



Department
for Education

Appropriate Bodies Guidance: Induction and the Early Career Framework

March 2021



Department
for Education

Appendix C - Early Career Teacher: Formal Assessment Template

Below is a form which induction tutors can use to complete formal assessments of Early Career Teachers (ECTs) during or at the end of their statutory induction. Further guidance is available on GOV.UK.

Form handling advice

- This form is for the member of staff assigned as the induction tutor for an ECT to complete, as well as the ECT and the headteacher
- A summary of the evidence considered in reviewing the ECT's progress and how it supports the assessment is sufficient. There is no need to reproduce all the evidence in detail. The appropriate body may request to see copies of relevant evidence if required.
- A copy of the completed report should be sent to the appropriate body shortly after the assessment, within 10 working days if this is the final assessment

Personal details and induction details

| | |
|--|----------------|
| Full name of Early Career Teacher (ECT) | |
| ECT Teacher Reference Number (TRN) | |
| ECT date of birth (DD/MM/YYYY) | |
| School/Academy name | |
| Induction tutor name and role | |
| Mentor name and role | |
| Assessment period start date | |
| Assessment period end date | |
| Term 1 / 2 / 4 / 5 / Other? | |
| Is the ECT full-time or part-time? (Give the FTE if PT) | FT / PT |
| Days absent in this assessment period | |
| Name of appropriate body receiving this report | |

Assessment period details

1. Which period of the ECT's induction does this formal assessment cover? (Select one of the below)

- End of first assessment period
- End of second or final assessment period

- Interim assessment i.e. the ECT is due to complete induction at another establishment

If the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction.

Use this box for the answer

2. If this is a final assessment, how many days has the induction period been reduced by (if any)? Any reductions to the induction period require prior agreement with the appropriate body

Use this box for the answer

3. Based on the teacher's performance against the Teachers' Standards within the assessment period, which one of the following statements is applicable?

- The above named teacher's performance indicates that **they are making satisfactory progress** against the Teachers' Standards within the induction period
- This is the above named teacher's final assessment period **and** their performance indicates that **they have successfully met the** Teachers' Standards within the induction period
- The above named teacher's performance indicates that **they are not making satisfactory progress** against the Teachers' Standards for the satisfactory completion of the induction period

4. Briefly describe how any evidence demonstrates progress made towards meeting the Teachers' Standards. Do not reproduce evidence in full. The Teachers' Standards are available here:

<https://www.gov.uk/government/publications/teachers-standards>

TS1 Set high expectations which inspire, motivate and challenge pupils

Use this box for the answer

TS2 Promote good progress and outcomes by pupils

Use this box for the answer

TS3 Demonstrate good subject and curriculum knowledge

Use this box for the answer

TS4 Plan and teach well structured lessons

Use this box for the answer

TS5 Adapt teaching to respond to the strengths and needs of all pupils

Use this box for the answer

TS6 Make accurate and productive use of assessment

Use this box for the answer

TS7 Manage behaviour effectively to ensure a good and safe learning environment

Use this box for the answer

TS8 Fulfil wider professional responsibilities

Use this box for the answer

Personal and professional conduct

Use this box for the answer

5. Briefly describe any areas for development. Even if this is the ECT's final assessment during induction and they have successfully demonstrated having met the Teachers' Standards, it can still be useful for the ECT's continued development to complete this section.

Use this box for the answer

6. If the ECT is not on track to successfully complete induction, has a support plan been put in place? *(If yes, please attach the support plan)*

Yes / Not yet / Not applicable

7. If the ECT is not on track to successfully complete induction, is an extension to the induction period required?

Yes / Not yet / Not applicable

If yes, please include details of the length of extension being recommended

Use this box for the answer

8. If the ECT is due to continue with induction, is the ECT expected to remain at this school for the duration of the next assessment period?

Yes / No

If 'No' and the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction.

Use this box for the answer

Teacher comments

9. Has the ECT discussed this report with the induction tutor and/or headteacher?

- Yes
- No

10. **ECT's comments** on this report and/or their performance in the assessment period

Use this box for the answer

11. **ECT's confirmation that they have continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?**

- Yes
- No

If no, please explain why an ECF-based induction has not been accessed or what statutory entitlements have not been met

Use this box for the answer

Section 3 – Signatures

Induction tutor. This progress review was completed by:

| | |
|--------------------------|--|
| Signature | |
| Date (DD/MM/YYYY) | |

Headteacher.

| | |
|--------------------------|--|
| Signature | |
| Date (DD/MM/YYYY) | |

Early Career Teacher.

| | |
|--------------------------|--|
| Signature | |
| Date (DD/MM/YYYY) | |

This completed assessment form should be sent to the appropriate body within ten working days of the relevant assessment meeting, with copies retained by the ECT and the school.

Guidance for early career teachers' induction is available on GOV.UK

GDPR statement on data collection

As documented in Statutory Guidance, appropriate bodies are responsible for the collection, retention and storage of data. Appropriate bodies are responsible for submitting relevant data to the Teaching Regulation Agency (TRA) via the Database of Qualified Teachers (DQT).

© Crown copyright 2021



Department
for Education

Appendix D - Early Career Teacher: Progress Review Template

Below is a form which induction tutors can use to complete progress reviews of Early Career Teachers (ECTs) in any term where a formal assessment is not required. Further guidance is available on GOV.UK.

Form handling advice

- This form is for the member of staff assigned as the induction tutor for an ECT to complete
- Only a summary of the evidence considered in reviewing the ECT's progress is required. **There is no need to reproduce all the evidence in detail**
- In all instances, send copies of this form to the ECT and their designated mentor
- If an ECT is deemed not to be on track to meet the relevant standards or if copies are requested, send copies of this form to the headteacher/principal and the appropriate body

Personal details and induction details

| | |
|--|---------|
| Full name of Early Career Teacher (ECT) | |
| ECT Teacher Reference Number (TRN) | |
| ECT date of birth (DD/MM/YYYY) | |
| School/Academy name | |
| Induction tutor name and role | |
| Mentor name and role | |
| Progress review period start date | |
| Progress review period end date | |
| Term 1 / 2 / 4 / 5 / Other? | |
| Is the ECT full-time or part-time? (Give the FTE if PT) | FT / PT |
| Days absent in this period | |

Progress review period details

Progress reviews are expected to take place in any term in which a formal assessment is not scheduled.

1. At formal assessment points and to successfully complete induction, the ECT's performance against the Teachers' Standards will be assessed. **Based on current performance and rate of progress, is the ECT on track to successfully complete induction by the end of their induction?**

Yes / No

2. **Give brief details for the reason(s) for your answer to question (1).**

Where an ECT is deemed not to be on track to successfully complete induction, list any Teachers' Standards (including personal and professional conduct) where there is cause for concern and how any evidence supports that concern.

Use this box for the answer

3. **If the ECT is not on track to successfully complete induction, has the ECT been informed?**

Yes / No

4. **If the ECT is not on track to successfully complete induction, has a support plan been put in place?** *(If yes, please attach the support plan)*

Yes / Not yet

5. **Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?** *(If no, please explain why an ECF-based induction has not been accessed or why statutory entitlements have not been met)*

Yes / No

6. Is the ECT expected to remain at this school for the duration of the next term?

Yes / No

If 'No' and the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction. An interim formal assessment may instead be required in order to give a fuller picture of the ECT's progress to date to the new institution and/or appropriate body.

Use this box for the answer

Teacher comments

Use this section for the early career teacher to make any brief comments themselves.

Use this box for the answer

Section 3 – Signatures

Induction tutor. This progress review was completed by:

| | |
|--------------------------|--|
| Signature | |
| Date (DD/MM/YYYY) | |

Early Career Teacher.

| | |
|--------------------------|--|
| Signature | |
| Date (DD/MM/YYYY) | |

In all instances, copies of this progress review should be provided to the ECT and their designated mentor.

If the answer given to questions (1), (3), (5) or (6) is 'No', or if the appropriate body has requested a copy, copies should also be provided to the headteacher/principal and appropriate body. Additionally, appropriate bodies are able to request copies of any ECT's progress review forms.

GDPR statement on data collection

As documented in Statutory Guidance, appropriate bodies are responsible for the collection, retention and storage of data.



Department
for Education

© Crown copyright 2021

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London,
TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk