

Timeline for AOR to QTS – Outline of the Assessment Process

Total cost £2,400 (plus £500 fee per additional day, if required)

Stage	Information
Initial enquiry	
Teaching School sends:	Standard paras in email with links to website and application forms, FAQs, self-checklist and timeline.
Enquirer checks:	Eligibility using self-checklist. Process according to FAQs and timeline.
Application and supporting docs submitted:	Applicant form (Part 1) – personal information and details of teaching experience in 2 schools. Supporting documents – copies of GCSE & degree certificates, NARIC confirmation (if applicable), confirmation of skills tests passed, latest Ofsted report, personal statement. Headteacher's endorsement (Part 2).
Teaching School checks eligibility:	All information submitted is acceptable. Skills tests confirmed via official database.
Accepted application	
Teaching School sends:	Partnership agreement for signature. Proforma for 2 nd school mentor's report. Templates for pen portraits of trainee and mentor. SOW guidance and evaluation form (success criteria). Individual Development Plan template and exemplar. Subject Knowledge audit template. Reflective diary proforma. Weekly Mentor meeting proforma. Outline for candidate action plan. Outline interview day plan. Lesson plan and observation proforma (or can agree to use employing school format).
Arrangements for pre-registration visit:	Teaching School & employing school agree a date. Applicant/mentor sends a plan for the day to assessor.
Stage 1 Pre-registration	Payment of £400 for visit
Assessor will undertake:	Observation of applicant teaching a lesson. Meeting with Head/CPD contact/Head of Department, if available. Interview with mentor. Interview with candidate. Feedback to applicant and mentor or Head.
Assessor checks the documents/evidence:	Collection of between 4-6 recent observations graded at least 'good'. Current and previous teaching timetable including class sizes, 50% + loading, 2 key stages. Details of 2 nd school and teaching timetable. Reference letter from Head of 2 nd school. Pen portrait of candidate. Pen portrait of proposed mentor. Weekly mentor checks (to date) – see IDP doc.

	Reflective diary (to date).
	Initial Subject Knowledge audit.
	Proposed Individual Development Plan (12 weeks of training).
	Draft SOW.
If proceeding to assessment, Assessor provides guidance:	Portfolio expectations explained – annotations/evidence – 3 pieces of evidence for each subset of the 8 standards plus part B.
	Outline of requirements for assessment (Completed IDP, SOW, Reflective journal etc).
	Blank tracker and exemplar given, with guidance on completion.
If a further pre-registration visit is necessary:	If the Assessor feels that a candidate has potential, but a further visit is necessary before they are ready to be registered, the additional visit will be charged at £500.
Registration	
Teaching School registers successful candidate:	Entered onto DfE Trainee Teacher Portal – 12 week assessment period begins.
Arrangements for pre-assessment visit:	Teaching School & employing school agree a date.
	Applicant/mentor sends a plan for the day to assessor.
Stage 2 Pre-assessment visit (1)	Payment of £1,000 when day completed
Assessor will undertake:	Observation of teacher using established criteria.
	Interview questions.
	Evidence tracker and portfolio check.
	Appeals and complaints procedures (if necessary).
	Progress check on IDP.
If successful, arrangements for final assessment visit:	Teaching School & employing school agree a date.
	Applicant/mentor sends a plan for the day to assessor.
Pre-assessment visit (No.2)	£500 cost for (each) additional visit
If unsuccessful on pre-assessment visit:	Further visit to be arranged if observation or evidence not at appropriate standard.
Stage 3 Final assessment	3 rd Payment of £1,000 at end of the day
Assessor will undertake:	Observation of teaching – with grade at least ‘good’.
	Examination of tracker and portfolio - with all the standards at least ‘good’.
	Examination of SOW.
	Examination of reflective diary.
	Interview with mentor.
	Interview with applicant.
Moderation:	Paperwork checked.
	Declaration completed and returned to Teaching School.
Stage 4 Award of QTS	
Teaching School:	Enters decision on DfE TTP - either recommendation for award of QTS or ‘standards not met’.

	Sends confirmation of award to successful candidate.
	Sends evaluation form to employing school of candidate.