STAGES FOR SUCCESSFUL COMPLETION

Stage 1 – Enquiry

After your initial enquiry via the University of Chichester AO website you will be contacted by the AO Coordinator or AO Administrator to establish interest and to discuss further procedures.

There may be an additional requirement for the school and candidate to arrange a 6 weeks second school teaching context before submitting an application.

Stage 2 – Application

Both the school and applicant will need to complete the application form on the website and return an electronic and paper copy to the AO administrator.

Applicant will need to include relevant qualifications, teaching experience, personal statement and name of second school referee to be contacted.

School to complete ITT details and experience along with reference for applicant.

Stage 3 - Subject Knowledge Audit and Portfolio of Evidence

If the application is successful, the applicant will need to complete a Subject Knowledge Audit and send to the university tutor before the Initial Assessment Visit (IAV) takes place.

Also, the Portfolio of Evidence (to include evidence for each of the Teachers’ Standards) will need to be collated (see separate guidance sections for content) ready for inspection at the IAV.

Stage 4 – Initial Assessment Visit

The AO coordinator will contact the school and applicant to arrange the Initial Assessment Visit to take place in school. 4 -5 hours should be set aside for this stage. The IAV will include:

1. Joint lesson observation with the mentor plus feedback given (1.15 hours total)
2. Interview with the candidate by the university tutor ( 30 mins)
3. Presentation (20 mins) by candidate on a current issue in schools (university tutor and at least one other school colleague present)
4. Submission of portfolio of evidence to support the Teachers’ Standards
5. Submission of subject knowledge audit
6. Written English exercise (20 mins) (Primary to also include Maths exercise)
7. Discussion with candidate, mentor and professional tutor/ITT coordinator to identify areas for professional support during the assessment phase, pattern of required lesson observations, mentor meetings, action plans, etc. (1 hour)

Stage 5 – Acceptance

If the IAV is successful and the candidate is provisionally accepted onto the AO route an appropriate start and completion time will be agreed.

- School to complete and sign the University Partnership Agreement.
- Registration of the candidate by the university with the national College for Teaching and Leadership (NCTL)
- Once provisionally accepted, the school/applicant will be invoiced by the university for £500 the first installment of the total amount of £2,600).
- School / candidate will receive letter of acceptance from the university

Stage 6 – Assessment Phase

The Assessment Phase will be through the following:

- Weekly formal lesson observations by the mentor recorded on the University of Chichester proforma graded in accordance with the UoC Lesson Observation Criteria.
- Feedback (both oral and written).
- Weekly mentor meetings – 1 hour ring fenced time. Target setting log to be completed.
- Interim Report submitted by mentor at mid-way point.
- University tutor visits – 2 joint lesson observations plus Final Assessment / Evidence Check
- Candidate’s Teaching file, Standards Tracking document and updated Portfolio of Evidence
- Visit by External Examiner for Quality Assurance purposes
Stage 7 - Final Assessment and Evidence Check

At the Final Assessment –

- A report will have been written by the mentor and submitted in advance to the university tutor.

- The Standards Tracking document (see separate section for details) and completed Portfolio of Evidence will be submitted for inspection by the tutor. Both should be ‘signed off’ for the recommendation for QTS.

- Discussion with candidate and mentor to consider overall progress during the Assessment Phase and the final decision made indicated by Pass / Fail.

Stage 8 QTS Recommendation

On successful completion of the Final Assessment, the university will inform the NCTL of the outcome and the recommendation for the award of QTS. The candidate will be presented to the university Exam Board, from which a letter of confirmation will be sent. The NCTL will inform the candidate of their changed teaching status and will issue their teacher registration number.