

# Second Year Of EPD Planning Form



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

This form must be completed and sent to the **General Teaching Council for Wales, 4<sup>th</sup> Floor, Southgate House, Wood Street, Cardiff, CF10 1EW**, at the latest, within 10 working days of the start of the second year of EPD.

This form must also be completed if the EPD Teacher is continuing their second year of EPD at a school having already part completed a period of the second year of EPD at a different school.

Before commencing a programme of EPD please ensure that all individuals involved in the programme have read the following documentation:

- WAG Information Document 064/2008 - Induction and Early Professional Development Handbook
- GTCW Accessing Funding for Induction and Early Professional Development

## EPD Teacher's Personal Details

Name

Teacher Reference  
Number

Date of Birth

National Insurance  
Number

## EPD Teacher's Current EPD Period Details

School name and school code

(If teacher is undertaking the current period EPD in more than one school please record the additional school details here)

LEA name and LEA code

Period of employment at current school (dates)

Post held by EPD Teacher

GTCW will use the data recorded on this record for the purpose of administering funding for Induction & EPD. This data may also be compared with the Register of Qualified Teachers and used for the purposes set out in the Teaching and Higher Education Act 1998, The Education Act 2002 and associated regulations. This includes maintaining a Register of Qualified Teachers and undertaking statistical analyses.

GTCW will also provide this information to LEAs for advisory purposes and to the Welsh Assembly Government. No details will be passed to external organisations for marketing purposes without the prior consent of the teacher.

## EPD Teacher's Current EPD Period Details (Continued)

Hours of work:      part-time?       If part-time, what proportion is worked?

                                 full-time?

Contract:            permanent?

                                 temporary?

                                 supply?

If temporary or supply, what date will the contract end?

Subject(s) or area(s) of responsibility

Year group(s)

Name of EPD Mentor

Name of Headteacher

## EPD Teacher's Induction Details

Date Induction completed

School where Induction completed

LEA where Induction completed

## Previous Period Of EPD Completed By The EPD Teacher

It is the responsibility of the EPD Teacher to notify the school if they have part-completed an EPD year previously, it is also the EPD Teacher's responsibility to notify the school how much EPD funding is remaining for the EPD year

If the teacher has moved schools during the second year of EPD, please indicate the period of EPD already completed

Previous school(s) where the teacher has already completed a period of the second year of EPD (if applicable)

Previous LEA(s) where the teacher has already completed a period of the second year of EPD (if applicable)

Hours of work in school where previous period of EPD completed (if applicable)

part-time?

full-time?

If part-time, what proportion is worked?

## Declarations

### The EPD plan has been agreed between us:

Signature of EPD Teacher

Date

Signature of EPD Mentor

Date

**Planning form approved by Headteacher:**

Signature of Headteacher

Date

**Planning form approved by GTCW subject to the accompanying letter dated as below:**

Signature

Date

Full name

# The EPD Plan

Practical details of the activities and support you will need to help you achieve these priorities during the second year of EPD					
Objectives identified during your review of your first year of EPD and to be included in second year of EPD	Activity	Intended outcomes	By when	Approximate cost of activity (£)	
				Staff costs - please indicate no. of supply days and supply rate	Other costs - please indicate to what the expenditure relates e.g. course fees

**Continuation sheet if required**



ISBN 978 0 7504 4679 2

© Crown copyright June 2008

CMK-22-07-292

D0290809