

Transfer Form



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

This form must be completed by the Induction Tutor or EPD Mentor and given to the NQT/EPD Teacher when their period of employment ends and they have not yet completed their Induction or EPD. **A copy must also be sent to the General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW at the end of the teacher's employment at the school.**

This form must be retained by the NQT/EPD Teacher and passed to their new school when they recommence Induction/EPD. The NQT/EPD Teacher has **personal responsibility** for keeping this form and ensuring that it is passed to the Induction Tutor/EPD Mentor when they recommence Induction/EPD.

It is recommended that the NQT/EPD Teacher's old school retains a copy of this form for their records.

This form should inform the completion of the NQT Induction Record or EPD Planning Form which must be completed and submitted to the General Teaching Council for Wales when an NQT/EPD Teacher moves to a new school.

It is also essential that the NQT/EPD Teacher's new school requests all relevant paperwork related to Induction/EPD from the teacher's previous school.

Teacher's Details

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

Details Of Induction/EPD Completed By Teacher

School name and school code	<input type="text"/>	<input type="text"/>
School telephone number	<input type="text"/>	
LEA name and LEA code	<input type="text"/>	<input type="text"/>
Date Induction/EPD started	<input type="text"/>	

Details Of Induction/EPD Completed By Teacher (Continued)

Date employment ended

Periods of Induction/EPD completed during employment

Aggregate period of absence, if any

school days

Name of Headteacher

Name of Induction Tutor/EPD Mentor

Signature of Induction Tutor/EPD Mentor

Date

EPD Expenditure Only

EPD expenditure incurred?

Yes

No

If yes, an EPD Evaluation Form must be completed and submitted to the General Teaching Council for Wales with this Transfer Form



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