



Llywodraeth Cymru  
Welsh Government

## **Induction schedule for short-term supply NQTs – what to expect from your External Mentor**

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

**OGL**

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## Induction schedule for short-term supply NQTs – what to expect from your External Mentor

Please be aware that where the table below states 'to NQT' and 'to LA / AB' this is relevant to NQTs who commenced induction before 1 September 2014. The EWC's on-line induction profile was introduced in September 2014 and is only available to NQTs who commenced induction from September 2014 onwards. This means that there is no longer a requirement to e-mail or post the relevant sections of the induction profile to the appropriate body (unless the NQT commenced induction prior to 1 September 2014).

Sessions	70 sessions Session 1 - 70	70 sessions Session 71 -140	70 sessions Session 141 - 210	60 sessions Session 211 - 270	60 sessions Session 271 - 330	50 sessions Session 331 - 380
<b>EM Induction Activity</b>	<p><b>External Mentor Allocated</b></p> <ul style="list-style-type: none"> <li>External Mentor allocated to NQT when the Induction as a Short Term Supply Teacher Notification Form is received by EWC</li> </ul>	<p><b>EM Introductory Visit</b> 0.5 Day fte</p> <ul style="list-style-type: none"> <li>Clarify role of EM</li> <li>Clarify responsibilities of NQT</li> <li>Complete Induction Profile Sections 1 and 2a</li> <li>Professional dialogue on Section 3 of the Induction Profile</li> <li>Review Section 4 of the Induction Profile</li> <li>Agree arrangements for the first lesson observation</li> <li>Complete EM Record Part 1 and Part 2</li> <li>Provide verbal and written feedback to NQT</li> </ul>	<p><b>EM Progress Visit</b> 0.5 day fte</p> <ul style="list-style-type: none"> <li>Review progress, professional dialogue on Induction Profile Sections 2A and 3</li> <li>Verify Section 4 of the Induction Profile</li> <li>Observation of teaching using EMR part 3.2: Observation of teaching</li> <li>Complete, with the NQT, Induction Profile Section 2B: First Progress Review</li> <li>Provide verbal and written feedback to NQT</li> </ul>	<p><b>EM Progress Visit</b> 0.5 day fte</p> <ul style="list-style-type: none"> <li>Review progress, professional dialogue on Induction Profile Sections 2B and 3</li> <li>Verify Section 4 of the Induction Profile</li> <li>Complete, with the NQT, Induction Profile Section 2B: Second Progress Review</li> <li>Agree arrangements for the second lesson observation</li> <li>Provide verbal and written feedback to NQT</li> </ul>	<p><b>EM Progress Visit</b> 0.5 day fte</p> <ul style="list-style-type: none"> <li>Review progress, professional dialogue on Induction Profile Sections 2B and 3</li> <li>Verify Section 4 of the Induction Profile</li> <li>Complete, with the NQT, Induction Profile Section 2B: Third Progress Review</li> <li>Provide verbal and written feedback to NQT</li> </ul>	<p><b>EM Final Visit</b> 0.5 day fte</p> <ul style="list-style-type: none"> <li>Assess progress, Induction Profile Sections 2B and 3</li> <li>Verify Section 4 of the Induction Profile</li> <li>Observation of teaching using EMR part 3.2: Observation of teaching</li> <li>Complete EM Record, Part 4 final recommendation</li> <li>Provide verbal and written feedback to NQT</li> </ul>

<p><b>EM Documentation</b></p>		<p><i>To NQT within 10 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Section 1 &amp; 2A</li> </ul> <p><i>To LA within 15 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Sections 1 and 2A</li> <li>• External Mentor Record Part 1 and Part 2</li> </ul>	<p><i>To NQT within 10 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Section 2B: First Progress Review</li> <li>• Lesson Observation Record</li> </ul> <p><i>To LA within 15 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Sections 2B, 3 &amp; 4</li> <li>• External Mentor Record Part 3.2: Lesson Observation Record</li> </ul>	<p><i>To NQT within 10 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Section 2B: Second Progress Review</li> </ul> <p><i>To LA within 15 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Section 2B: Second Progress Review</li> <li>• Induction Profile Sections 3 and 4</li> </ul>	<p><i>To NQT within 10 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Section 2B: Third Progress Review</li> </ul> <p><i>To LA within 15 working days</i></p> <ul style="list-style-type: none"> <li>• Induction Profile Section 2B: Third Progress Review</li> <li>• Induction Profile Sections 3 and 4</li> </ul>	<p><i>To NQT within 10 working days</i></p> <ul style="list-style-type: none"> <li>• External Mentor Record Part 4</li> <li>• Lesson Observation Record</li> </ul> <p><i>To LA within 15 working days</i></p> <ul style="list-style-type: none"> <li>• External Mentor Record Part 4</li> <li>• Lesson Observation Record</li> <li>• Induction Profile Sections 3 and 4</li> </ul>
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