The QTS Training and Development File

During every school placement trainees are required to keep two professional files:

1. A **Placement Experience file** which will contain lesson plans, evaluations, units of work, assessment records and other documentation related to the day to day teaching in school
2. A **QTS Training and Development file**.

The QTS Training and Development file is an essential record of the training received in school, evidencing progress towards being recommended for Qualified Teacher Status and recording where evidence of achieving the Teachers’ Standards can be found. This file is thus the key mechanism for the Partnership to ensure and verify that each trainee may be recommended for QTS at the end of their training course and will form part of the final assessment (triangulation).

The QTS Training and Development file along with the Placement Experience file(s) must be available in school at all times (the QTS Training and Development file is a One Drive folder and it is advisable that Placement Experience files are electronic too) and should be brought by the trainee to all meetings with ITT Mentors in school and with Personal Tutors/Liaison Tutors from LJMU.**Failure to maintain either file to an appropriate standard can result in a recommendation for QTS being withheld as it is a sign of failing to meet the standards for Professional Conduct.**

The QTS Training and Development file **MUST** be organised following the Table of Contents on the downloadable document “QTS Training and Development/ Placement Experience Files – CoVid-19 (September 2020). ALL documents **MUST** be included. This will be checked at the final Triangulation meeting as part of the Recommendation for QTS.

Both ITT Mentors in schools and Liaison Tutors should check this file regularly and note comments on pages 3 or 4. It is the trainee’s professional responsibility to ensure that the file is made available to relevant staff and to keep it up to date.

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| Please also complete the information below:  I confirm that I have read and understood the requirements of Keeping Children Safe in Education | | Signature:  Date: |
| School Name | Designated Safeguarding Lead | |
| Phase 1/Term 1 |  | |
| Phase 2/Term 2 |  | |
| Phase 3/Term 3 |  | |

You should use this calendar to indicate your attendance at School placements, University sessions and any School-based training, which are required elements of your programme:

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| **2020-21** | **ATTENDANCE REGISTER** | | | | | | | | | |
| **Week** | MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | | |
| **Beg.** | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | |
| **31-Aug-20** | BANK HOLIDAY | |  |  |  |  |  |  |  |  | |
| **07-Sep-20** |  |  |  |  |  |  |  |  |  |  | |
| **14-Sep-20** |  |  |  |  |  |  |  |  |  |  | |
| **21-Sep-20** |  |  |  |  |  |  |  |  |  |  | |
| **28-Sep-20** |  |  |  |  |  |  |  |  |  |  | |
| **05-Oct-20** |  |  |  |  |  |  |  |  |  |  | |
| **12-Oct-20** |  |  |  |  |  |  |  |  |  |  | |
| **19-Oct-20** |  |  |  |  |  |  |  |  |  |  | |
| **26-Oct-20** |  |  |  |  |  |  |  |  |  |  | |
| **02-Nov-20** |  |  |  |  |  |  |  |  |  |  | |
| **09-Nov-20** |  |  |  |  |  |  |  |  |  |  | |
| **16-Nov-20** |  |  |  |  |  |  |  |  |  |  | |
| **23-Nov-20** |  |  |  |  |  |  |  |  |  |  | |
| **30-Nov-20** |  |  |  |  |  |  |  |  |  |  | |
| **07-Dec-20** |  |  |  |  |  |  |  |  |  |  | |
| **14-Dec-20** |  |  |  |  |  |  |  |  |  |  | |
| **21-Dec-20** |  |  |  |  |  |  |  |  | BANK HOLIDAY | | |
| **28-Dec-20** |  |  |  |  |  |  |  |  | BANK HOLIDAY | | |
| **04-Jan-21** |  |  |  |  |  |  |  |  |  |  | |
| **11-Jan-21** |  |  |  |  |  |  |  |  |  |  | |
| **18-Jan-21** |  |  |  |  |  |  |  |  |  |  | |
| **25-Jan-21** |  |  |  |  |  |  |  |  |  |  | |
| **01-Feb-21** |  |  |  |  |  |  |  |  |  |  | |
| **08-Feb-21** |  |  |  |  |  |  |  |  |  |  | |
| **15-Feb-21** |  |  |  |  |  |  |  |  |  |  | |
| **22-Feb-21** |  |  |  |  |  |  |  |  |  |  | |
| **01-Mar-21** |  |  |  |  |  |  |  |  |  |  | |
| **08-Mar-21** |  |  |  |  |  |  |  |  |  |  | |
| **15-Mar-21** |  |  |  |  |  |  |  |  |  |  | |
| **22-Mar-21** |  |  |  |  |  |  |  |  |  |  | |
| **29-Mar-21** |  |  |  |  |  |  |  |  | BANK HOLIDAY | | |
| **05-Apr-21** | BANK HOLIDAY | |  |  |  |  |  |  |  |  | |
| **12-Apr-21** |  |  |  |  |  |  |  |  |  |  | |
| **19-Apr-21** |  |  |  |  |  |  |  |  |  |  | |
| **26-Apr-21** |  |  |  |  |  |  |  |  |  |  | |
| **03-May-21** | BANK HOLIDAY | |  |  |  |  |  |  |  |  | |
| **10-May-21** |  |  |  |  |  |  |  |  |  |  | |
| **17-May-21** |  |  |  |  |  |  |  |  |  |  | |
| **24-May-21** |  |  |  |  |  |  |  |  |  |  | |
| **31-May 21** | BANK HOLIDAY | |  |  |  |  |  |  |  |  | |
| **07-Jun-21** |  |  |  |  |  |  |  |  |  |  | |
| **14-Jun-21** |  |  |  |  |  |  |  |  |  |  | |
| **21-Jun-21** |  |  |  |  |  |  |  |  |  |  | |
| **28-Jun-21** |  |  |  |  |  |  |  |  |  |  | |
| **05-Jul-21** |  |  |  |  |  |  |  |  |  |  | |
| **12-Jul-21** |  |  |  |  |  |  |  |  |  |  | |
| **19-Jul-21** |  |  |  |  |  |  |  |  |  |  | |

Review of QTS Training and Development File and Placement Experience File

Both **ITT Mentors and LJMU Liaison Tutors** **MUST** periodically review the contents of the files to ensure that all required items are included and appropriately organised, in the context of a trainee’s professional responsibility. A record of scrutinising the file should be made below.

**ITT Mentor Record:**

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**LJMU Liaison Tutor Record:**

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| Date | Initials | Comments | Required Actions | By when | Completed |
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