

INDUCTION FUNDING CLAIM FORM

This form must be completed and returned to the **Education Workforce Council (EWC)**, at the end of each academic term during which the teacher is undertaking induction.

by post to: EWC, 9th Floor, Eastgate House, 35-43 Newport Road, Cardiff, CF24 0AB

by e-mail to: professionaldevelopment@ewc.wales (only if the school has the facility to scan a signed copy)

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

This form should only be submitted if the school has previously submitted an Induction Notification Form to the EWC for this teacher. The EWC will compare the information provided on this form with the information provided by the school on the Induction Notification Form in order to calculate the amount of induction funding to release to the school and update the NQTs induction session information. If any of the information provided to the EWC on the Induction Notification Form has changed the school should submit supplementary information in the relevant box in Section 4.

Section 1 INDUCTION TEACHER'S PERSONAL DETAILS

Name

Teacher
reference
number

Date of
birth

Section 2 EMPLOYMENT DETAILS

School name

LA name

Section 3 INDUCTION SESSIONS COMPLETED

Please indicate below the number of sessions completed by the teacher during the most recent **academic term**. **One school session is defined as one morning or one afternoon of employment**

No of sessions completed based upon NQT's contract

Part time teachers only – if the teacher is employed on a part time contract but has completed additional supply work at the school, for which, the school has provided the corresponding statutory induction support please record the number of sessions in this box

No of sessions of absence, if relevant

Please indicate the period of employment during which these sessions were completed.

From (date)

To (date)

Will this teacher be continuing employment at the school?

Yes

☐

No

☐

If yes, when is the employment due to end?

If no, please confirm the NQT's new employment details

PTO – Declarations page overleaf which must be signed in order for funding to be released and for the session information to be recorded on the NQT's record

Section 4 CHANGES

Please indicate in the box below if there have been any changes to the NQT's contract since the submission of the Induction Notification Form or any significant information which may impact on the sessions completed by this NQT.

Section 5 DECLARATIONS - IMPORTANT

Please ensure that all parties read and sign the following declarations. The Welsh Government provides schools with induction funding to assist with the provision of the statutory entitlement of NQT's to a 10% reduction in their teaching time (in addition to their PPA time), therefore, in signing below, you are confirming that the school has made this provision.

You are also confirming that you have fulfilled your role in maintaining an Induction Profile, including completing the relevant sections using the online facility, or, if induction started prior to 1st September 2014, that you have been submitting the required sections to the Local Authority.

The Headteacher's signature is necessary to enable the LA/AB to verify the NQT has completed the induction sessions. There is no longer a requirement to validate sessions stated on this form in section 4 of the Induction Profile.

NQT'S DECLARATION

I confirm that I have completed the number of sessions as recorded overleaf during the academic term. I also confirm that I have received the statutory induction support from the school, including the benefit of a 10% reduced teaching time (over and above the statutory non-contact time for PPA), the support of an induction mentor and that I have been maintaining my Induction Profile.

Induction teacher's
signature

Date

SCHOOL BASED MENTOR'S AND HEADTEACHER'S DECLARATION

I confirm that the aforementioned teacher has completed the number of sessions as recorded overleaf during the academic term. I also confirm that the teacher, based upon this number of sessions, has received the statutory induction support from the school, including the benefit of a 10% reduced teaching time (over and above the statutory non-contact time for PPA), the support of an induction mentor and that I have fulfilled my role in assisting the teacher to maintain an online Induction Profile, or where the teacher started induction prior to 1st September 2014, have been submitting the required sections of the Induction Profile to the Local Authority.

Induction mentor's
signature

Date

Full name

Email address

(The EWC may wish to contact you with queries relating to the details noted on this form)

I certify that the NQT has been employed as a teacher for the number of sessions stated on this form

Headteacher's
signature

Date

Full name

(In the absence of the Headteacher the form must be signed by a member of the Senior Leadership Team)

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, External Verifiers, LAs 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.