Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

CPD Funding Programme
April 2009- March 2010

The following pages provide guidance on report writing and making a claim.

Guidance on report writing – Teacher Sabbatical

The report should be no more than 2000 words.

IMPORTANT – Please arrange for your Mentor to sign and date your report before submitting a copy with the rest of your claim.

The wording in italics under each subsection is intended as a prompt to help you with your writing of this report. You should not regard it as all-inclusive, but feel free to address other issues if they are more appropriate to your work.

Examples of questionnaires or resources, etc should be included in appropriately numbered appendices. References to the appropriate appendices should be made in brackets in the main text – for example: (Appendix 1, Example 1). The items included in the appendices should directly inform the main text; therefore, please be selective about what you attach.

The report should be presented in the following format:

- **Rationale for undertaking the sabbatical** (200 words maximum)
  What skills or knowledge need did you identify and wish to address? How was this decided? What research did you do to inform your choice of placement to benefit yourself, your school and your pupils?

- **Description of Activities Undertaken** (400 words maximum)
  Briefly describe how the placement set about satisfying the need identified. You may wish to include, for example, information about the planning, the targets set, the predicted outcomes, the timescale, how progress was monitored, how you planned to disseminate the outcomes of your work. You may wish to represent this as a chart with an explanation underneath.

- **Outcomes** (1000 words maximum)
  In this section you need to provide an analysis of the outcomes of your placement. For example, you might consider
  - *whether there was a match between what you expected to happen (the predicted outcomes) and the actual outcomes of your work and what this means in the context of the school(s) and the pupils' learning or experience of school.*
  - *you should also focus on the skills and knowledge developed. Did you develop the skills you thought you would develop? Did you develop other unintended skills and knowledge?*
  - *to whom have you disseminated your outcomes and with what result?*

continued over

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- **The Way Forward** (400 words)
  In this section you need to focus on how the outcomes of this continuing professional development project are being/ will be embedded into your or school practices. You should refer to timescales and how progress will be monitored and outcomes evaluated. If the outcomes of the project have not been successful, you should use this section to reflect on what you might have been done differently with hindsight of this experience.

Report summaries are available on the Council's Report Resource www.gtcw.org.uk

Reports should be written and submitted by the deadline shown on your Award Letter.

The Council reserves the right to return any report, where it believes the content does not reflect the amount of time and funding allocated, for further development. Payment will not be issued until the Council is satisfied.

If there are any problems or you require advice, please contact:
The Professional Development Team, The General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW. Telephone: 029 2055 0350, Fax: 029 2055 0655, E-mail: cpd@gtcw.org.uk.

The Council's CPD Wales website (www.gtcw.org.uk) holds a range of information to assist teachers and others with an interest in the GTCW Professional Development Funding Programme, including guidance material and details of previous projects.