Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

Guidance and Procedures for the Hearing of Induction Appeals 2009

April 2009

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1.0 Introduction

1.1 The Council's role

The General Teaching Council for Wales is the statutory, self-regulating professional body for teachers in Wales. It seeks to raise the status of teaching by maintaining and promoting the highest standards of professional practice and conduct in the interests of teachers, pupils and the general public.

Since September 2003, every Newly Qualified Teacher (NQT), save for certain exemptions under legislation, has been required to complete a statutory Induction period if he or she wishes to teach in a maintained school or non-maintained special school in Wales. This Induction period of three school terms or equivalent is undertaken upon the NQT attaining Qualified Teacher Status (QTS). *The National Assembly for Wales Circular No: 015/2008 Induction and Early Professional Development for Newly Qualified Teachers in Wales* sets out the End of Induction standard NQTs are required to meet during their Induction period, together with the roles and responsibilities of the NQT, the Appropriate Body (see section 2) and school personnel involved in the Induction process.

Under the terms of the *Teaching and Higher Education Act 1998*, as amended by the *Education Act 2002,* the Council will hear appeals from NQTs who fail assessment against the End of Induction standard, but are dissatisfied by such a decision. The Council's functions in these matters are further set out under the *National Assembly for Wales Statutory Instrument No. 2003/543 (W.77) The Education (Induction Arrangements for School Teachers) (Wales) Regulations 2003*.

These procedures for the hearing of Induction appeals shall be known as the *Guidance and Procedures for the Hearing of Induction Appeals 2009*. They shall come into force on 28th April 2009 and will apply to all Induction appeals in respect of which the Notice of Appeal is received by the Council on or after 28th April 2009. The *Guidance and Procedures for the Hearing of Induction Appeals*, which were approved by the Council on 31st March 2004 are hereby revoked, save that they will continue to apply in relation to any Induction appeal in respect of which the Notice of Appeal was received by the Council before 28th April 2009, unless the appellant or his or her representative agrees in writing to have the appeal dealt with under the these procedures.

1.2 Purpose of this document

This document explains the Council's procedures for hearing Induction appeals in accordance with relevant legislation. It is intended for use by the parties who might typically be involved in an Induction appeal, their representatives, and the Committee members hearing the appeal.

Section 1 explains how a registered teacher should submit an Induction appeal to the Council, the action taken by the Council on receipt of the appeal and the opportunity for the Appropriate Body to make a response to it.

Section 2 sets out the procedures followed by the Council prior to and during an Induction appeal hearing, and the roles and responsibilities of those parties involved.

Annex A provides a summary of the Council's Induction Appeals' process in diagrammatic form.

Annex B confirms the timescales applicable to the Induction Appeals process, as dictated by the relevant legislation.

The Council's *Guidance and Procedures for the Hearing of Induction Appeals* will be kept under continuous review and will be updated as and when considered appropriate by the Council.

In the event of any conflict or inconsistency between the English language and Welsh language versions of this document, the English language version will prevail.

Section 1

The Receipt and Processing of Induction Appeals by the Council

2.0 The Induction period decision - the role of the Appropriate Body

The Appropriate Body is the organisation that decides whether or not an NQT has met the End of Induction standard. In maintained schools and non-maintained special schools, a Local Education Authority (LEA) performs this function. In the case of independent schools, the Appropriate Body can be an LEA or the Independent Schools Council Teacher Induction Panel (ISCTIP). The Appropriate Body for sixth form colleges is any LEA in Wales.

The Appropriate Body is responsible for deciding whether the NQT has:

(a) completed his or her Induction support programme satisfactorily; or

(b) failed to complete his or her Induction programme satisfactorily; or

(c) requires an extension to his or her Induction programme.

In circumstances where the NQT has failed to satisfactorily complete an Induction period or has had his or her Induction period extended, he or she may appeal formally to the Council against this decision. **This appeal is made by submitting a Notice of Appeal to the General Teaching Council for Wales within twenty working days of the NQT's receipt of the written decision of the Appropriate Body.**

3.0 Submitting an appeal and supporting documentation

3.1 The Notice of Appeal

The registered teacher ('appellant') wishing to make an appeal must submit a 'Notice of Appeal' to the Induction Appeals Officer of the Council (the officer appointed to undertake such duties). The Notice should provide the following information:

- The appellant's name, address, teacher reference number and date of birth;
- The name and address of the school at which he or she was employed at the end of the Induction period;
- The name and address of his or her employer, if any, at the date of the appeal;
- The grounds of appeal;
- The name, address and profession of the person, if any, representing the appellant in this matter, and an indication of whether the Council should send appeal documents to the representative rather than the appellant;
- Whether or not the appellant requests that the appeal should be decided at an oral hearing.

The Notice of Appeal must be submitted in writing, and signed and dated by the appellant. The Notice can be submitted in letter form.

The appellant must also annex to the Notice copies of the following documentation:

- A copy of the document from the Appropriate Body notifying the appellant of its decision;
- A copy of any document from the Appropriate Body outlining its reasons for coming to its decision;
- A copy of every other document on which the appellant relies for the appeal. Typically, this can include the Career Entry Profile, notes/minutes of formal assessment meetings, lesson observation records and the assessment reports completed at the end of each term.

3.2 Additional documents, amendment and withdrawal of the appeal

The appellant may also, at any time before receiving notice of the date fixed for the hearing (or notice of the outcome of the appeal if it is decided without a hearing), add, amend or withdraw documents in consultation with the Induction Appeals Officer.

An appellant may amend or withdraw his or her grounds of appeal or any part of his or her appeal material by sending the Induction Appeals Officer an amended Notice of Appeal, or a notice stating that the appeal is withdrawn. However, where an appellant withdraws an appeal, it cannot normally be re-instated or a fresh appeal made. An appeal which has been withdrawn in error may be re-instated in exceptional circumstances.

Where the appellant adds, amends or withdraws documents or the appeal itself, the Induction Appeals Officer will copy the documents to the Appropriate Body within the period of ten working days of the date on which the Council received the same.

3.3 Acknowledgement and notification of appeal

On receipt of a Notice of Appeal and accompanying documentation, and subject to paragraph 3.4, the Induction Appeals Officer of the Council shall, within ten working days:

- send an acknowledgement to the appellant;
- send a copy of the Notice of Appeal and any accompanying documents to the Appropriate Body;
- if a person or body other than the Appropriate Body is named as the appellant's employer in the Notice of Appeal, send a copy of the Notice of Appeal to that person or body;
- send a copy of the Notice of Appeal to the Head Teacher of the school or sixth form college at which the appellant was employed at the completion of the Induction period.

3.4 Request for further material

Where the Council considers that the appeal could be decided more fairly and efficiently if the appellant provided further material, it may send to the appellant a notice, inviting he or she to submit further material within a period of ten working days from the date of request. Any such invitation will be copied to the Appropriate Body.

The Induction Appeals Officer, on receipt of further material from the appellant, will send, within ten working days, copies to the Appropriate Body as appropriate.

4.0 Responses to the Notice of Appeal

4.1 Reply by the Appropriate Body

The Appropriate Body will be asked to respond to the Notice of Appeal by the Induction Appeals Officer within twenty working days of receipt by the Appropriate Body of the Notice with the following information:

- The name and address of the Appropriate Body;
- Whether or not the Appropriate Body seeks to uphold the disputed decision; and
- In cases where the Appropriate Body seeks to uphold the disputed decision:

  (a) the Appropriate Body's answer to each of the grounds of appeal supplied by the appellant;

(b) whether or not the Appropriate Body requests an oral hearing; and

(c) the name, address and profession of the person (if any) representing the Appropriate Body, and whether the Council should send documents concerning the appeal to that representative instead of to the Appropriate Body.

The Appropriate Body should annex to the reply the following documentation:

- Copies of any documents upon which it wishes to rely in opposing the appeal. Examples of documents which the Appropriate Body might wish to provide are the appellant's Career Entry Profile, timetable, notes of professional review, objective setting and other meetings with the appellant, action plans, lesson observation records, reports sent by the school to the Appropriate Body and any correspondence between the Head Teacher and the appellant relevant to the appeal;
- If the appellant has not supplied it, a copy of the written statement giving the Appropriate Body's reasons for the decision.

4.2 Additional documents, amendment and withdrawal of the reply

The Appropriate Body, in submitting its reply, may also at any time before receiving notice of the date fixed for the hearing (or notice of the outcome of the appeal if it is decided without a hearing), add, amend or withdraw documents in consultation with the Induction Appeals Officer.

The Appropriate Body may amend or withdraw its reply, any part of it, or any material submitted in its support by sending the Induction Appeals Officer an amended reply or a notice stating that the reply is withdrawn, as the case may be.

Where the Appropriate Body adds, amends or withdraws documents or the reply itself, the Induction Appeals Officer will copy the documents to the appellant within the period of ten working days of the date on which the Council received the same.

4.3 Acknowledgement and notification of the reply

Within ten working days of the Council's receipt of the Appropriate Body's reply and accompanying documentation, the Induction Appeals Officer will acknowledge receipt to the Appropriate Body, and send a copy of the reply and any accompanying documents to the appellant.

4.4 Circumstances where an appeal might be allowed

Where the Appropriate Body states in reply, or at any time in writing, that it does not seek to uphold the disputed decision, the Council will allow the Appeal within the period of ten working days from the date of the Council's receipt of such a reply or written notification from the Appropriate Body.

5.0 Extension of timescales

Where the appellant fails to submit the Notice of Appeal within the required timescale, or where the Appropriate Body fails to reply to the Notice of Appeal within the required timescale, the Council may extend the time limit in either case, provided a statement of reasons relied upon to justify the delay is submitted by the relevant party, and provided the circumstances are such that a refusal to extend the relevant time limit would result in substantial injustice. The reason for any delay must be supplied to the Council before the Council may reach a decision as to any extension of time.

6.0 The Council's powers to decide an appeal without an oral hearing

The Council may decide an appeal without an oral hearing in the following circumstances. Where:

(a) following the expiry of the period within which the Appropriate Body is required to send its reply, neither the appellant nor the Appropriate Body has requested an oral hearing, and the Council does not consider an oral hearing is necessary; or

(b) following the expiry of the period within which the Appropriate Body is required to send its reply, the Appropriate Body has not done so.

If the Council decides the appeal without an oral hearing, it will send a notice of its decision to all parties within the period of twenty working days, beginning with the day following the day on which the time limit for sending a reply expired.

Section 2

Hearing Induction Appeals

7.0 Arranging a date for the hearing and the Notice of Hearing Proceedings

Where a hearing is to take place, the Induction Appeals Officer will contact the appellant and the Appropriate Body to arrange a suitable date. The Council will ensure this date is fixed within the period of twenty working days of the date on which the time for sending a reply expired, and not before the day following the date on which the time for sending a reply expired.

The Induction Appeals Officer will send to the appellant and the Appropriate Body a Notice of Hearing Proceedings on the same day as the Council fixes a date for the hearing. The date fixed for the hearing will not be less than fifteen working days after the date of the Notice.

The Notice of Hearing Proceedings shall:

(a) specify the time, date and place where the hearing will take place and the identity of the members of the Induction Appeals Committee;

(b) provide guidance regarding the procedure which will be followed at the hearing;

(c) advise the appellant and Appropriate Body of the implications of not attending the hearing;

(d) inform the appellant and Appropriate Body of the right to submit written representations if they do not attend the hearing;

(e) enquire of the appellant and Appropriate Body whether either:

- has, or knows of any reason why the hearing or any part of it should not be held in public;
- intends to appear and/or be represented at the hearing and if so, provide the name and address of their representative;
- intends to call witnesses at the hearing, and if so, provide their names and contact details;
- knows of any reason why a conflict of interest may arise in relation to any member of the Committee, and if so, what the reason is.

(f) require the appellant and Appropriate Body to respond to the matters in paragraphs (d) and (e) not less than ten working days before the date fixed for the hearing.

8.0 Induction Appeals Committee constitution and membership: arrangements for the hearing

8.1 Committee membership

Induction appeals will be heard by an individually convened Induction Appeals Committee. A Committee will consist of a minimum of three persons and a maximum of five. A quorum shall be three persons.

In constituting a Committee, the Council shall have regard to its Equal Opportunities Policy and Welsh Language Scheme.

Where a member of a Committee:

(a) is unwilling; or

(b) is unable to remain a member,

and there is no longer a quorum of 3 members, the appeal shall be adjourned and a new Committee appointed.

Where, in considering an Induction Appeal, any member of the Induction Appeals Committee considers that a fair-minded and informed observer could perceive that the member has a conflict of interest, he or she shall make a declaration accordingly. This may, following legal advice, result in the member being disqualified from sitting in relation to that appeal.

Where a member of a Committee belongs to the same union or professional association as the appellant, this shall not in itself constitute a conflict of interest.

8.2 The Chair

Each Committee shall have a Chair for the duration of the hearing of an appeal. In the absence of the appointed Chair, the Committee shall appoint another of its members to act as the Chair.

The Chair will conduct the proceedings to ensure that an investigative rather than an unduly adversarial approach between the parties is followed, and all relevant matters in relation to the appeal are fully explored.

8.3 Voting

Any decision of an Induction Appeals Committee shall be made by a vote of the members of that Committee.

Any question put to the vote of a Committee shall be put in the form of a motion by the Chair.

Where a question is put to a vote, the Chair shall:

- call on the members to vote for or against the motion; and
- declare that the motion has been carried or not carried, as the case may be.

Where the votes are equal on any motion, the motion shall be deemed to have been resolved in favour of the appellant.

8.4 Legal adviser or other professional adviser

The Council shall make available to any Induction Appeals Committee a legal and/or other professional adviser to provide advice during the course of a hearing.

8.5 Council staff - Induction Appeals Officer

A member of the Professional Standards Team, as appointed by the Chief Executive of the Council, will undertake the role of Induction Appeals Officer for the Council. He or she shall be the first point of contact for enquiries in relation to a particular appeal.

8.6 Public hearing

The hearing of the appeal shall be in public, unless the Committee determines that it is fair and reasonable for the hearing, or any part of it, to be in private. Both the appellant and the Appropriate Body may request a private hearing, and provide reasons why the hearing should not be held in public for the Committee's consideration.

Where the Induction Appeals Committee believe that a public hearing may adversely affect the fairness of proceedings, where privacy is necessary to protect children's interests or where either party requests that the hearing be in private, and the Induction Appeals Committee is satisfied this is not contrary to the public interest, then the Induction Appeals Committee may decide to exclude the public from all or part of the proceedings. Consideration of this matter will be made in private session, and the decision announced in public session by the Chair of the Induction Appeals Committee.

8.7 Alteration of place or time of the hearing

The Council may alter the place or time of the hearing in such circumstances as it considers appropriate, provided that the altered date of the hearing is not earlier than the original date.

Where the Council alters the place or time of the hearing, the Induction Appeals Officer will, without delay, and in any event within the period of three working days of the date on which the alteration was made, send a notice to the appellant and the Appropriate Body informing them of the alteration.

9.0 Representation

9.1 The appellant and Appropriate Body

The Induction Appeals Officer will, within the period of ten working days, beginning with the date on which representations were received, send to each party a copy of any representations received by the Induction Appeals Officer from the other party.

9.2 Where the party chooses to be represented

The appellant may send a representative to the hearing, whether or not he or she chooses to attend in person. Representation could be a trade union or professional association, a solicitor, barrister or other representative.

The Appropriate Body, if it is upholding the disputed decision and has requested an oral hearing, should have identified its representative in its response to the Notice of Appeal. As well as representation from its own staff, the Appropriate Body may be represented by an independent solicitor, barrister or other representative.

The parties should carry out as much preparation as they can in conjunction with their representatives, if appropriate, to ensure that representations are effective in supporting their case to the best advantage.

9.3 Witnesses

The parties may call witnesses to support their case and will have opportunities to do so in responding to the Notice of Hearing Proceedings.

The Committee may limit the rights of either party to call witnesses or question witnesses, provided it is satisfied that to do so will not prevent the appeal from being decided fairly.

Except as may be determined by the Committee, witnesses may not be present at the hearing until they have completed giving evidence and been formally released by the Chair.

Witnesses may be re-called at the discretion of the Induction Appeals Committee acting on its own initiative, or at the request of one or more of the parties. This could occur if an unforeseen conflict in evidence arose. If a witness is re-called, the Induction Appeals Committee and both parties will have the opportunity to ask further questions on the issues raised.

9.4 Attendance

The appellant and Appropriate Body do not have to attend the hearing if they do not wish to do so. However, they are strongly encouraged to attend in order that the Induction Appeals Committee has a complete understanding of the facts of the appeal, and to ask questions if there is anything in the documentary evidence which is unclear.

If the appellant or Appropriate Body fails to attend the hearing, the Council may hear and, provided it has considered any representations made by the party concerned, determine the appeal in that party's absence.

10.0 The Hearing

10.1 Procedure

The procedure at the hearing shall be determined at the discretion of the Chair. However, the procedure will be broadly in line with that described below.

- The Chair shall introduce the members of the Committee present, that of the legal/other professional adviser and officers of the Council.
- The Chair shall confirm the identity of the appellant, the appellant's representative (if applicable) and the Appropriate Body (if present).
- The Chair shall address the following issues:

  a) any conflicts of interest;

  b) public or private hearing;

  c) paperwork before the Induction Appeals Committee;

  d) witnesses and witness statements;

  e) the procedure to be followed at the hearing.

- The Chair will invite the appellant and/or his or her representative to make a brief opening statement, including his or her preferred outcome.
- The Chair will invite the Appropriate Body to make a brief opening statement. The Appropriate Body will also be asked to provide contextual information in relation to the school.
- The Chair will invite members of the Induction Appeals Committee to question both parties as a result of these opening statements as to the facts of the appeal.
- The Chair will invite the appellant to provide his/her evidence and to introduce any witnesses. The Chair will invite the Appropriate Body and members of the Induction Appeals Committee to question the appellant and/or any witnesses as to the facts of the appeal.
- The Chair will invite the Appropriate Body to provide its evidence and to introduce any witnesses. The Chair will invite the appellant and members of the Induction Appeals Committee to question the Appropriate Body and/or any witnesses as to the facts of the appeal.
- The appellant and Appropriate Body may also address the Induction Appeals Committee on the evidence and generally on the subject matter of the appeal. This may include procedural questions to the Induction Appeals Committee.
- The Chair will invite both parties, beginning with the Appropriate Body, to make closing statements, summing up their case.

Where the appellant and Appropriate Body are called to present evidence, the Induction Appeals Committee may, at any point in the hearing, limit the rights of either party, provided it is satisfied that to do so will not prevent the appeal from being decided fairly.

10.2 Questioning

The Induction Appeals Committee will ask clear and direct questions, but if the questions do not seem to be so, the parties may ask for an explanation of what is meant before answering.

10.3 Additional documentation, evidence and witness statements

In the event of either the appellant and/or Appropriate Body wishing to introduce new evidence after notification is given of the date of the hearing, copies of this evidence will be sent to the other party.

On the day of the hearing, the Induction Appeals Committee will consider the nature of the additional evidence, the reasons for its late submission, and whether its inclusion will assist the hearing of the appeal. This could involve an adjournment.

10.4 Adjournment and resumption of hearing

The Induction Appeals Committee may adjourn the hearing at any stage, but will not do so unless it is satisfied that it is necessary in order for the appeal to be decided fairly. This may be due to the Induction Appeals Committee requiring additional evidence to complete its deliberations.

The time and place of an adjourned hearing must either be announced before the adjournment, or the Council will, without delay, and in any event, within the period of three working days beginning with the date of the adjournment, send notice to the appellant and Appropriate Body informing them of the time and place of the adjourned hearing.

11.0 Decision of the Induction Appeals Committee

11.1 Arriving at the decision

The Induction Appeals Committee will deliberate on its decision in private, and will consider the evidence in relation to each ground of appeal.

The legal adviser (or other professional adviser) will remain with the Induction Appeals Committee to provide legal advice, if requested.

The different decisions the Induction Appeals Committee may take will be to:

(a) allow the appeal;

(b) dismiss the appeal; or

(c) extend the appellant's Induction period for such a duration as it sees fit, or where the appellant has appealed against a decision to have an Induction period extended, to substitute a different period of extension.

In arriving at its decision, the Induction Appeals Committee will consider whether or not it is satisfied that:

- the appellant failed to meet the End of Induction standard, as outlined in the *National Assembly for Wales Circular No: 015/2008 Induction and Early Professional Development For Newly Qualified Teachers in Wales;*

- there was any defect in the Induction process of sufficient importance so as to have seriously disadvantaged the appellant in meeting these standards;
- there are any other special circumstances that justify the appeal being allowed or the Induction period being extended.

11.2 Notification of decision

The decision of the Induction Appeals Committee may be made and announced at the end of the hearing, but in any event, whether there has been a hearing or not, it will be recorded immediately in a document which will also contain a statement of the reasons for the decision. This document will be signed and dated by the Induction Appeals Committee members.

Within five working days, beginning with the date on which the Induction Appeals Committee made its decision, the Induction Appeals Officer will:

- send a copy of the decision document to the appellant, the Appropriate Body and the Head Teacher of the school or sixth form college at which the appellant was employed at the completion of the Induction period; and
- if a person or body other than the Appropriate Body is named as the appellant's employer in the Notice of Appeal, notify that body or person of its decision.

11.3 Recording the decision on the Register of Teachers

Following the hearing, the Register of Qualified Teachers will be updated, where necessary, to reflect the decision reached by the Induction Appeals Committee in respect of the appellant.

11.4 Irregularities

Any irregularity resulting from a failure to comply with any provision of the Regulations before the Council has reached its decision shall not itself render the proceedings void.

However, where any such irregularity comes to the attention of the Council, it may, and will if it considers either party may have been prejudiced by the irregularity, give such directions as it thinks just, before reaching its decision, to cure or waive the irregularity.

12.0 Principles of the Council regarding Induction Appeals

Fairness

Committees will treat each appeal fairly and on its own merits based on the evidence submitted.

In determining an appeal, the Council must be satisfied as to the evidence before it. The facts and evidence in all appeals will be different. The Council will consider the actual facts of a particular appeal in each instance in coming to its decision.

Efficiency

The Council will seek to deal with Induction appeals received by it efficiently so as to cause the minimum of delay and discomfort to the parties involved.

Openness

The Council recognises that the interest of the public lies in the openness of its procedures and the accountability of the Council as displayed through its Induction appeal responsibilities. The Council also recognises the concern it must have for the private lives of registered teachers aggrieved by decisions in respect of their Induction periods.

The *Human Rights Act* entitles individuals to a public hearing, but this is subject to a number of qualifications. A Committee may decide that it is not in the interests of justice, of children or the protection of the private lives of individuals to hold a hearing in public. In such cases, a Committee will hear an appeal in private. An appellant may choose to waive their right to a public hearing, but it will still be for the relevant Committee to determine whether the hearing should be in public or in private.

Impartiality

All hearings will be undertaken with careful regard to the principles of impartiality. The composition of Induction Appeals Committees will be developed to ensure a fair balance and Committee members involved will be independent and impartial.

Confidentiality

Subject to the need to ensure justice and fairness, Committee members and officers are committed to respecting the confidential nature of all information involved in Induction appeals in so far as is possible where hearings are in public.

All available evidence, appeal papers and records will be stored confidentially and securely.

Natural justice

The requirement for 'natural justice' will prevail.

The appellant is given the opportunity to challenge a decision made by the Appropriate Body with regard to his or her Induction period by providing the Council with a Notice of Appeal. In addition, the appellant may provide written and other representations to evidence the grounds of appeal submitted.

The Appropriate Body, against whom the appeal is lodged, is informed of such a dispute and provided with an equal opportunity by the Council to challenge the grounds of appeal.

The Public Interest

All appeals will be heard in the public interest.

The public interest includes the protection of members of the public, the maintenance of public confidence in the profession and the declaration and upholding of proper standards of conduct and competence.

Applying the public interest test requires that Committees of the Council balance competing interests, for example, the general public interest as oppose to that of the registered teacher. A Committee will take into account the general public interest in the proper regulation of the profession and the protection of the public.

Equal opportunities

The Council is fully committed to equal opportunities and non-discrimination. The Council respects the rights of all persons in respect of gender, ethnicity, age, religion, special needs, sexual orientation and linguistic background.

Language

Committees will be conducted in English or Welsh at the request of the appellant whose appeal is being heard.

Similarly, where a representative of the Appropriate Body or another party, such as a witness, wishes to give evidence in Welsh, he or she shall be permitted to do so provided that at least fourteen days notice of that request has been given to the Council.

13.0 Miscellaneous

13.1 Publication of the Guidelines

These guidelines shall be:

- made available without charge on request to any registered teacher who has been awarded QTS;
- published at the Council's website on the Internet;
- kept under continuous review and updated as and when appropriate.

13.2 Key contacts

Any queries regarding these Induction appeals procedures should be directed to the following:

Contact **Hayden Llewellyn**, Deputy Chief Executive
or
Susan Mathias, Professional Standards Officer

Address 4th Floor
Southgate House
Wood Street
Cardiff CF10 1EW

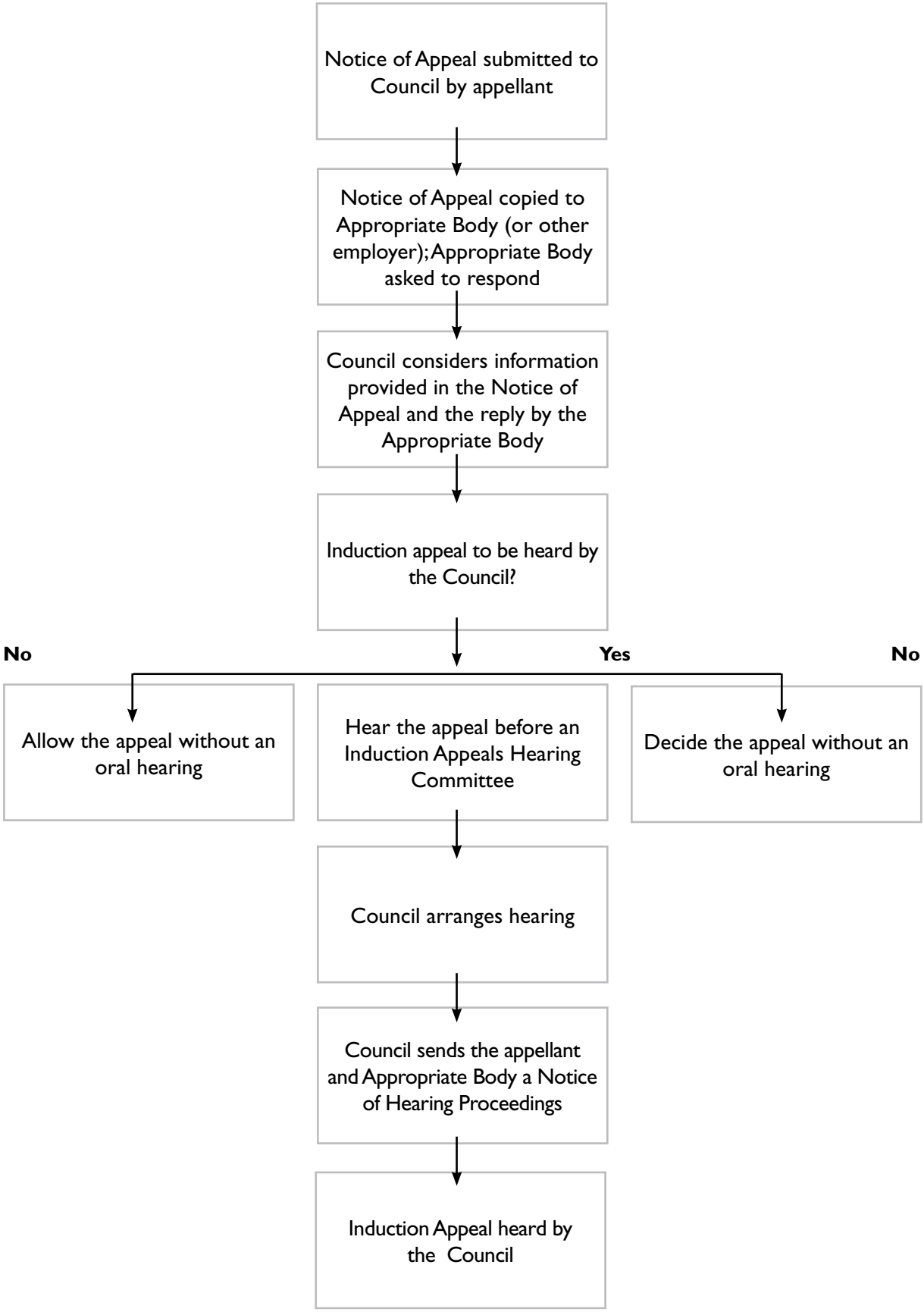
Telephone 029 2055 0350

Fax number 029 2055 0360

E-mail professionalstandards@gtcw.org.uk

Annex A

Diagrammatic summary of the Council's procedures for dealing with Induction Appeals



Annex B

Diagrammatic Summary of the Timescales in the Induction Appeals Process

Event	Action	Timescale
1. NQT notified of AppropriateBody's decision regarding the Induction period	If NQT disagrees with decision, he or she may submit a Notice of Appeal to GTCW	Within 20 working days of the written decision of the Appropriate Body being received by the NQT
2. Notice of Appeal received by the Council	Induction Appeals Officer: 1. Acknowledges receipt of the Notice 2. Copies documents to the Appropriate Body/other body and Head of school or college at which appellant was employed 3. Invites the appellant to submit further material if appropriate	Within 10 working days of receipt of the Notice of Appeal and accompanying documentation Within a period of 10 working days from the date of request
2 (a) Appellant submits further material	Induction Appeals Officer: 1. Copies documents to the Appropriate Body	Within 10 working days of receipt of further material from the appellant
3. Appropriate Body receives Notice of Appeal from the Council	Induction Appeals Officer asks Appropriate Body to respond to the Notice of Appeal	Within 20 working days of receipt by the Appropriate Body of the Notice of Appeal
4. Appellant and/or Appropriate Body adds, amends or withdraws documents	Induction Appeals Officer: 1. Copies documents to the other party	Within the period of 10 working days of the date on which the Council received the same
5. Appropriate Body's reply received by the Council	Induction Appeals Officer: 1. Acknowledges receipt of the reply 2. Copies documents to the appellant	Within 10 working days of the Council's receipt of the reply and accompanying documentation
6 (a) Appropriate Body states in its reply, or at any time in writing, that it does not seek to uphold the disputed decision	Council allows the appeal	Within the period of 10 working days from the date of the Council's receipt of such a reply or written notification from the Appropriate Body
6 (b) Appropriate Body does not reply	Council may allow the appeal without an oral hearing	Following the expiry of the period within which the Appropriate Body is required to send its reply
7. Neither the appellant nor the Appropriate Body requests an oral hearing	Council may decide the appeal without an oral hearing	Following the expiry of the period within which the Appropriate Body is required to send its reply
8. Council decides the appeal without a hearing	Council sends a Notice of Decision to all parties	Within the period of 20 working days beginning with the day following the day on which the time limit for sending a reply expired
9. Council fixes a date for the Induction Appeals Hearing	Council fixes a date (which is not less than 15 working days after the date of the notice) Induction Appeals Officer: 1. Sends a Notice of Hearing Proceedings to the appellant and Appropriate Body 2. Requires the appellant and Appropriate Body to respond to the Notice of Hearing Proceedings	Within the period of 20 working days of the date on which the time for sending a reply expired; and not before the day following the date on which the time for sending a reply expired On the same day as the Council fixes a date for the hearing Not less than 10 working days before the date fixed for the hearing
9 (a) Council changes the date of the Induction Appeals Hearing	Induction Appeals Officer sends a Notice to the appellant and the Appropriate Body informing them of the alteration	Without delay, and in any event within the period of three working days, beginning with the date on which the alteration was made
10. Appellant and/or Appropriate Body make representations to the Notice of Hearing Proceedings	Induction Appeals Officer: 1. Acknowledges receipt of representations 2. Copies documents to the other party	Within the period of 10 working days, beginning with the date on which representations were received
11. Hearing is adjourned (and time and place of the adjourned hearing is not announced at the adjournment)	Council sends notice to the appellant and Appropriate Body informing them of the time and place of the adjourned hearing	Without delay, and in any event, within the period of three working days, beginning with the date of the adjournment
12. Decision is reached by the Induction Appeals Hearing Committee	Induction Appeals Officer sends a copy of the decision document to the appellant, Appropriate Body/other body and Head of school or college at which appellant was employed	Within five working days, beginning with the date on which the Induction Appeals Committee made its decision