



SUFFOLK & NORFOLK

School Centred Initial Teacher Training

The Suffolk and Norfolk SCITT Assessment Only Route Handbook 2018-19

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AO Route Handbook Contents	Page
Summary diagram of the AO Route	4
Who is the AO Route For?	5
Overseas trained teachers	6
The assessment period	6
Fees	6
Entry requirements	7
Second school experience	7
Application Form	8
Partnership Agreement	9
Ages ranges for assessment	9
Special Schools	10
Skills tests	10
Initial Visit : selection interview	10
Initial Visit: individual needs assessment	11
Selection outcome	11
Registration	11
The Individual Preparation Plan	11
Role of the School Mentor	12
Professional Development opportunities	12
Portfolio of evidence	12
General advice on the portfolio of evidence	13
Visit by Subject Knowledge for Teaching Specialist	14
Interim Support and Monitoring Visit	14
Final Assessment Visit	15
Report and recommendation for QTS by the Assessment Board	16
Appeals	16
Data Protection	17
Glossary of abbreviations	18
Key Personnel	18

Welcome

The Assessment Only route to gain QTS is run by the Suffolk and Norfolk SCITT Accredited Provider, which is authorised by the National College for Teaching and Leadership to assess trainees leading to the award of Qualified Teacher Status. Suffolk and Norfolk SCITT takes pride in being a supportive and forward-looking ITT provider which consistently achieves high quality outcomes.

Our AO route is designed for those candidates who already have significant experience as unqualified teachers and who are eligible to gain Qualified Teacher Status without undertaking a full programme of initial teacher training.

There are a range of circumstances where teachers do not have QTS but have experience of teaching as instructors in independent schools, in further education, maintained schools, free schools or academies. Applications from candidates who have sufficient experience in such settings are welcomed. In addition, overseas trained teachers with appropriate classroom experience in UK schools may gain QTS through the AO route (in most instances, teaching qualifications from Canada, Australia, New Zealand and USA are already recognised in England and Wales).

Suffolk and Norfolk SCITT welcomes applications from those who meet all the entry requirements and are working in a school which will fully support the candidate through the application and assessment process.

This Handbook aims to provide full information needed by all partners in the AO Route.

Please contact us with any enquiries, as well as comments or suggestions for further development. For further information or support, in the first instance, please contact:

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With best wishes,

Kate Sida-Nicholls
Suffolk and Norfolk Secondary SCITT Leader and AO Route Programme Leader

Summary of the Suffolk & Norfolk SCITT AO Route

Meet entry requirements

Send in application form and supporting documentation

Pass skills tests

Initial Visit : Selection Interview, Needs Assessment, Outcome.

Registration: Three-month assessment period begins

Work on Individual Preparation Plan

Work on Portfolio of Evidence

Visit regarding Subject Knowledge for Teaching

Interim Support and Monitoring Visit

Final Assessment Visit

Report and Recommendation for QTS by the Assessment Board

The Suffolk and Norfolk SCITT AO Programme

Introduction

The Suffolk and Norfolk SCITT AO Programme is an employment-based route for achieving Qualified Teacher Status (QTS) while working as a teacher in the counties of Suffolk and Norfolk or adjacent counties. The AO teacher follows an individual assessment programme leading to QTS.

Suffolk and Norfolk SCITT (hereafter referred to as 'SCITT' or 'the Provider') is the accredited provider responsible for delivering the AO Programme on behalf of the government agency responsible, the National College for Teaching and Leadership (NCTL). The Provider's Assessment Board recommends successful applicants for QTS to the NCTL.

As an accredited provider, the Suffolk and Norfolk SCITT AO Programme is able to make its own particular requirements.

This online AO Handbook will be regularly updated to incorporate any further changes in requirements or procedure.

Who is the AO Route For?

The AO route is intended for unqualified instructors who have the equivalent of two years' or more experience of teaching in schools ¹. It is not intended for those who need a teacher training programme.

An applicant cannot be accepted onto the AO programme until he/she has been teaching successfully for at least two years full-time or the equivalent. Short-term supply placements, which do not allow the AO to take full responsibility for their class(es) by undertaking the roles and responsibilities of a normal timetabled teacher, are not taken into account.

HLTAs will not be eligible for AO if they have insufficient experience of full responsibility for planning, teaching, assessing, etc. Generally, we recommend they apply for a teacher training course such as School Direct. Details of our initial teacher training courses available in Suffolk and Norfolk are found at www.suffolkandnorfolkscitt.co.uk.

Some overseas trained teachers (see below) will be recognised as qualified teachers and awarded QTS without being required to undertake assessment. Otherwise they should gain QTS by the AO route so long as they have two years of teaching experience.

Although QTLS status holders can now work in schools as qualified teachers without needing to hold QTS, they must maintain their QTLS status and membership with the Institute for Learning (IfL), which maintains a database of all QTLS holders, to do so; or gain QTS by the AO route.

¹ 'School' means maintained school, non-maintained special school, independent school, academy, free school, further education institution, city technology college, city college for the technology of the arts, sixth-form college.

Overseas Trained Teachers

Overseas-trained teachers are eligible to apply for the AO route, subject to all the entry requirements (below) and NARIC confirming the equivalency of their qualifications.

Overseas-trained teachers (OTTs) are people who have qualified as teachers in a country outside the European Economic Area (EEA) and Switzerland, having successfully completed a course of initial teacher training, which is recognised by the relevant authorities in their home countries. Teachers trained in other countries outside of the EEA may teach in state maintained schools and non-maintained special schools in England but should apply to gain QTS.

Teachers who qualified in Canada, United States, Australia and New Zealand, and completed a period of induction there, should apply directly to the NCTL for qualified teacher status without further assessment.

All teachers from overseas must satisfy any UK Border Agency requirements for remaining in the UK to work as a teacher.

The Assessment Period

The period of assessment is a maximum of three months, beginning when the AO is registered with the National College of Teaching and Leadership.

Before the three month period begins AOs must meet all entry requirements; send in their application form and have it checked for compliance; take the two professional skills tests; begin to gather a portfolio of evidence; take part in a selection process; and be accepted onto the AO Programme.

During the three month period AOs will complete their individual preparation plan; receive a visit regarding Subject Knowledge for Teaching; be formally observed teaching on a number of occasions; receive one monitoring and support visit; complete the portfolio with evidence that they meet all the Teachers' Standards; and have their Final Assessment.

Fees

There is an initial £30 application processing fee payable by the AO teacher or supporting school/employer in the form of a cheque made payable to Suffolk County Council. If the AO candidate progresses to the selection interview, then a fee of £400 is payable to cover the costs of the visit for interview, lesson observation, interview with line manager, selection panel and general administration. This fee will be invoiced direct by Suffolk County Council.

If the AO is unsuccessful, or the School or AO decide not to proceed at this point, the costs of processing the application and of selection will not be refunded.

Once accepted onto the AO route, the full fees become payable as a further non-returnable charge of £2,250. Please note that the programme receives no funding from the NCTL.

The Provider welcomes applications from teachers at Independent Schools who will be charged at the same rates outlined above.

We will accept applications from beyond the Suffolk and Norfolk county boundaries. An out-of-county charge, depending on location, is made to cover additional travel time and cost.

Meet Entry Requirements

In order to be eligible for the AO programme and assessment for QTS, the AO must:

- (i) be a graduate. Suffolk and Norfolk SCITT normally require a degree at 2.2 or above. Candidates with a lower class of degree may be considered depending upon other qualifications and experience. For secondary applicants their degree should normally be 50% of the subject being taught ¹
- (ii) hold GCSEs in English and Maths at Grade C or above (or overseas equivalent), if teaching pupils of secondary age
- (iii) hold GCSEs in English, Maths and Science at Grade C or above (or equivalent), if teaching children of primary age.

If qualifications were not gained in the UK, AO applicants should visit the National Academic Register Centre (NARIC) website to find out whether their qualifications are considered to be equivalent to UK GCSEs and degrees by requesting a “statement of comparability”. Please note that the onus is on applicants to prove that qualifications are equivalent. The NARIC statement must accompany the application.

AOs must also:

- (iv) have been subject to a Criminal Records Bureau / Disclosure and Barring Service enhanced disclosure check ²
- (v) teach in a school ⁴ where they have the opportunity to demonstrate that they meet all the Teachers’ Standards for QTS.
- (vi) have taught and been accountable for pupils’ learning for at least two years or the part-time equivalent. All relevant teaching experience can be taken into account.
- (vii) have taught across two consecutive age ranges ³
- (viii) have taught in two schools ⁴
- (ix) possess the appropriate qualities, attitudes and values expected of a qualified teacher
- (x) be able to communicate clearly and accurately in standard English
- (xi) have met the Secretary of State’s requirement for health and physical capacity to teach ².

¹ Individual circumstances such as subsequent training and experience will be taken into account

² It is the responsibility of the employing school to carry out initial CRB/DBS and health checks, confirm proof of identity, and ensure that their AO has met UK Border Agency requirements if applicable.

³ AOs who are not teaching in two age ranges will need to collaborate with a teacher in another age range in order to be assessed.

⁴ For definition of ‘school’ see Who is the AO route for? (page 5)

Second School Experience

Candidates must have taught in at least two schools. Where an applicant who is otherwise experienced has not spent time teaching in two schools prior to applying, the Provider cannot accept the applicant onto the AO route until they have done so. However, guidance regarding the length of time required in a second school will be given upon receipt of an application.

AOs should provide evidence of sufficient and relevant experience in a school other than their current school. Evidence could include lesson plans and observation reports, teaching materials, witness statements, records of meetings and reflective journal entries. School placements as part of any short-term supply work where the AO did not take full responsibility for planning, teaching, assessing, etc will not count towards the second school requirement.

If sufficient evidence of work in a second school is not available, the AO must undergo a second school experience in England before they can be accepted onto the programme. The placement is arranged and funded by the employing school.

At the second school the AO should be able both to teach and to carry out observations of teaching in the relevant subject or phase. There is no specific minimum length of time in the 'second school' - but it must be sufficient to demonstrate meeting the standards in different settings across the ability range, this is unlikely to be possible in less than four weeks. If the applicant has no experience of one of the age ranges in which they are being assessed, the second placement will need to be in a school where this experience can be gained.

In the case of AOs in independent schools, the second school should be a state maintained school if the independent school is not teaching the National Curriculum in their subject or phase.

Send in Application Form and Supporting Documentation

The application will be a joint one from the school and the AO candidate. An application pack should be downloaded by following the links on the SCITT website.

The School should use the observation form included in the pack to carry out a formal lesson observation as current evidence of 'good' (or 'outstanding') teaching, assessed using the Teachers' Standards to grade the lesson (follow the link on the SCITT website to the SCITT Grade Descriptors for Lesson Observations).

The School/AO should send in:

- the fully completed application form ensuring that contact details of the AO, School contact and School are included and all necessary signatures are given.

In addition, it is **essential** that the following are included if the application is to proceed:

- photocopies of certificates for GCSE Maths and English and (for primary) GCSE Science, or equivalent qualifications*
- a photocopy of the Bachelor degree certificate together with academic transcript*
- CRB/DBS disclosure number and date obtained
- the Partnership Agreement signed by the Headteacher and the AO candidate
- the AO's current teaching timetable
- the completed lesson observation form
- evidence of second placement – in addition to the documents mentioned on page 7, a letter of confirmation from the current Headteacher or reference that was written by the second placement school to current employer
- the application administration fee of £30, cheque made payable to Suffolk County Council

*If your qualifications were not gained in the UK, it is important that a NARIC statement of comparability accompanies copies of your overseas certificates (see page 7, Meet Entry Requirements).

Applications should be sent by post to The Business Support Manager, Suffolk and Norfolk SCITT Office at the Norwich Professional Development Centre, 144 Woodside Road, Norwich, NR7 9QL.

Schools and AO candidates must check carefully that all the above items are in order and attached to the application before posting. Applications are sometimes sent to the Suffolk and Norfolk SCITT Office lacking items listed above, which causes considerable extra administration time. If applicants have mislaid their examination certificates, they must contact the relevant

exam board to purchase a “certified statement of results”. We cannot accept a statement from their old school that the exam was passed. An authentic certificate from the relevant exam board must be seen by us during the selection and initial visit.

There are no application deadlines. Schools and AO candidates may submit their applications at any time throughout the school year. However, the assessment must be completed within three consecutive months from acceptance on the AO programme (even if this time period falls in holidays) so candidates are advised to apply as early in the year as possible.

Partnership Agreement

The Partnership Agreement (follow the link on the SCITT website) outlines the roles and responsibilities of all parties involved with an AO gaining QTS, namely:

- Suffolk and Norfolk SCITT (the Provider)
- the School
- the School Mentor
- the Professional Tutor
- the Assessment Only candidate

The Partnership Agreement also outlines the AO's entitlements and funding arrangements. The Agreement should be signed by the Headteacher/employer on behalf of the school concerned, as well as by the AO candidate and Suffolk and Norfolk SCITT. If the Agreement is not returned, or is returned without relevant signatures or explanation, this will hold up the application process.

Age Ranges Taught

To gain QTS, teaching experience will be assessed across two consecutive age ranges selected from the following:

Ages 3-5	Foundation stage
Ages 5-7	School years 1-2
Ages 7-9	School years 3-4
Ages 9-11	School years 5-6
Ages 11-14	School years 7-9
Ages 14-16	School years 10-11
Ages 16-19	School years 12-13

AOs in middle schools need to contact the SCITT Salaried Office to discuss their particular situation.

AOs who qualify by teaching only in Key Stage 2 will be assessed in two age ranges: school years 3-4 and 5-6. AOs seeking to qualify teaching Key Stage 1 and/or Key Stage 2, should teach the compulsory core subjects (English, Maths/Numeracy, Science, Geography, History, ICT, Art, Design and Technology, Music, Physical Education, Religious Education - which may be taught as combined subjects under a different name); and they may teach other subjects such as Citizenship, PSHE, and Languages.

Where AOs are not timetabled to teach two consecutive age ranges, schools can make arrangements for their AOs to be assessed teaching a colleague's lesson or teaching in another school. However, the AO candidate must have sufficient previous experience of teaching that age range.

Special Schools

Suffolk and Norfolk SCITT accepts applications from AOs in special schools as long as there is a partnership with a mainstream school. Full details should be given at the time of sending in the application form. The majority of the QTS assessment takes place in a mainstream school. Applicants from special schools need to form a close link with their mainstream school and become familiar with the needs of pupils in the classes concerned so they are able to demonstrate good (or outstanding) teaching in a mainstream context.

The length of time spent in the mainstream school will be determined at the Selection and Initial Visit but must be of sufficient length for them to gain evidence of the Teachers' Standards which cannot be gained in the special school. The AO should be aware that aspects of assessment will take place in the mainstream partner school.

Skills Tests

Candidates must pass the two skills tests in literacy and numeracy after making an application for the AO programme and before the selection interview and initial visit.

AOs must take to the test centre verification that they have already made an application for a place on the AO Programme. We will provide a letter to confirm that an application was received.

AOs are strongly advised to practice for the skills tests before taking them because the NCTL now allows only two resits, for each of which a fee is charged. Full details are given at sta.education.gov.uk

Each term Suffolk & Norfolk SCITT offers preparation/support sessions for the skills tests, details of which may be found at www.suffolkandnorfolkscitt.co.uk.

Initial Visit : Selection Interview, Outcome, Needs Assessment.

Selection Interview:

Once it is confirmed that the AO candidate complies with all the entry requirements, an initial assessor from the AO Programme will contact the School to discuss arrangements for the selection interview. The interview is conducted in school by our Assessor and the Headteacher (or another senior member of school staff such as the Professional Tutor) using a standard set of questions supplied by Suffolk and Norfolk SCITT.

The Assessor will also conduct a lesson observation; have a discussion with the AO's line manager; inspect lesson observation records and **original** certificates for the AO's qualifications.

If the AO has significant training needs, he/she will not be accepted onto the programme and is advised to take a full teacher training course such as School Direct.

The Initial Visit for applicants from special schools will take place in their mainstream partner school and in primary schools the observation will be of the AO teaching literacy or numeracy to a mainstream class.

Needs Assessment:

As well as carrying out the selection interview, the Initial Visit Assessor will meet the AO candidate and the member of staff who will act as the AO's School Mentor. The Initial Assessor will provide information about the requirements for the three month period, although this does not necessarily imply that the Selection Panel would accept the candidate onto the programme.

The Initial Visit Assessor will:

- have carried out the activities listed above for the purposes of selection;
- look over the portfolio, checking standards **4b** and **5a**, for which the evidence should have been compiled beforehand; (candidates should not aim to complete the portfolio before the Initial Visit, but it should be under way). The AO should compile a preliminary portfolio of evidence for **two** of the Teachers' Standards, **4b** and **5a**. For each there should be **two** pieces of evidence. Any other evidence in the portfolio is not scrutinised at this time but the Initial Visit assessor will advise if evidence should be presented differently.
- provide guidance on how to demonstrate evidence in the portfolio;
- discuss next steps in the procedure and the role of the School Mentor;
- draw attention to the Subject Knowledge and Interim Monitoring Visits, which will take place later;
- set the preparation plan;
- agree a provisional start date when the three month assessment period will begin.

The Initial Visit will take approximately four hours and the school will need to arrange cover release for the AO candidate from any teaching other than the observed lesson.

The Suffolk and Norfolk SCITT Office will raise an invoice for this visit.

Selection Outcome:

Acceptance onto the AO Programme : Within five working days of the selection visit the AO Route Selection Panel will decide whether the candidate will be accepted on to the AO programme, and convey the decision to the AO candidate and school.

If the AO was unsuccessful, or the School or AO decide not to proceed at this point, the costs of processing the application and selection will not be refunded.

Registration: Three-month assessment period begins

The AO will now be registered with the National College for Teaching and Leadership, and Final Assessment must take place within three months. The candidate and school will need to be sure that the period from start date agreed with the Initial Assessor is still achievable.

The Suffolk and Norfolk SCITT Office will raise an invoice for the AO programme fee.

Work on the Individual Preparation Plan

Examples of activities that may be on a Preparation Plan:

- Discussion with experienced staff
- Observation of experienced colleagues' teaching
- Participation in the School's own continuing professional development programme
- Participation in core/subject knowledge training from Suffolk and Norfolk SCITT (maximum three sessions free of charge – however, additional sessions can be attended for which a charge will be made (please contact Debbie Barr for cost).
- Visit to another school to observe teaching and learning
- Written reflections
- Reading

All AOs must be observed, given written feedback by experienced staff, and write lesson evaluations on a minimum of four occasions as part of their preparation plan. These lessons should be graded according to the benchmark established during the initial visit assessment. AOs must later provide evidence of meeting the requirements of their Preparation Plan. These records are to be presented in a separate file for inspection by the Final Assessor.

Role of the School Mentor

AOs need the full commitment of the School and particularly of a School Mentor who works closely with them to fulfil the Individual Preparation Plan. The School Mentor should arrange a programme of **at least four** lesson observations, and record these on the Suffolk and Norfolk SCITT observation form; provide regular mentor meetings; and give guidance during preparation for assessment. The Mentor role is fully outlined in the Partnership Agreement.

The School Mentor must become familiar with the AO's professional attributes; subject knowledge for teaching; pedagogic skills; classroom management; and ability to meet the Teachers' Standards. The School Mentor must be in a position to recommend that the AO has demonstrated competence against each of the Teachers' Standards. The School Mentor should be aware of the AO's relevant experiences while at the current school in order to inform the Assessor during the Final Assessment.

Professional Development Opportunities

Although the AO route does not require any specific training, some AO teachers may need to address certain professional development issues, which would have been ascertained on the Selection and Initial Needs Visit.

AOs are entitled to attend any of the weekly core training/subject knowledge sessions provided in both Suffolk and Norfolk by Suffolk and Norfolk SCITT for up to three sessions at no additional charge. The programme for these core training sessions may be found by contacting SCITTSalariedAdmin@norfolk.gov.uk or on 01603 307703. AOs must contact the SCITT Office **in advance** should they wish to attend. Additional sessions can be attended; contact the SCITT Office for details of cost.

Work on the Portfolio of Evidence

The portfolio is a lever-arch file, organised with eight sections according to the Teachers' Standards, as well as Part 2, to present the evidence relevant to each Standard. As a rough guide, **two** pieces of evidence can show how the AO meets each **sub-section** of the Standard in relevant contexts (such as different age or ability ranges). However, for some of the Standards, the AO may prefer to present more than two pieces of evidence.

The AO candidate should prepare evidence for standards **4b** and **5a** **before the Initial Visit**.

It is particularly important that there are documented lesson observations of the AO teaching across the age and ability range, giving clear reference to the relevant Standards met. If the AO's previous experience of teaching two consecutive age ranges and in more than one school is insufficient, the AO will have to meet this requirement as part of the Individual Preparation Plan.

General advice on the Portfolio of Evidence

Where a piece of work meets more than one sub-section of a Standard, photocopy it, highlighting on each occasion the relevant part for the standard being claimed. However, you should not use one piece of evidence too often – a maximum of two occasions. A well-developed portfolio of evidence includes a range of evidence types and a variety of evidence to show your professional development in different contexts.

Include evidence from both age ranges/key stages: not necessarily half from each key stage, but a reasonable balance. It will obviously not be possible to gain all your evidence from the four mandatory lesson observations made as part of the preparation plan. You may use evidence from any relevant experience going back two years.

Try to cover some Standards from your second school.

Include photocopied/internet documents in your Portfolio only where you have worked on them yourself (for example by summarising, highlighting or annotating). They can be referred to, but the Portfolio should contain your own work.

Mostly, evidence arises from the normal work of a teacher and making the Portfolio should not require 'starting from scratch'. AOs may use evidence from previous teaching including in other schools, and evidence from training, if appropriate and available.

Unqualified teachers who have taught for only one year may start to gather evidence for their portfolio while completing the second year of teaching before they apply.

A portfolio typically includes:

- ✓ a range of lesson observation reports and evaluations made by experienced teachers
- ✓ the AO's evaluations of their own lessons taught
- ✓ the AO's own observations of experienced colleagues teaching
- ✓ witness statements, eg from a senior colleague
- ✓ reflections about incidents/own performance by the AO, related to specific Standards
- ✓ assessment records (marked work, reports to parents, trackers and targets, etc)
- ✓ involvement in out-of-school learning activities
- ✓ certificates of attendance and summaries of what was learned from CPD courses and in-school training sessions (printed handouts are not acceptable evidence)

A preliminary portfolio of evidence is required at the time of the Initial Visit to show to what extent the AO applicant already satisfies the Teachers' Standards **4b** and **5a** and clarify what other evidence is required before Final Assessment. It is not expected that the portfolio will be in any way complete by then but it should be under way. The Portfolio Evidence Table must be included at final assessment.

Experience shows that the following often help to provide evidence for particular Standards:

- Reflections on visits to another school, eg to look at the use of IT or provision for EAL
- Observations of the AO as a form tutor
- Record of discussion or brief notes on the Bristol Guide to Statutory Requirements
- Copies of pupils' work with evaluation comments and targets for improvement
- Records of meetings with senior staff eg pupil data manager or SEN co-ordinator
- Personalised lesson plans to take account of individual pupils' needs as shown on their IEPs
- Contributions to phase planning or department meetings and staff meetings
- Letters, memos or records of phone calls made to parents and colleagues about student issues

- Teaching and Learning development with colleagues, eg Peer coaching
- Teaching resources produced collaboratively with other staff
- Accurate assessment against relevant national curriculum levels
- Evidence of participation in APP, moderation activities or joint assessment
- Lesson plans or observations showing innovative teaching
- Evidence of pupils' progress in relation to their Target Minimum Grade
- Planning for effective use of additional adults in lessons, etc.

Visit regarding Subject Knowledge for Teaching

The visit by our Subject Knowledge/Phase specialist will confirm that the AO has sound subject knowledge for teaching (SKfT). This means pedagogy rather than solely overt subject knowledge. An Assessor will contact the School to arrange a half-day visit, which will take place as soon as possible after the Initial Visit and before Final Assessment.

For AOs from special schools this visit can take place in the special school.

The visit will consist of a discussion about the AO's lesson intentions before teaching is observed; a lesson observation looking specifically at SKfT (how subject knowledge is put across to pupils); feedback and discussion to evaluate the SKfT.

The Assessor is verifying that SkfT is sufficient for a newly-qualified teacher, but may also make suggestions for longer-term subject knowledge and pedagogical development in the NQT induction year. Any such goals will not be a requirement for gaining QTS.

The Subject Knowledge for Teaching specialist is not able to give advice about the portfolio or final assessment.

Interim Support and Monitoring Visit

The Initial Visit Assessor will have had limited time to give advice about standards or pieces of evidence for the portfolio and has offered only general advice about building the portfolio. However, AOs often have questions about how to meet particular sub-sections of the Standards, or wish to discuss the content of their portfolio during the three-month period, so candidates receive this additional visit to assist in preparing the AO for assessment.

The Interim Visit, approximately halfway through the three month period, can also monitor that the candidate's preparation for assessment is satisfactory. Provision must be of high quality and protect the integrity of the award of QTS. Ofsted requires providers to ensure their governance and controls are as rigorous and robust as they are for ITT.

The Interim Assessor will:

- carry out one lesson observation - it may relate to the existing preparation plan but not necessarily. This will be a joint-observation with the Professional Tutor or School Mentor to agree on grading for the lesson and confirm the standard expected;
- confirm that two out of the minimum four lesson observations have been carried out satisfactorily;
- verify that the AO's written evaluations of the lessons gave due emphasis to assessing the learning and pupils' progress;
- modify the preparation plan in the light of what is found, if necessary (eg by requiring more observations and mentor discussions);

- examine the draft Portfolio and accompanying Portfolio Evidence Table - the Interim Assessor will make suggestions and advise if evidence looks inadequate. Approximately **one third** of the draft portfolio should be complete by this stage;
- answers questions that the AO wishes to raise.

The Final Assessment Visit

A Final Assessor will contact the AO at some point during their programme to arrange a date for final assessment. The final assessment does not take place before the Individual Preparation Plan is complete. The visit takes one day and must take place within three months of the agreed date of starting the programme.

The AO will present the completed portfolio of evidence demonstrating that he or she knows and meets the Teachers' Standards (including all the sub-sections and Part 2), with a complete 'portfolio evidence table' included. The portfolio must be available for scrutiny from the start of the day, and the evidence table is taken away at the end of the assessment.

The Final Assessor will also:

- observe two lessons amounting to approximately two hours of teaching (in the case of primary AOs, at least one of the lessons observed will be in a core subject; for secondary AOs the two lessons should be in different key stages)
- discuss with the School Mentor (approx 30 minutes)
- discuss with the AO (approx 60 minutes)
- examine the separate folder showing that the preparation plan was completed.

The school must provide a room in which the Assessor is not likely to be disturbed while scrutinising the portfolio. The room is also needed to hold the discussions with the School Mentor and with the AO. The Final Assessor must be satisfied that the AO is familiar with all the Teachers' Standards at the appropriate level and has presented evidence of meeting each of them in full.

The Final Assessor will need to see that, as part of the Individual Preparation Plan, all the necessary lesson observations were made while the AO was on the programme.

Final Grade

All providers of Initial Teacher Training now grade teachers gaining QTS. The grades are: Outstanding, Good, Minimum Requirement, Inadequate.

As well as deciding whether an AO gains QTS, the Final Assessor will also recommend a grade using evidence from four areas (lesson observations; the portfolio and other documentation; explanations given during the discussions; and noticeable characteristics).

The Suffolk and Norfolk SCITT Grade Descriptors for Lesson Observations can be found via the link on the SCITT website.

The AO and school will be told the Final Assessor's recommendation to the Assessment Board at the end of the day.

Report and Recommendation for QTS by the Assessment Board

The Final Assessor does not award QTS but makes a recommendation for consideration by the Assessment Board. A written report will be given under headings - Meeting the Teachers' Standards; Discussions; Documentary Evidence; and Points for Future Development.

The Report makes one of the following recommendations:

- * that QTS should be awarded
- * that QTS should not be awarded.

In addition, the assessment will be graded as Outstanding, Good, Minimum Requirement, or Inadequate.

The AO Assessment Board

The Final Assessor's report is sent to the AO and to the Headteacher of the School, following ratification by the Chair of the Assessment Board if the visit is undertaken in the first half of term, or in the second half of term, following the Suffolk and Norfolk SCITT AO Assessment Board meeting.

The recommendation will be forwarded to the National College for Teaching and Leadership, who award QTS. This procedure can take several weeks.

The AO has an opportunity to appeal against a Final Assessor's recommendation (see below).

Appeals

If the AO believes that the assessment was not carried out properly, or if there were circumstances which could not be revealed before the assessor arrived, the AO may wish to appeal. Appeals can be made only on grounds of administrative or procedural shortcomings, and not against the academic and professional judgment of the Final Assessor.

Appeals should be made in writing and submitted with any supporting evidence to the Suffolk and Norfolk Secondary SCITT Leader within one month of the AO receiving notification of the final assessment outcome.

The only grounds for appeal are:

1. The Final Assessor has not considered all the evidence available or has not actively sought the evidence;
2. The school did not carry out its responsibilities as set out in the Partnership Agreement and agreed Individual Preparation Plan and that this had an effect on the assessment;
3. There were circumstances that affected the AO's performance which could not, for valid reasons, be known before the assessment;
4. There was existing information not available to the final assessor which, had it been available, might have affected the outcome of the assessment.

The SCITT Leader will convene an independent Appeals Panel within four weeks of receiving the appeal correspondence. The panel will include the External Moderator, or other independent education consultant, and experienced ITT colleagues not hitherto associated with the AO concerned.

The Appeals Panel will decide either that:

- a. the decision of the final assessor was properly reached and should stand;
or
- b. the decision of the final assessor may have been affected by any of the grounds cited.

If the appeal is successful, the AO should be allowed one further reassessment carried out by a different Final Assessor. This will be charged to the School/Employer. However, where there is evidence that the Final Assessor's action or inaction contributed to the grounds for appeal, the Appeals Panel will consider whether the Provider should cover the cost of the further reassessment.

The decision of the Appeals Panel will be communicated to the AO and the School within five working days of the Panel meeting. The decision of the Appeals Panel will be final.

Data Protection

- All AO candidates will sign the Suffolk and Norfolk SCITT Privacy Notice and Data Protection Policy and have agreed that their information can be shared with Suffolk and Norfolk SCITT AO staff and consultants where it is necessary in order for us to fulfil the training contract that we have entered into with them.
- Suffolk and Norfolk SCITT AO staff and consultants will use their county council or Suffolk and Norfolk SCITT email addresses for any communication relating to the course.
- Suffolk and Norfolk SCITT AO staff and consultants will keep any information relating to AO candidates (paper or electronic) securely
- Information on AO candidates (paper or electronic) will be kept securely in the SCITT office. Information on unsuccessful AO applicants (paper and electronic) will be kept for 1 academic year and then destroyed. Data on successful AO applicants (paper and electronic) will be kept for 7 years after training is completed and will then be destroyed.
- For full details, please refer to Suffolk and Norfolk SCITT's Data Protection Policy, see <http://www.suffolkandnorfolkscitt.co.uk/partnership>

Glossary of abbreviations

APP Assessing Pupil Progress
CPD Continuing Professional Development
DBS Disclosure and Barring Service
EAL English as an Additional Language
GCSE General Certificate of Secondary Education
ITT Initial Teacher Training
LSA Learning Support Assistant
NARIC UK National Academic Recognition Information Centre
NCTL National College for Teaching and Leadership
NQT Newly-Qualified Teacher
OTT Overseas Trained Teacher
PDC Professional Development Centre
PSHE Personal Social Health and Economic Education
QA Quality Assurance
QTS Qualified Teacher Status
SCITT School-Centred Initial Teacher Training
SD School Direct
SEN Special Educational Needs
SKfT Subject Knowledge for Teaching
SCITT Suffolk and Norfolk School Centred Initial Teacher Training
TA Teaching Assistant
VLE Virtual Learning Environment

Key Personnel 2018-19

Suffolk and Norfolk SCITT Executive Leader: Anna Richards
Suffolk and Norfolk Secondary SCITT and AO Programme Leader: Kate Sida-Nicholls
Suffolk and Norfolk SCITT Salaried and AO Business Support Manager: Debbie Barr
Quality Assurance: Eddie Casey
AO Co-Ordinator: Gill Riley
Assessors: Gill Riley, Jenny Elphick, Sarah-Lou Johnston, Neil Churchill, Anna Catlin plus subject knowledge specialists.