



Colchester Teacher
Training Consortium



Assessment Only Route Summary

2017 -2018

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Updated October 2017 by Alastair Heath-Robinson

CTTC ITT – Vision Statement

Inspiring tomorrow's teachers

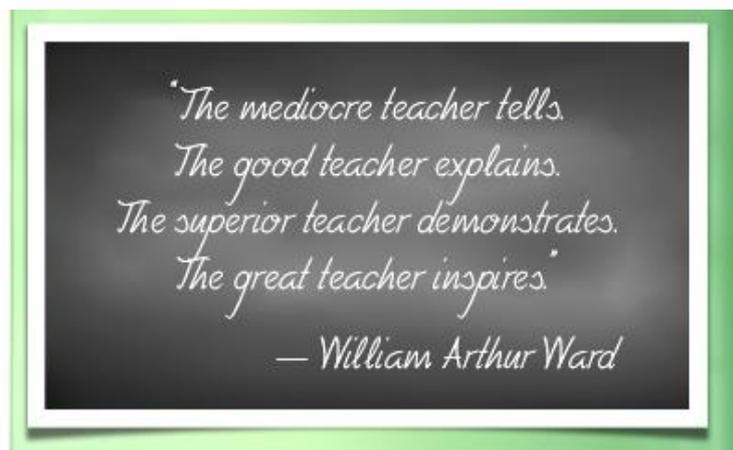
High quality recruitment for trainees for local schools.

The Colchester Teacher Training Consortium is fully committed to the ideals and principles of School Centred Initial Teacher Training and has the personnel, resources and the will to make teacher training in Colchester schools a success.

Our goal is to provide the very best Initial Teacher Training, and to equip our trainees with the skills and knowledge for a rewarding career in Education. We endeavour to ensure this through celebrating the diversity of the consortium and promoting interdependence, providing high quality professional development for personnel in schools and developing a culture of professional self-evaluation.

Aims

- To provide an excellent course for School Centred Initial Teacher Training that meets the expectations of each trainee.
- To provide a stimulating, challenging, rewarding and enjoyable course for all trainees and indeed all mentors, tutors and personnel associated with its delivery.
- To provide a course that is flexible and one that can be adapted to the needs of individual trainees and one that can respond to local and national changes in education.
- To recruit high quality trainees to the course and to ensure they complete their training.
- To increase the number of high quality new teachers available to schools, particularly in Colchester, and thereby ease recruitment difficulties and improve the quality of education schools are able to offer to their pupils.





Colchester Teacher
Training Consortium

Dear Colleague,

We are delighted that you are interested in the Assessment Only (AO) route to Qualified Teacher Status (QTS).

If you are an unqualified teacher with a degree and at least 2 years' teaching experience you can gain qualified teacher status (QTS) in as little as 12 weeks through our Assessment Only route course without having to train. Gaining QTS via this route will allow you to become a qualified teacher without leaving your school by demonstrating that you meet the Teachers' Standards.

Whilst on this route, you will be supported by a school mentor, CTTC training manager and us as the Consortium Directors. At every stage of the AO route we will be available to provide support and guidance to ensure that you provide all of the evidence required to secure QTS.

Best wishes for a successful and happy start to your teaching career.

Alastair Heath-Robinson
Primary Course Director

Sarah Martin
Secondary Course Director

Contact Details

Colchester Teacher Training Consortium

Colchester County High School for Girls

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Lead School	Colchester County High School for Girls
Website	www.colchesterttc.org.uk

The Assessment Only Route Summary

The AO route is a route to QTS that **does not require individuals to complete teacher training**.

Who is suitable for our AO route?

Your teaching experience should have occurred in at least two schools and across two consecutive key stages in either the primary or secondary phase, giving you the opportunity to gather significant evidence to show that you meet the QTS Teachers' Standards. Your evidence will show that you are able to plan, assess and teach to a good standard in your chosen subject or age range/phase and demonstrate that you had full responsibility for the classroom. This teaching experience will need to have been gained across two **consecutive** age phases selected from the following:

Ages 3-11 (Primary)

Ages 7-14 (Middle)

Ages 11-19 (Secondary)

Anyone teaching in a school that follows the English national curriculum can apply for the Assessment Only route. We will assess your teaching by reviewing your portfolio of evidence and observing your teaching at your current or placement school.

Our Assessment Only route to QTS is available in primary schools, special schools, PRUs and all main secondary subjects in state funded, free schools, academies and independent schools.

Commitment to Safeguarding

All potential candidates are reminded of our shared commitment to safeguarding children in schools. All candidates undergo rigorous background checks and we expect you to fully engage with and adhere to the safeguarding procedures and policies within your placement school including PREVENT duty. We commit to keeping you up to date with all relevant legislation and will rigorously remind you and make reference to how to conduct yourself in order to maintain your own safety and that of the young people you work with in school.

Please refer to our own and your placement school's safeguarding policy regularly.

Finance *(All fees are subject to VAT where applicable)*

- If your application is accepted, you will be invited to proceed to the **Initial Needs Assessment (INA)**. A non-returnable fee of £750 is payable before this can take place to cover the cost of the interview, lesson observation, interview with line manager, selection panel and general administration
- Once accepted onto the AO route, there is then a further non-returnable fee of £750 for the **Final Assessment** visit and a final fee of £1500 for the **Quality Assurance visit and Awarding of QTS**.

Eligibility Criteria Checklist

	Criteria	Declaration
1.1	Have achieved a standard equivalent to grade C or above at GCSE level in English and Mathematics. Those intending to teach pupils aged 3-11 will also need to have achieved a standard equivalent to grade C or above at GCSE level Science	
1.2	Hold a first degree from a UK higher education institution or equivalent qualification: 300 HE credits with at least 60 at Level 6	
1.3	Demonstrate that you are already a highly competent classroom teacher (at least 'Good' based on the Ofsted criteria for teaching) and you meet the QTS Standards across a minimum of two consecutive age ranges for your chosen teaching specialism in two schools. (Initial evidence may include lesson observations of your teaching from senior staff, Head Teacher references, and performance management documents.)	
1.3	Possess the intellectual and academic capabilities needed to meet the required QTS standards	
1.3	Have the ability to communicate clearly and effectively in standard English	
1.3	Possess the appropriate qualities, attitudes and values expected of a qualified teacher	
1.3	Have met the Secretary of State's requirements for health and physical capacity to teach	
1.3	Have been subject to and passed the Disclosure and Barring Service (DBS) and criminal records and background checks	
1.4	Have passed the literacy and numeracy professional skills tests	
1.5	Have undertaken significant teaching experience in at least two schools where you have had full responsibility for whole classes for at least 2 years . (Though we do take into consideration Teaching Assistant experience and PPA cover, you must have had significant experience being fully responsible and accountable for planning, teaching and assessing the same class/classes.)	
1.5	Have taught across two consecutive age ranges within chosen pathway	
PA	Be employed in a school in a teaching role by the time you start the programme that is willing to support you through the process	
PA	Your school will need to allocate you a mentor and ideally the equivalent to a NQTs' timetable for the 12 week process to allow you time to be observed and assessed whilst also preparing your portfolio of evidence.	

How to Apply

1. Download and complete the ***Application form*** from the website, providing the name and contact details of two referees from the schools where you have taught (one could be the current head teacher who has signed your Eligibility Criteria).
2. Complete the ***Eligibility Criteria declaration*** and sign the declaration that you meet all of the criteria within the application form.
3. Request that your employing head teacher (this must be the head teacher and no other senior member of staff) also signs the ***Eligibility Criteria declaration*** within the application form.
4. Request that your employing head teacher signs the ***Partnership Agreement*** within the application form.
5. Download and complete the ***Candidate Assessment Profile (CAP)*** document, identifying what evidence you have under each of the Teacher sub-standards (you do not need to provide the evidence at this stage).
6. Return the application to the relevant **Course Director (Primary or Secondary)** via email using the contact details on Page 5.
7. Applications can be submitted to the ITT team at any time of the year
8. The programme will run for a maximum of 12 weeks



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AO Route Programme Structure and Assessment

Assessment Summary

Stage 1 - Application	Stage 2 - Initial Needs Assessment	Stage 3- Assessment Visit	Stage 4 - Final QTS Assessment visit
<ul style="list-style-type: none"> • Candidate checks eligibility for AO Route on website • Candidate completes application form and both candidate and head teacher sign declaration that the candidate meets the Eligibility Criteria and the head teacher recommends the candidate for the AO route • Head teacher signs the partnership agreement statement of commitment from the school • Candidate completes self-assessment against Candidate Assessment Profile (CAP) and overview of supporting evidence for each TS sub standards 	<ul style="list-style-type: none"> • Full day visit from CTTC Assessor • Assessor reviews the CAP, SK Audit and supporting evidence in the portfolio • CTTC Assessor meets with the Mentor and Head teacher to discuss candidate's portfolio of evidence • Joint observation between CTTC Assessor and Mentor of candidate teaching a full lesson • View and complete compliance documentation • If successful, set an Assessment plan • Register on course • Weekly Assessment meetings with mentor to address assessment plan 	<ul style="list-style-type: none"> • Full day visit from CTTC Assessor when the candidate is Assessment Ready • Assessor reviews progress against Assessment Plan • Final review of portfolio of evidence against the CAP • Full Lesson observation with mentor • Report prepared by Assessor with recommendation for QTS 	<ul style="list-style-type: none"> • Half-day visit from CTTC QA (Quality Assurance) Assessor to verify and approve Assessment Visit Report • Full lesson observation • Candidate informed if successfully met the standards for QTS within 7 days • NCTL informed of result and candidate notified of QTS status • No more than 12 weeks must have elapsed from enrolment onto the programme

Key Responsibilities

The School

- ✓ Agree to employ the candidate for the duration of the assessment period
- ✓ Carry out an observation of teaching prior to the candidate's application to satisfy themselves that the candidate meets the **Eligibility Criteria**
- ✓ Provide an appropriate teaching timetable to ensure the candidate is able to meet the requirements of their **Assessment Plan** and to demonstrate that they meet the Teachers' Standards
- ✓ Nominate a senior member of staff for liaison with CTTC regarding progress
- ✓ Provide a mentor with the time, desire and ability to undertake the assessment role effectively. The mentor will need to be a good or outstanding practitioner with 2+ years' experience and a specialist in the candidate's subject (secondary)

The Mentor

- ✓ Hold a regular weekly meeting at a set allotted time with the candidate for at least 1 hour per week
- ✓ Record progress against targets in candidate's **Assessment Plan**
- ✓ Support the candidate and provide guidance for preparation for assessment
- ✓ Carrying out a minimum of 8 lesson observations (1 for each Teachers' Standard) and at least once a week with written feedback using the CTTC forms.
- ✓ Grade observed lessons based on the impact on pupils' learning
- ✓ Recommend the candidate for their **Assessment Visit** when ready and within 12 weeks of commencing the programme

The candidate

- ✓ Must take full class responsibility for the pupils they teach (across two consecutive age ranges if required as part of **Assessment Plan**)
- ✓ Record and review progress against targets in **Assessment Plan** by making reference to impact on pupils' learning
- ✓ Be proactive and engage in all aspects of their QTS preparation including being observed teaching at least once per week

CTTC Assessor & QA Assessor

- ✓ Provide an Assessor and QA assessor to monitor and support the candidate's progress towards collating evidence of meeting the Teachers' Standards
- ✓ Moderate the judgements made by the school
- ✓ Complete reports and make recommendation for QTS when Teachers' Standards have been met to the required standard and in agreement with the Headteacher

Stage 1 - Application

The application onto the Assessment Only route is a joint application from both the candidate and the school.

1. The first step is to ensure that the candidate meets all of the **Eligibility Criteria** and has a signed declaration from themselves and the school to confirm this.
2. The next step is to complete the **Candidate Assessment Profile (CAP)** identifying the evidence held for each of the **Teachers' Standards**. This portfolio of evidence will become an essential part of **Stage 2 – INA (Initial Needs Analysis)**. Remember to

only include evidence that you actually have as this will be the basis of offering you an **Initial Needs Assessment** interview. You will need to have submitted the fees of £750 before this takes place, but if the evidence that you actually submit on the INA visit does not match that declared, you may not be accepted onto the programme but the fees cannot be returned.

3. Carry out and submit evidence from **Subject Knowledge Audit**.
4. Finally, the **Application form** must be completed with relevant references and employment history.

Stage 2 – Initial Needs Assessment (INA)

Once the Primary or Secondary Course director is able to confirm that they candidate is eligible for the AO route, they will contact the school to set up an Initial Needs Assessment Visit. This visit will verify the application and if successful, register the candidate for the programme and set the **Assessment Plan** targets.

The programme for the day will be as follows:

1. Full lesson observation – 1 hour joint observation with the candidate’s mentor, identifying impact on pupils’ learning and followed by joint feedback of approximately 30 minutes (1hr 30 mins)
2. Interview with candidate to review portfolio of evidence already collected including **Subject Knowledge Audit** (2 hrs)
3. Interview with head teacher (30 mins)
4. Review of compliance documentation:
 - a. **Original certificates** for the candidate’s qualifications must be available. The Assessor will photocopy and sign the copy for CTTC’s records
 - i. **GCSE Maths, English, (Science for Primary) grade C or above** or equivalent
 - ii. **Bachelor degree certificate** or equivalent
 - iii. **Certificate from NARIC** to confirm they are equivalent if qualifications are from overseas
 - b. **DBS Disclosure number**
 - c. **Fitness to work certificate**
 - d. **Safeguarding references**
 - e. Copy of **lesson observation** carried out by the school before application made
5. Compile a draft **Assessment Plan** if recommending for the programme.

The Assessment Plan

During the INA visit, the assessor will set up a draft **Assessment Plan** that will need to be fulfilled before the **Stage 3 – Assessment Visit**.

This plan sets out the activities that the candidate will need to carry out in order to complete their evidence against the **QTS** Standards. This will also be used as the basis for the support provided by the mentor ready for the assessment visit. **Documentary evidence** of the Assessment Plan’s completion will be required at the assessment visit.

Portfolio of Evidence

Are you Assessment Ready?

In order for the AO candidate to be assessment ready, they will need to have collected a portfolio of evidence against each of the Teachers' Standards for QTS. At least one piece of evidence will need to have been uploaded for each sub-standard.

The evidence must cover more than one school and across 2 consecutive key stages in their chosen age phase, i.e:

Early Years and KS1

KS1 and KS2

KS3 and KS4

The evidence collated will arise from the normal work of a teacher and should demonstrate the impact that the candidate has had on pupils' learning and progress over time.

Typically, a portfolio will include:

- Lesson observations and evaluations carried out by experienced teachers
- The candidate's own evaluations of lessons taught
- The candidate's observations of experienced colleagues teaching
- Witness statements from head teachers and senior colleagues
- Reflections about the impact of professional development activities prior to starting the assessment period on their teaching practice
- Assessment records including pupils' work, marking, reports to parents, tracking grids, target setting, etc.
- Involvement in extra-curricular learning activities
- Evidence of working with colleagues

The minimum requirements for evidence are:

- ✓ The CAP highlighted by the assessing mentor with at least Grade 2 achieved in each standard
- ✓ 1 piece of evidence for each sub-standard of the QTS Teachers' Standards
- ✓ 8 lesson observations and evaluations carried out by experienced teachers, 1 for each of the Teachers' Standards
- ✓ Witness statement from 2 head teachers. 1 for each school taught in.
- ✓ Assessment records and pupil tracking data showing at least expected progress for a cohort of children including for groups over at least 1 term.
- ✓ Planning covering short (lesson plans), medium and long term plans with evaluations.
- ✓ Subject knowledge audit
- ✓ Completed and evidenced INA Assessment Plan
- ✓ Signed declaration from the headteacher that the candidate meets Part 2 of the Teachers' Standards in particular with reference to Prevent and British Values

Stage 3 – Assessment Visit

Once the mentor feels that the AO candidate is Assessment ready, (this must be well within 12 weeks of starting the programme) they will contact CTTC to arrange for an Assessment visit.

This is a full day visit, though the assessor may not need to be in school for the full duration of the day.

During the visit, the CTTC Assessor will:

- Observe the candidate teaching a full lesson with the mentor (1hr)
- Interview with the candidate to (1hr):
 - Check the evidence against each of the Teachers' Standards
 - Check evidence against the Assessment Plan
 - Scrutinise the candidate's subject knowledge audits
- Interview with the mentor (1hr)
- Interview with Head teacher (15minutes)
- Suggest NQT transition targets
- Complete a report making a recommendation that QTS should or should not be awarded

Stage 4 – Final QTS Assessment Visit

On receipt of the CTTC Assessor's report recommending a candidate for QTS, a Final QTS Assessor will contact the school to arrange for a final QTS Assessment Visit.

This is a half-day visit to verify and quality assure the CTTC Assessor's recommendation for QTS.

During the visit, the QTS Assessor will:

- ✓ Observe the candidate teaching a full lesson
- ✓ Verify the evidence collated
- ✓ Interview the mentor and head teacher
- ✓ Validate the report making a recommendation for QTS or recommending that QTS should not be awarded.

Once the recommendation for QTS has been received by the relevant Course Director, the report will be reviewed and approved. Where the candidate is successful, the National College for Teaching and Learning (NCTL) will be informed of the recommendation and they in turn will award the candidate QTS.

This procedure can take a number of weeks. However, CTTC will notify the candidate of the outcome within 2 weeks of the final visit. The candidate will then be able to download their certificate via the NCTL self-service portal and the candidate will become a **Newly Qualified Teacher (NQT)**. Information regarding the statutory arrangements for the induction of NQTs can be found on the Department for Education's website.