

NQT Induction Record



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

This form must be completed and the original returned to the **General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW** either on the appointment of an NQT or, at the latest, within ten working days of the commencement of the period of Induction. **A copy should be retained by the school and the NQT.**

This form must also be completed if an NQT starts a period of Induction at a school having already part completed a period of Induction at a different school.

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

- WAG Guidance Circular WAGC 15/2008 - Induction and Early Professional Development for Newly Qualified Teachers in Wales
- WAG Information Document 064/2008 - Induction and Early Professional Development Handbook
- GTCW Accessing Funding for Induction and Early Professional Development

Induction Teacher's Personal Details

Name	<input type="text"/>	Teacher Reference Number	<input type="text"/>
Date of Birth	<input type="text"/>	National Insurance Number	<input type="text"/>

Induction Teacher's Current Induction Period Details

School name and school code (If teacher is undertaking the current period of Induction in more than one school please record the additional school details here)	<input type="text"/>	<input type="text"/>
LEA name and LEA code	<input type="text"/>	<input type="text"/>

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 in order that they may perform their role as the Appropriate Body in Induction and to the Welsh Assembly Government. No details will be passed to external organisations for marketing purposes without the prior consent of the teacher.

Induction Teacher's Current Induction Period Details (Continued)

Date of appointment

Date Induction started
(in current school)

NQT's hours of work: part-time?

If part-time, what
proportion does
the NQT work?

full-time?

NQT's contract: permanent?

temporary?

supply?

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

NQT's specialism: Key Stage - please specify

Age Range - please specify

Subject - please specify

Name of Induction Tutor

Previous Period Of Induction Completed By The Induction Teacher

It is the school's responsibility to establish whether any previous period/s of Induction has/have been completed by the NQT

Has the NQT completed any period of Induction prior to this appointment?

Yes

No

Previous Period Of Induction Completed By The Induction Teacher (Continued)

If yes, it is the school's responsibility to request all relevant documentation from the NQT's previous school, and based upon the documentation establish exactly how much Induction the NQT has already completed, and complete the remainder of this section.

What period of Induction has already been completed?

Was Induction completed:

part-time?

If part-time, how many school sessions has the NQT completed that have counted towards their Induction period to date?

full-time?

Please give details of school(s) and LEA(s) where period of Induction was completed

Headteacher's Declaration

In accordance with WAG guidance teachers undertaking Induction must have QTS and must be registered with GTCW. In addition to this, under section 134 of the Education Act 2002 and the Education (Specified Work and Registration) (Wales) Regulations 2004 (S.I. 2004/1744 (W. 183)), every qualified teacher, who carries out specified work in a maintained school must be registered with GTCW prior to taking up employment.

I confirm that this teacher was awarded QTS after 1st April 2003 and is registered with GTCW.

Headteacher's signature

Date

Full name

Continuation sheet if required



ISBN 978 0 7504 4679 2

© Crown copyright June 2008

CMK-22-07-292

D0290809