Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

CPD Funding Programme
April 2009 to March 2010

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

Guidance on report writing - Professional Network Coordinator

The report should be no more than 1,500 words.

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.

Details of network participants and their schools, 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 the formation of the network** (200 words maximum)
  What was the issue the network wanted to address? How was this decided? What research did you do to inform the way in which you tackled this topic? What skills and knowledge did the group identify as needing to develop to address this issue for the group, the individual teachers and the school and/or the raising of pupils' standards?

- **Description of Activities Undertaken** (300 words maximum)
  Briefly describe how the group 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, the division of labour, the frequency of meetings, 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** (800 words maximum)
  In this section you need to provide an analysis of the outcomes of the group's work. 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 by individual teachers in the group. Did they develop the skills they thought they would develop? Did they develop other unintended skills and knowledge?*
  - *to whom have you disseminated your outcomes and with what result?*

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- **The Way Forward** (200 words maximum)
  In this section you need to focus on how the outcomes of this continuing professional development project are being/ will be embedded into 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 the group might have done differently with hindsight of this experience.

Report summaries are also available on the Council's Report resource:
www.gtcw.org.uk/CPDWales_

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.

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CPD Funding Programme
April 2009 to March 2010 - Professional Network (Coordinator)

Releasing the funding

As Network Coordinator you are responsible for all the financial expenditure of the Network. All claims must be made through yourself on the claim forms provided.

Interim payments are available for Network members at the end of the autumn term, on submission of a Financial Claim Form and appropriate receipts (see below).

Please refer to your 'Award Letter' which gives the deadline for submitting claims.
The Council will not be able to reimburse funding for any claims received after this date.

Individual Network members are expected to write a short report on the completed activities and this should be kept in their professional development file.

Individual Network members should forward supply and any travel details to the Coordinator.

The Council requires evidence of all expenditure that has been incurred as follows:

Supply Costs	Complete the supply teacher claim form and ensure it is signed by the head teacher. The name, Teacher Reference Number or contact address of all supply teachers used must be included on the proforma. Supply is paid at a flat-rate of £165 per day.
Fees	An original receipt or invoice is required for all courses, seminars and consultant, mentor or trainer fees. The Council will not accept invoices made out to the Council, all invoices should be made out to the participating teacher or school.
Books/Materials/ Resources/Software	Receipts are required for all books, materials, resources or software purchased. The Council will only reimburse agreed costs.
Travel	Attach tickets or receipts for travel by public transport. Where travel is by private car please note the mileage. Further information is provided on page 10 of the Information Booklet. The Council will only pay agreed costs.
Accommodation Costs	An original receipt or invoice is required for all accommodation costs. The Council will reimburse costs up to £65 a night.
Subsistence Costs	Original receipts are required for all subsistence costs. The Council will reimburse actual costs up to £10 per day for teachers who are away from their normal place of work for over twelve hours. For overnight stays the Council will reimburse actual subsistence costs up to the value of £15 per 24 hour period.
Other Costs	Additional Childcare – receipts are required from a registered nursery or childminder. Photocopying – receipt required.

On receipt of your claim form we will check it against original allocated amounts and post cheques to the relevant persons. **The Council will only make payments against the categories included on the Award Letter**. Any adjustment to the agreed costs on the success form requires the agreement of the CPD Team and should be requested **in writing before** expenditure is incurred.

The final claim must be signed and be accompanied by the full report.