recording of progress.
- The school must communicate promptly, in writing, any concerns related to the NQT's progress to all those with responsibilities in the induction process.
- The school should put in place an action plan and monitoring arrangements to address the identified concerns. The action plan should be agreed with the NQT and shared with the external mentor and appropriate body.
- As soon as it is recognised that a NQT may fail to complete their induction period satisfactorily, the school should assure that:
  - the assessment of the NQT is well-founded and accurate
  - areas for improvement have been correctly identified
  - appropriate objectives have been set to address areas for improvement
  - a relevant support programme is in place to help the NQT to address identified areas for improvement.
- The appropriate body should write to the NQT about the requirements for assessment and the consequences of failing to make the necessary improvement. The consequences of failure to complete the induction period satisfactorily should be made clear. This written notification should set out the areas for improvement, development objectives and planned additional support. A copy of the written notification should be held by the NQT's school(s), the external mentor and the appropriate body.

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## **Action in the event of serious capability problems**

In a few particularly serious cases, it may become apparent that the NQT is not only likely to be incapable of completing an induction period at the school satisfactorily, but also that the education of the learners under the NQT is being seriously affected. In such instances the headteacher, following consultation with the appropriate body, may wish to consider instigating a capability procedure at any stage before the end of the induction period, which may lead to dismissal before the end of the induction period. If this is the case, for as long as the NQT remains at the school the induction procedure must continue in parallel with the capability procedure.

The Staffing of Maintained Schools (Wales) Regulations 2006 require governing bodies to establish disciplinary procedures, including rules and procedures for dealing with lack of capability by staff. Governing bodies must make these procedures known to staff.

If a headteacher chooses to take this route, the headteacher must notify the external mentor and the appropriate body in writing.

## Following the completion of the induction period

- 1.** Within 10 working days<sup>5</sup> of the completion of a NQT's induction period, the external mentor should provide written evidence to the appropriate body based on the NQT's Induction Profile (which has been nationally moderated and includes evidence from the NQT's school(s)) and evidence from the external mentor to enable the appropriate body to make the final decision.
- 2.** Within 20 working days of the completion of the induction period, the appropriate body must decide whether the NQT:
  - has completed their induction period satisfactorily
  - requires an extension to their induction period (of a maximum of three school terms)
  - has failed to complete their induction period satisfactorily.

The appropriate body must have regard to any written representations received from the NQT in making this decision.

- 3.** Within three working days of the decision being made and recorded, the appropriate body must inform the NQT, the governing body (or proprietor as appropriate), the headteacher (in whose school the NQT was working at the end of their induction), the employer (if other than the appropriate body itself) and the GTCW.

If the appropriate body decides to extend the period of induction or concludes that the NQT has failed to complete their induction period satisfactorily, the appropriate body must inform the NQT in writing of their right to appeal to the GTCW, the address of the GTCW and the deadline for appeals.

- 4.** A NQT wishing to appeal must send a notice of appeal so that it is received by the GTCW within 20 working days of the NQT receiving the relevant notification. After 20 working days this right expires, except where the GTCW extends the time limit, but it can only do so if it is satisfied that not extending the time limit would result in substantial injustice.

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<sup>5</sup> For the purposes of this guidance circular, a working day means any day other than a Saturday, Sunday or public holiday.

## Appeals

The procedure relating to appeals is set out in Schedule 2 of the Regulations.

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## Employment consequences of failure to complete induction satisfactorily

Failure to complete the induction period satisfactorily means that a NQT is no longer eligible to be employed as a teacher in a maintained school or non-maintained special school as they will be removed from the GTCW's register of teachers.

NQTs who fail their induction period and who do not apply for, or are not awarded, an extension cannot undertake their induction again in a different institution.

Establishments where teachers can be employed having failed their induction include secure training units, independent schools and further education institutions.

The employer of a NQT who has failed induction must dismiss the NQT so that the dismissal takes effect within 10 working days from the date when the NQT gave notice that they did not intend to exercise their right to appeal, or from the date when the time limit of 20 working days for appeal expired without an appeal being brought.

If the NQT's appeal is heard and fails, the employer should dismiss that NQT so that the dismissal takes effect within 10 working days of being notified of the outcome of the hearing.

If a NQT has failed their induction and is appealing, the employer is not required to dismiss them at that point but may continue to employ the NQT, pending the outcome of the appeal. If the employer continues to employ a NQT who has failed induction pending the outcome of their appeal, the employer is required to restrict the NQT's duties. For example, they must not take sole responsibility for a class or for the teaching of a subject to a group of learners who are not also taught by a qualified and experienced teacher at the school.

It is a legal requirement that the NQT carries out only these restricted duties pending the outcome of their appeal and this is set out in the Regulations.

If a NQT has failed their induction and is appealing, the employer may dismiss the NQT before the outcome of their appeal (provided it has followed its capability procedures established and made known to staff in the Staffing of Maintained Schools (Wales) Regulations 2006) and has also followed its dismissal procedures in these regulations.

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## Annex A: Further education institutions

Further education institutions, which include sixth form colleges, can provide an induction period if they wish. Further education institutions must agree with a local authority that they will act as the appropriate body before induction is offered at the institution. Without such an agreement being in place before the start of the induction period, any induction undertaken by the NQT will be invalid and will need to be repeated.

The appropriate body may make reasonable charges (not exceeding the cost of supplying the service) to a further education institution for which it is supplying the service. Further education institutions will also need to meet external mentor costs and the costs associated with the provision of providing reduced teaching time during induction. The arrangements for meeting the external mentor costs will be administered by the GTCW.

Further education institutions who wish to provide a NQT with an induction period must observe the requirements of the Regulations. Staff responsible for supervising, training and assessing NQTs at further education institutions must have regard to all the induction guidance issued by the Welsh Government including *Statutory induction – a handbook for newly qualified teachers and schools* and *Statutory induction for newly qualified teachers – a handbook for external mentors*.

It is recommended that NQTs who undertake their induction in a further education institution register with the GTCW for the duration of their induction period, given that the GTCW has responsibility for monitoring the induction period of all NQTs in Wales and for issuing induction certificates following the successful completion of induction.

If a further education institution wishes to provide a NQT with a statutory induction period they should ensure that:

- the NQT has a timetable of no more than 90 per cent of the normal average teaching timetable to allow induction to take place
- no more than 10 per cent of the NQT's teaching should be devoted to teaching classes of learners predominately aged 19 and over

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- the NQT spends the equivalent of at least 10 school days teaching learners of compulsory school age during their induction (it is recommended that further education institutions, with the support of their appropriate body, should provide 20 to 25 school days' experience in a school setting)
- the mentoring support provided to the NQT within the further education institution is provided by an individual who holds QTS.

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## Annex B: Teachers from outside Wales

### **England, Scotland, Northern Ireland, Guernsey, Jersey, Isle of Man, Gibraltar and Service Children's Education (SCE) schools in Germany and Cyprus**

**England** – any teacher who has successfully completed their induction period in England, or who is exempt from the requirement to complete induction in England under the English arrangements, is exempt from the requirement to complete induction in Wales.

**Scotland** – any teacher who is eligible for full registration as a primary or secondary teacher with the General Teaching Council for Scotland is exempt from the requirement to complete induction in schools in Wales.

**Northern Ireland** has an induction stage in their teacher education, so teachers who have completed that stage, or when employed as a teacher there was no requirement to serve an induction period, are exempt from the requirement to complete induction in schools in Wales.

### **Gibraltar, Jersey, Guernsey, Isle of Man and SCE schools in Germany and Cyprus – The following persons are exempt from the requirement to complete induction in Wales.**

- A person who has successfully completed a probationary period for teachers under arrangements approved and supervised by the Director of Education of Gibraltar.
- A person who has successfully completed the States of Jersey Induction Programme for Newly Qualified Teachers.
- A person who has been approved by the States of Guernsey Education Council as having successfully completed an induction period for teachers.
- A person who has successfully completed an induction period for teachers under arrangements approved and supervised by the Isle of Man Department of Education.
- A person who has successfully completed the Service Children's Education Schools Induction Programme in Germany or Cyprus.

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## The European Economic Area (EEA)

Teachers who are nationals of the European Economic Area (EEA)<sup>6</sup> who fall within article 3 of the Council Directive 89/48 European Economic Community (EEC) on a general system for the recognition of higher education diplomas awarded on completion of professional education and training of at least three years' duration, as extended by the EEA Agreement<sup>7</sup> and as amended by the Switzerland Agreement<sup>8</sup>, are exempt from induction.

For QTS in Wales, teachers who are EEA or Swiss nationals should contact the address below and ask for application form EC 1.

General Teaching Council for Wales  
Floor 9  
Eastgate House  
Newport Road  
Cardiff  
CF24 0AB

Tel: 029 2046 0099

Fax: 029 2047 5850

e-mail: [information@gtcw.org.uk](mailto:information@gtcw.org.uk)

## Teachers who qualify outside the EEA/Switzerland

These persons will be able to undergo such an assessment or be deemed to be exempt from assessment and the requirement to complete an induction period in Wales.

A person who:

- has successfully completed a programme of professional training for teachers in any country outside the United Kingdom and which is recognised as such by the competent authority in that country
- has no less than two years' full-time teaching experience, or its equivalent in the United Kingdom or elsewhere

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<sup>6</sup> The EEA includes members of the European Union member states, plus Iceland, Liechtenstein and Norway.

<sup>7</sup> The Agreement on the European Economic Area signed at Oporto on 2 May 1992 as adjusted by the Protocol signed at Brussels on 17 March 1993.

<sup>8</sup> The Agreement between the European Community and its Member States of the one part and the Swiss Confederation of the other on the Free Movement of persons signed at Luxembourg on 21 June 1999 and which came into force on 1 June 2002.

- is a qualified teacher by virtue of regulation 5 of, and paragraph 2 of Schedule 2 to, the School Teachers' Qualifications (Wales) Regulations 2012 or by virtue of regulation 5 of, and paragraph 9 or 10 of Schedule 2 to, the School Teachers' Qualifications Regulations or by virtue of regulation 10 of, and paragraph 7 of Schedule 3 to, the 1999 Regulations
  - has either:
    - successfully satisfied a period of professional experience following professional training (comparable to an induction period in Wales) in any country outside the United Kingdom, which is recognised as such by the competent authority of that country
- or:
- been assessed as meeting the standards mentioned in regulation 13 by an institution accredited by the Higher Education Funding Council for Wales under regulation 7 of the School Teachers' Qualifications (Wales) Regulations 2012 or a person approved by the Welsh Ministers.

Overseas-trained teachers requiring further information should contact:

The Induction Team  
Practitioner Standards and Professional Development Division  
Department for Education and Skills  
Welsh Government  
Cathays Park  
CF10 3NQ

e-mail: [inductioninfo@wales.gsi.gov.uk](mailto:inductioninfo@wales.gsi.gov.uk)

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## Annex C: Useful contacts and links

### **For general enquiries regarding this guidance please contact:**

The Induction Team  
Practitioner Standards and Professional Development Division  
Department for Education and Skills  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

e-mail: [inductioninfo@wales.gsi.gov.uk](mailto:inductioninfo@wales.gsi.gov.uk)

Website: [www.wales.gov.uk/educationandskills](http://www.wales.gov.uk/educationandskills)

### **You can contact the GTCW at:**

General Teaching Council for Wales  
Floor 9  
Eastgate House  
35–43 Newport Road  
Cardiff  
CF24 0AB

Tel: 029 2046 0099

Fax: 029 2047 5850

e-mail: [information@gtcw.org.uk](mailto:information@gtcw.org.uk)

Website: [www.gtcw.org.uk](http://www.gtcw.org.uk)

For funding queries contact the GTCW's induction funding team:

Tel: 029 2046 0099

Fax: 029 2047 5850

e-mail: [inductionandepd@gtcw.org.uk](mailto:inductionandepd@gtcw.org.uk)

### **For information on teaching and induction in England, please contact:**

Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0370 000 2288

e-mail: [www.education.gov.uk/help/contactus/df](http://www.education.gov.uk/help/contactus/df)

Website: [www.gov.uk/df](http://www.gov.uk/df)

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**For information on teaching and induction in Scotland,  
please contact:**

The GTC Scotland  
Clerwood House  
96 Clermiston Road  
Edinburgh  
EH12 6UT

Tel: 0131 314 6000  
e-mail: [gtcs@gtcs.org.uk](mailto:gtcs@gtcs.org.uk)  
Website: [www.gtcs.org.uk](http://www.gtcs.org.uk)

Education Scotland  
Denholm House  
Almondvale Business Park  
Almondvale Way  
Livingston  
EH54 6GA

Tel: 0141 282 5000  
e-mail: [enquiries@educationscotland.gov.uk](mailto:enquiries@educationscotland.gov.uk)  
Website: [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

**For information on teaching and induction in Northern Ireland,  
please contact:**

Department of Education Northern Ireland  
Rathgael House  
Balloo Road  
Rathgill  
Bangor  
BT19 7PR

Tel: 028 9127 9279  
Fax: 028 9127 9100  
e-mail: [mail@deni.gov.uk](mailto:mail@deni.gov.uk)  
Website: [www.deni.gov.uk](http://www.deni.gov.uk)

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