**Appropriate Body   
NQT Induction and Registration**

Ventrus TSA, North Devon TSA and West Country TSA are all Appropriate Bodies for NQT induction and can provide the main quality assurance role within the induction process. By working collaboratively as NQT South West, we are pleased to be able to offer an online approach to managing your NQT Induction.

We offer you support from excellent practitioners who are very experienced in providing the highest quality NQT induction. Registration and termly assessments are completed online, using NQT Manager, making the process easy to manage. Our NQT core package will ensure that schools provide sufficient and adequate support for NQTs and that the assessment of NQTs is fair and consistent across all institutions.

**Our core package includes:**

* Registration with the National College for Teaching and Learning
* Free training for NQT induction tutor/ mentor
* NQT Induction Tutor information pack
* NQT handbook
* Quality assurance of assessment forms, against the Teachers’ Standards
* Quality Assurance visits
* Phone/email support for Head Teachers/ Principals and NQT Induction Tutors
* Clear and supportive advice where NQTs are at risk of failure with advice on appropriate intervention packages for the NQT\*
* Support for decisions on the outcome of statutory induction for NQTs

\*Intervention packages will be at an additional cost

**What next?**

Before registering you NQTs please check that the post is suitable for Induction. Registration is then easy. Please read and sign the Service Level Agreement (SLA) and complete the registration form by the following deadlines:

Autumn Term: 6 October 2017

Spring Term: 2 February 2018

Summer Term: 4 May 2018

Once we have received these documents we will create an account for your school/college on NQT Manager.

**NQT Manager**

NQT South West uses NQT Manager, an online NQT support and induction management system. Login details for NQT Manager will be provided to each school/college upon receipt of a completed registration form and Service Level Agreement (SLA).

Benefits for schools of using NQT Manager:

● No need to complete NQT, school or contract information when you fill in an assessment – this is filled in automatically for you

● Automated notifications when assessments are coming up and reminders if they are overdue

● Easy to save and come back to later – even if you are somewhere else

● Quick and easy access for tutors and head teachers to view information about your NQT’s induction year, for example when their next assessment is due, or when they are due to finish

● Completely online, so it’s accessible from anywhere

● Easy communication with your Appropriate Body

● NQTs, tutors and head teachers all complete their parts of the assessment online and can see the other parts

● Easily update an NQT’s details, change of tutor etc. and the Appropriate Body will be automatically notified

● Automatic NCTL Employer Access check during registration to ensure that NQTs have QTS

● Safe and secure - everything is stored permanently online for you so there is no need for printing or posting of assessments and registration forms

● Independent platform, so no matter what type of IT infrastructure your school operates, you will always be able to access and use the system

**Free training for NQT Induction Tutor & Co-ordinators**

NQT South West are pleased to offer free training to all NQT Induction Tutors and Co-ordinators. This training will be provided by our NQT Induction Leaders who are experienced practitioners who have successfully led NQT Induction in their own schools for several years. This face-to-face training session will be held on **Tuesday 12 September** at The Cherith Christian Fellowship, Tiverton from 9.30am – 12.30pm and will cover:

* Core expectations
* Roles and responsibilities
* Best Practice
* Training on how to use NQT Manager
* Guidance for completing the assessment forms

We would strongly recommend that the Induction Tutor / Co-ordinator at your school attends the free training. To book your place please email [admin@nqtsouthwest.org.uk](mailto:admin@nqtsouthwest.org.uk)

We look forward to working with you to support your NQTs in their induction. If you have any further questions please get in touch.



