

Registering NQTs for Induction

Eligibility to Begin Induction

QTS

Before NQTs can begin their induction period, they must have **Qualified Teacher Status**, which includes the requirement that they have successfully passed the Skills Tests in Numeracy and Literacy.

For further details, please see the NQT Induction Handbook P. 5

Suitability of the post for induction

It is the school's responsibility to ensure that the post is suitable for induction.

A post is NOT suitable for induction when an NQT is employed for a period of **less than one school term** (i.e. to start or to continue their induction)

For further details about suitable posts, please see the NQT Induction Handbook P.6, P.9 and P. 10

Registration with an Appropriate body

It is the school's (or setting's) responsibility to **register** their NQT(s) with an Appropriate body **before** the NQT can start induction.

The administration system for managing NQT's Induction is an automated online Secure System and all registration of NQT's and the completion and submission of assessments is carried out through the secure online database system (NQT Manager).

The start date for induction will be determined by the appropriate body and must be agreed in advance with the Headteacher and the NQT.

The registration of an NQT requires detailed information about them and the Induction tutor with direct contact details, an outline of the post and information about any completed induction periods in other schools / settings.

Where an NQT has already completed part of their induction in another institution, it is the **school's responsibility** to obtain copies of any previous assessment forms (including interim assessments).

They should establish how much induction time remains to be served and alert the new appropriate body where concerns have been raised about the NQT's progress.

For further details, please see the NQT Induction Handbook.