

INDUCTION NOTIFICATION FORM

This form must be completed and returned to the **Education Workforce Council (EWC)**, at the latest, within **ten working days of the commencement of the period of induction**.

Email to: professionaldevelopment@ewc.wales (copying all parties into the email in lieu of signatures)

A copy should be retained by the school and by the NQT.

This form must also be completed if an NQT starts a period of induction at a school having already part completed a period of induction at a different school.

Before commencing a programme of induction please ensure that all individuals involved in the programme refer to the relevant procedures and advice to include:

- Welsh Government induction regulations, guidance and the professional standards for teaching and leadership – visit [Welsh Government Hwb – Induction](#)
- the EWC's document [Induction - funding, tracking and recording arrangements](#)

Section 1 TEACHER'S PERSONAL DETAILS

Name

Teacher reference number

Date of birth

Email address

The email address provided above will be used to update your record on the register of education practitioners and for the administration of the induction programme.

Section 2 EMPLOYMENT DETAILS DURING INDUCTION

School name

LA name

Start date

Hours of work

☐

full-time

☐

part-time

If part-time, indicate the number of sessions worked each week (a session is a full morning or afternoon)

Type of employment

☐

permanent

☐

temporary

☐

supply

If temporary or supply, what date will the employment end?

Section 3 TEACHING SPECIALISM

Key stage

Age range

Subject

Section 4 PREVIOUS PERIOD OF INDUCTION COMPLETED BY THE TEACHER

It is the school's responsibility to establish whether any previous period/s of induction has/have been completed by the NQT

Has the NQT completed any period of Induction prior to this appointment? Yes ☐ No ☐

If yes, and started from 1st September 2014, please access the teacher's online Induction Profile. If the teacher previously worked in England or started induction prior to 1st September 2014, it is the school's responsibility to request all relevant documentation from the NQT's previous school. In either case it is then the school's responsibility to establish exactly how much induction the NQT has already completed, and complete the remainder of this section.

What period of induction has already been completed?
(Please state the number of terms, weeks or sessions)

Please give details of school(s) and LA(s) where period of induction was completed

Section 5 DECLARATIONS

In accordance with WG guidance teachers undertaking induction must have QTS and must be registered with the EWC in the category of school teacher.

In addition to this, under the Education Workforce Council (Main Functions) (Wales) Regulations 2015, registration is a statutory requirement for every qualified school teacher who carries out the specified work of a school teacher in a maintained school in Wales. In accordance with these Regulations, employers have a legal obligation to ensure that their employees are registered with the Council prior to commencing work.

I confirm that I was awarded QTS after 1st April 2003 and that I am registered with the EWC in the category of school teacher

Induction teacher's signature Date

I confirm that this teacher was awarded QTS after 1st April 2003, is registered with the EWC in the category of school teacher

Induction mentor's signature Date

Full name Teacher reference number

Email address

The email address provided above will be used to update your record on the register of education practitioners and for the administration of the induction programme.

Headteacher's signature Date

Full name Teacher reference number
Email address

Required for acknowledgement of Induction Notification Form

The data supplied will be used to update your record on the Register of Education Practitioners which we have a legal obligation to maintain. Our privacy notice (available at www.ewc.wales) explains why we record your data on the Register and how it is used. Your privacy is our priority, we take pride in processing your information fairly, lawfully and securely in accordance with the General Data Protection Regulations and the Data Protection Act 2018 relevant data protection legislation. Thank you for helping us. Please contact media@ewc.wales to receive a copy of this form in another format.

The data (provided on this form and additional data held on the Register of Education Practitioners in Wales) will be shared with selected third parties including Induction Mentors, Induction Validators, regional education consortia/local authorities in order that they may perform their role as the Appropriate Body in induction, the Welsh Government and any organisations contracted to work on behalf of the Welsh Government. No details will be passed to external organisations for marketing purposes without the prior consent of the teacher.