Induction for newly qualified teachers in Wales  
(revised November 2016)

Guidance

Welsh Government circular no: 002/2016  
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Induction for newly qualified teachers in Wales (revised November 2016)

**Audience**
Newly qualified teachers (NQTs); school-based mentors (SBMs); external mentors (EMs); headteachers; appropriate bodies (ABs); local authorities (LAs); consortia; education workforce unions; Estyn; the Education Workforce Council (EWC); chairs of governors; independent schools; further education institutions; supply agencies; trainee teachers and initial teacher education (ITE) institutions.

**Overview**
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.

**Action required**
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.

**Further information**
All enquires about this guidance circular should be sent to:
The Induction Team
Curriculum Division
Education Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
e-mail: inductioninfo@wales.gsi.gov.uk

**Additional copies**
This document can be accessed from the Learning Wales website at www.learning.wales.gov.uk

**Related documents**
Revised professional standards for education practitioners in Wales (2011); The Education (Induction Arrangements for School Teachers) (Wales) (Amendments) Regulations 2015; The Staffing of Maintained School (Wales) Regulations 2006 (as amended); School Teachers' Pay and Conditions Document (STPCD) (Department for Educations).

This guidance circular updates and replaces the *Induction for newly qualified teachers in Wales* (revised September 2014) Welsh Government Circular No: 017/2014.
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Introduction

This guidance circular outlines the practice and procedures required by the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015 (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 circular supplements the requirements of the Regulations and should be read in conjunction with the Regulations. It also outlines the support that will be provided to all newly qualified teachers (NQTs) throughout their statutory induction period.

Statutory induction applies to all teachers who gain their qualified teacher status (QTS) after 1 April 2003.

NQTs (including those working on a supply basis) and all parties involved in the induction process should ensure that they are fully aware of the statutory induction arrangements in Wales and the relevant professional standards.

The purpose of statutory induction is to:

- contribute to building an excellent teaching workforce for the benefit of all learners
- support NQTs to have the best start to their teaching career
- provide all NQTs with the opportunity to develop their practice by focusing on the requirements set out in the professional standards
- 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 national priorities
- ensure that NQTs are equipped to meet the challenges of the education reform agenda
- ensure that NQTs focus their professional learning on the most effective methods and approaches, including reflective practice, effective collaboration, coaching and mentoring, and effective use of data and research evidence
- build on the experiences gained in initial teacher education (ITE) to support career-long professional growth.

Working in partnership

Effective induction is achieved through a partnership between a number of key stakeholders who each have their own principal responsibilities.

NQTs should take responsibility for their own professional learning and provide evidence of how their practice meets the professional standards.

The headteacher and the school as a whole ensure that there is day-to-day support available to the NQT throughout the induction period as part of the school's overall mentoring arrangements. The headteacher works in close collaboration with the SBM and EM.

The school based mentor (SBM) provides day-to-day support to the NQT and works with the EM to ensure the NQTs receive high quality mentoring and supervision and to provide a recommendation to the AB on the outcome of the induction period.

The external mentor (EM) quality assures the induction arrangements and works with the SBM and AB to ensure NQTs receive high quality mentoring and supervision. The EM makes the recommendation to the AB on the outcome of the induction period.

The appropriate body (AB) has overall responsibility to ensure that induction meets the statutory requirements and uses assessment evidence to make the final decision on the induction outcome. The AB is usually the Local Authority and, in practice, may work through the regional consortium which is responsible for the recruitment, training and deployment of EMs.

Where NQTs undertake some or all of their induction through supply teaching the employment or supply agency, as the NQT’s employer, provide the necessary support to their NQTs to reflect their deployment across different schools and to ensure that safeguarding and pre-employment checks are undertaken when placing NQTs in schools.

The Education Workforce Council (EWC) takes responsibility for collecting, collating and maintaining a central source of data for NQTs undertaking induction and for administering induction funding to schools, working closely with regional consortia.

The Welsh Government sets regulations and policy and specifies national priorities for professional learning. It works with regional consortia and the EWC to monitor and review national arrangements.

Further information on roles and responsibilities is provided in Annex A.
The induction arrangements in Wales

Legal requirements

In order to be employed as a teacher in a maintained school in Wales it is a legal requirement, apart from in certain exceptions, that all NQTs employed in Wales must hold QTS and must be registered as a school teacher with the Education Workforce Council (EWC).

Details of the registration process can be found on the EWC website at www.ewc.wales

It is essential that the NQT registers before they commence their first teaching post. An induction period cannot start unless the NQT is registered with the EWC in the category of school teacher. If a NQT commences employment and registers part-way through a term then induction will commence from the date of registration.

Exceptions to the requirement to undertake induction are set out in Schedule 2 to the Regulations.

Length of the induction period

All NQTs must complete an induction period of three school terms or the equivalent. NQTs who are not employed on a full-time basis must complete 380 school sessions. NQTs without regular employment (for example, those working as short-term supply teachers) will accrue sessions until 380 school sessions have been completed. There is no limit to the time they may take to do this.

Periods of employment that count towards induction

Once a NQT is registered, all periods of employment, as a qualified teacher, of one school session or more must be counted towards a NQT’s induction period and must be recorded with the EWC until 380 school sessions or the equivalent period have been completed. There is no flexibility regarding this and neither NQTs nor schools can request that a period of employment as a qualified teacher does not count towards induction.

NQTs moving between full-time employment, part-time employment and supply teaching must ensure that all periods of employment are recorded with the EWC.

There are different arrangements for recording sessions and terms depending on the nature of employment. Further information on how to record periods of teaching is available from the EWC website www.ewc.wales

2 The Regulations set out circumstances in which the ‘three-term rule’ may not apply.
3 One school session is defined as one morning or one afternoon of employment in a school.
4 Induction – Funding, tracking and recording arrangements.
NQTs undertaking induction on a part-time basis

The induction period for part-time NQTs must comply with the same requirements as those for full-time NQTs, as noted in this guidance document. Part-time NQTs must benefit from the same level of support as full-time NQTs to ensure that all NQTs have a comparable induction experience.

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

Induction for NQTs undertaking supply teaching

The guidance above for undertaking induction on a part-time basis also applies during periods of supply teaching.

In addition all NQTs undertaking some or all of their induction through the accrual of short-term periods of supply should ensure they complete the EWC’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.

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

Additional information on induction for NQTs undertaking short-term supply work is available via a bespoke area of the Learning Wales website at www.learning.gov.wales/?lang=en

Further general information for supply teachers can be found at: www.learning.gov.wales/resources/collections/supply-teachers?lang=en

Moving schools during induction

The headteacher/SBM at the school to which the NQT moves should submit a new ‘Induction Notification Form’ to the EWC within 10 working days of the NQT commencing employment at the school. This is essential in order for funding and mentoring support to continue. The Induction Notification Form is available via the EWC’s website www.ewc.wales

If a NQT moves schools during their induction period, it will be a matter for the regional consortium to determine whether the EM will remain the same or whether a change is required.
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 relevant professional standards)
- non-maintained special schools in Wales
- further education institutions in Wales which include sixth form colleges – see Annex B for criteria
- independent schools in Wales – see Annex C for criteria
- schools or further education institutions in England provided that the school/institution and the teaching work meet England’s induction criteria.

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, as judged by Estyn. See Annex E for details.
Support during the induction period

All NQTs are entitled to access high quality support from the start of their induction period, and to receive expertise and advice from their mentors and regional consortium/local authority. This will ensure that NQTs are able to start their career with the appropriate support structures around them and that they benefit from a positive and supportive induction experience.

Support will include:

**Mentoring**
Mentoring is an important part of career-long professional learning and forms an integral element of induction.

The support and mentoring provided to the NQT during induction will be made available through a partnership between the school(s) where the NQT works and the external mentor working on behalf of the AB.

For further information on roles and responsibilities see Annex A.

Further information on coaching and mentoring is available on Learning Wales [www.learning.gov.wales/?lang=en](http://www.learning.gov.wales/?lang=en)

**Reduced teaching time during induction**
A teacher serving an induction period under the Regulations should not teach for more than 90 per cent of the time that a teacher at the school would normally be expected to teach. This is a requirement set out in the School Teachers’ Pay and Conditions Document (STPCD) (Department for Education) and provides NQTs with additional time to reflect on their practice and participate in appropriate professional learning activities during their induction period.

The Welsh Government provides schools with funding to meet the costs associated with a reduction in the NQT’s timetable. The EWC administers this funding on behalf of the Welsh Government and further information on how schools are able to access this funding can be found on the EWC website at [www.ewc.wales](http://www.ewc.wales)

The STPCD also includes an entitlement to a further 10 per cent reduction in their remaining teaching timetable to provide NQTs with statutory non-contact time for planning, preparation and assessment (PPA).

**Induction profile**
All NQTs are expected to gather evidence throughout their induction period to demonstrate their progress in meeting the professional standards and to enable assessment at the end of the induction period. This evidence is recorded in their induction profile which forms an important focus for self-review and regular discussion with the SBM and EM to ensure NQTs are aware of areas they should prioritise for further development.

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For NQTs commencing their induction period from September 2016 the induction profile will form part of the Professional Learning Passport and should be completed via the EWC’s website, www.ewc.wales

NQTs who commenced their induction period before September 2016 should continue with the induction profile format that was in place when their induction period commenced.

Further information on accessing and completing the induction profile is available via the EWC’s website www.ewc.wales

Throughout the induction period the Induction Profile will be accessed by the EM and the AB to monitor, progress and identify additional support needed. The induction profile will provide a substantial part of the evidence that is considered in the final assessment and moderation at the end of the induction period.

**Regional consortium and local authority programmes**
There will be a range of professional learning opportunities available in each region to support NQTs during their induction. For professional learning programmes and opportunities within each regional consortium, visit the regional consortium website or contact the local authority or regional consortium induction co-ordinator for further information. Contact details are available on Learning Wales.

www.learning.gov.wales/?lang=en

**Professional learning resources**
A range of professional learning resources on the most effective professional learning methods and approaches for practitioners are available from the Learning Wales website.

www.learning.gov.wales/?lang=en
Extensions to the induction period

Extensions prior to the completion of the induction period

If a NQT has been absent from work for an aggregate period of 30 school days or more during their induction period then the AB may extend the induction period by the aggregate period of absence.

An AB may consider it appropriate to extend a NQT’s induction period by less than the aggregate period of absence when the period of absence is greater than the number of days/sessions needed to meet 380 sessions, provided there is likely to be sufficient evidence to meet the relevant professional standards.

Extensions of this kind can not be greater than the aggregate period of absence.

NQTs who take statutory maternity leave while serving their induction period or an extension to their induction period may decide whether their induction should be extended (or further extended) to reflect the number of days absent for this purpose. Any outstanding assessments should not be made until the NQT returns to work and has had the opportunity to decide whether to extend (or further extend) induction. If an NQT chooses not to extend (or further extend) the induction period their performance will still be assessed against the relevant professional standards. It is, therefore, recommended that an individual in this situation seeks advice before making such a decision.

Extensions after completion of the induction period

The AB or, the EWC on appeal, may decide to extend the NQT’s induction period after its completion. This should be done on a case-by-case basis.

Extensions in a different school or institution

It is possible that NQTs who have been required to extend their induction period after completion (by the AB or the EWC 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. There is no limit to the time they may take to do this. It is the NQT’s responsibility to ensure that they make the school aware that they are required to complete an extension to their induction period when they take up a subsequent teaching post.
Action in the event of unsatisfactory progress

If a NQT is not making satisfactory progress towards completing their induction period, early action, as outlined below, must be taken in order to support and advise the NQT to make the necessary improvements. The support arrangements described earlier, if effective, will help this.

If the EM, or the school, has any concerns about a NQT’s progress, they must raise them with the NQT and the AB immediately.

- The school must communicate promptly, in writing, any concerns related to the NQT’s progress to the NQT, the EM and the AB.
- Once it becomes apparent that the NQT is not making satisfactory progress, the AB will immediately increase the support to the NQT and put in place an action plan which is agreed by the NQT, the school and the EM.
- The AB should write to the NQT about the requirements for assessment and the consequences of failing to make the necessary improvement. A copy of the written notification should be held by the NQT’s school(s) and the EM.

Action in the event of serious under-performance

In a few particularly serious cases, it may become apparent that the NQT is unlikely to complete an induction period satisfactorily, and the education of the learners the NQT is responsible for is being seriously affected. In such instances the headteacher, following consultation with the AB, may need to consider instigating a capability procedure at any stage before the end of the induction period. The primary purpose of such procedures will be to support the NQT to improve their performance. Failure of the NQT to improve may lead to dismissal before the end of the induction period. For as long as the NQT remains at the school the induction process must continue in parallel with the capability guidance.

The governing body controls the regulation of conduct and discipline of school staff and must establish procedures for this and for dealing with a lack of capability of school staff. It must make these procedures known to staff.

If a headteacher chooses to take this route, the headteacher must notify the EM and the AB in writing.

7 The Staffing of Maintained Schools (Wales) Regulations 2006 (as amended)
Making the final decision at the end of the induction period

To ensure the assessment process is fair, consistent and rigorous, standardisation and moderation of AB’s decisions is carried out by regional consortia at a national level.

The assessment process comprises the following stages:

Within 10 working days\(^8\) of the completion of a NQT’s induction period, the EM and SBM should provide recommendations to the AB using the NQT’s induction profile.

Within 20 working days of the completion of the induction period, the AB must consider the recommendations provided by the mentors and must decide whether the NQT:

- has completed their induction period satisfactorily or
- requires an extension to their induction period (of a maximum of three school terms) or
- has failed to complete their induction period satisfactorily.

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

Within three working days of the decision being made and recorded by the AB, the AB must inform the NQT, the governing body of the school or college (or proprietor of an independent school), the headteacher (in whose school the NQT was working at the end of their induction), the employer (if other than the AB itself) and the EWC.

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

A NQT wishing to appeal must send a notice of appeal so that it is received by the EWC within 20 working days of the NQT receiving the relevant notification. After 20 working days this right expires, except where the EWC 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.

The procedure relating to appeals is set out in Schedule 3 of the Regulations. Full details of the appeals process are set out on the EWC’s website [www.ewc.wales](http://www.ewc.wales)

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\(^8\) For the purposes of this guidance circular, a working day means any day other than a Saturday, Sunday or public holiday.
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 in Wales as they will be removed from the EWC’s Register of School Teachers.

Following an appeal to the EWC, NQTs who are not awarded an extension cannot undertake their induction again in a different institution in Wales.
Annex A: Roles and responsibilities during the induction period

The NQT

To complete their induction period successfully it is the NQT’s responsibility to do the following.

- Ensure they register as a school teacher with the Education Workforce Council before they start their first teaching post. Sessions cannot count towards induction until the NQT is registered.
- Notify the EWC that they are undertaking induction in Wales. If employed within a school then the NQT, in conjunction with their school, should ensure that the induction notification form is submitted to the EWC. If undertaking induction via short term supply teaching then the induction as a short term supply teacher notification form should be submitted by the NQT to the EWC.
- Log all their teaching sessions with the EWC via submission of the induction funding claim form, or if they are undertaking short term supply teaching, via the individual’s on-line access.
- Make themselves fully aware of the statutory arrangements for induction in Wales.
- Ensure that their headteacher/supply agency is aware that they are a newly qualified teacher and that they are required to complete a statutory induction period.
- Make their Career Entry Profile available to their SBM/EM at the start of their induction period.
- Be fully aware of the professional standards for teachers and use these regularly to reflect on their practice.
- Use their induction profile to reflect on their practice, and to keep a record of their progress in providing evidence of meeting the professional standards.
- Participate in relevant professional learning that addresses any development needs identified during induction.
- Inform the EWC if they move schools during their induction period.

The headteacher and the school

 Governing bodies, together with headteachers, who directly employ NQTs, including those employed on a supply basis, are responsible for ensuring that NQTs receive the necessary support and guidance to enable them to undertake statutory induction.

The governing body should also ensure that the headteacher adheres to safer recruitment practices when employing NQTs directly or when engaging with NQTs from supply or employment agencies, including provision of appropriate references and up-to-date Disclosure and Barring Service (DBS) checks in line with the LA’s and Welsh Government’s guidance on safeguarding in recruitment.

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NQTs who undertake their induction in a further education institution must register with the EWC in the category of school teacher (in addition to the category of FE teacher) for the duration of their induction period.
Headteachers are responsible for providing the appropriate day-to-day support to all NQTs working in their school who are undertaking their induction, regardless of whether they are undertaking induction on a full-time, part time or supply basis.

Schools employing a NQT must work in close collaboration with the EM and provide evidence throughout the induction period that will contribute to the final assessment of the NQT by the AB. It is the headteacher’s responsibility to ensure that this support is provided and that a SBM is allocated to each NQT.

Schools must ensure compliance with the requirements set out in the Department for Education’s current School Teachers’ Pay and Conditions Document 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. This non-contact time is in addition to the statutory 10 per cent non-contact time for PPA.

To claim funding to support the reduction in teaching timetable mentioned above, visit the EWC website at www.ewc.wales

The SBM

Schools employing a NQT (including NQTs who are undertaking short-term supply work) must provide the NQT with day-to-day support. The headteacher must identify a SBM who will support the NQT throughout the induction period. The SBM must work in partnership with the EM 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.

The EM

All NQTs starting induction will be allocated an external mentor once the EWC has received the relevant induction notification form.

The EM plays a key part in the induction process working in collaboration with the SBM and the AB to ensure NQTs receive high-quality mentoring and supervision. The EM will alert the AB of any concerns about the quality of school-based provision and support and work with the AB and the school to address these.

The EM will make a recommendation to the AB on the outcome of the induction period and engage with the national standardisation/moderation process as required by the regional consortium.

Further details on the allocation of EMs to NQTs are available from the relevant AB/regional consortium.

The AB

For maintained schools and non-maintained special schools, the school’s local authority must serve as the AB. However a local authority may agree to delegate its AB role to the relevant regional consortium.
The AB has the overall statutory responsibility for the supervision and training of all NQTs within the local authority area(s) it covers 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 AB is responsible for ensuring that the induction of all NQTs consists of a high quality programme of effective professional learning, monitoring and support. This should focus on national priorities for education and should ensure that NQTs develop their skills in reflective practice, effective collaboration, coaching and mentoring, and effective use of data and research evidence, so they are fully prepared to play an active part in preparing for the education reform agenda.

The AB 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 regional consortium level to ensure consistency in approach across Wales.

The AB should satisfy itself that an independent school or FE institution for which it has agreed to act as an AB 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. Further information on independent schools and FE institutions are contained in annexes B and C.

**The employment or supply agency**

As the NQT’s employer, the employment or supply agency provides the necessary support to their NQTs undertaking induction to reflect deployment across different schools, and monitors the NQTs throughout their induction period.

The agency also ensures:

- that relevant checks – including current DBS checks – have been undertaken and that references are appropriate
- on at least an annual basis following correspondence from the EWC, that they check the registration status of all teachers who are registered with the agency
- that any NQT they offer to a school holds QTS and is registered in the correct category with the EWC
- that the individual being supplied to the school has the necessary skills, knowledge and experience to carry out the role effectively
- that they signpost NQTs to access information and professional learning resources to meet induction requirements
- that they regularly review the professional development needs of the individual and ensure they are provided with any necessary development opportunities to continue to meet the requirements of the role and are able to engage in regular professional learning. Records should be kept of professional development activities
• that NQTs are provided with relevant information about the school, where possible, in advance of their deployment

• that expectations and placement requirements are made clear to NQTs.

The EWC

The EWC is responsible for a number of administrative activities associated with the induction programme in Wales, these are:

• ensuring that those undertaking the induction programme hold QTS and are registered with the EWC in the category of school teacher
• collecting, collating and maintaining a central source of data of teachers undertaking the induction programme, to include the teacher’s employment as they progress through induction, a record of the induction sessions completed and a record of the school based mentor and external mentor
• sharing this information with the parties who are pivotal in the provision of the induction programme via the EWC’s web-based facility. These parties include the NQT, the NQT’s SBM and EM and the induction coordinator at the regional consortium/LA as the appropriate body in induction
• allocating an EM where such an arrangement has been agreed at the request of a regional consortium
• hosting and providing access to the online statutory induction profile via the EWC’s web-based facility
• administering induction funding to schools
• issuing induction certificates based upon induction results provided by the appropriate body
• hearing induction appeals.

Welsh Government

The Welsh Government has several responsibilities regarding the induction period, these include:

• determining national policy on induction
• setting and reviewing relevant regulations
• specifying national priorities for professional learning
• developing statutory guidance in consultation with partners
• working with regional consortia and the EWC to monitor and review national arrangements.
Annex B: Further education institutions

Further education (FE) institutions, which include sixth form colleges, can provide an induction period provided they meet the following criteria.

- FE institutions must agree with a local authority that it will act as the AB before induction is offered at the institution. The AB for FE institutions is any local authority in Wales, though it is recommended that the local authority in which the FE institution is located should serve as the AB. Without such an agreement any induction undertaken will be invalid.
- The NQT receives regular support and mentoring and is provided with the necessary time to enable them to reflect on their practice and participate in appropriate professional learning activities.
- No more than 10 per cent of the NQT’s teaching should be devoted to teaching classes of learners predominately aged 19 and over.
- 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 AB, should provide 20 to 25 school days of experience in a school setting).

The AB may make reasonable charges to the FE institution for undertaking the role of AB during the NQT’s induction period. FE institutions will also need to meet costs associated with induction e.g. EM provision and for the NQT’s reduced teaching time during induction.

Where the above criteria are met, the NQT must register with the EWC in the category of school teacher in addition to the category of FE teacher.
Annex C: Independent schools

Induction can only take place in independent schools in Wales where the following criteria can be met.

- The curriculum for any learners at Foundation Phase and Key Stage 2 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 a local authority that it will act as the school’s AB. The AB for independent schools is any local authority in Wales, though it is recommended that the local authority in which the independent school is located should serve as the AB. 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.

The AB may make reasonable charges for undertaking the role of AB during the NQT’s induction period. Independent schools will also need to meet costs associated with induction e.g. EM provision and for the NQT’s reduced teaching time during induction.

Where the above criteria are met it is recommended that NQTs who undertake induction at an independent school register with the EWC in the category of school teacher.
Annex D: 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.

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

NQTs who started their induction period before 1 September 2012 should continue to use the existing support materials for assessment, observation and target setting. Further information is available from the EWC website www.ewc.wales

No periods of employment as a short-term supply teacher carried out before 1 September 2012 can be counted towards the induction period.
Annex E: Induction and schools requiring special measures

Induction generally cannot take place in a school requiring special measures as judged by Estyn.

There are two possible exemptions to this requirement:

- the person in question began their induction period, or was employed as a graduate teacher or a registered teacher on an employment-based teacher training scheme, at the school at a time when such circumstances did not apply
- one of Her Majesty’s Inspectors of Education and Training in Wales has certified in writing that they are satisfied that the school is fit for the purpose of providing induction supervision and training.

The AB will be responsible for ensuring that any necessary additional support is provided by the school.

For Estyn’s guidance regarding schools in special measures and the induction period for NQTs visit www.estyn.gov.wales

For further enquiries, e-mail enquiries@estyn.gov.wales or telephone Estyn on 029 2044 6446.