

# FAQs

Included are some most frequently asked questions with answers.  
For specific queries consult the TDA; [www.tda.gov.uk/induction](http://www.tda.gov.uk/induction) .  
Alternatively telephone the named contact at the LA (01622-203800 and ask for NQT Support Officer)

### What is the length of an induction period?

The length of an induction period for a full-time NQT is 6 Kent terms (i.e. a year) or the equivalent.

Wherever possible, NQTs should be provided with the opportunity to complete their induction in a single setting and preferably in a single post.

### When must induction be started?

While NQTs are encouraged to start their induction as soon as possible after gaining QTS, there is no set time limit for starting a teaching post and undertaking induction.

### Why is it important to register the NQT in advance of them starting their induction programme?

It is important that the NQT is registered with the LA in advance of the NQT starting. Failure to do this will result in a delay to the start of induction as, **under no circumstances, can an induction programme be backdated.**

### What if the teacher has not passed all the skills tests?

Before starting an induction programme an NQT must have been awarded full QTS status: this includes having passed the relevant skills tests. **They cannot start induction until they have passed them** (see below). Headteachers must confirm the QTS status of an NQT before an appointment is offered and the LA must also check this upon registration.

Date of qualification	To be awarded QTS	To satisfactorily complete induction
Between 1 May 2000 and 30 April 2001	They did not have to pass any of the skills tests	They <b>must</b> have passed the <b>numeracy</b> skills test
Between 1 May 2001 and 30 April 2002	They had to pass both the numeracy and literacy skills tests.	They <b>must</b> already have passed <b>numeracy</b> and the <b>literacy</b> skills tests in order to be awarded QTS and begin induction.
From 1 May 2002 onwards	They had to pass the numeracy, literacy and information communication technology (ICT) tests.	They <b>must</b> already have passed <b>all three</b> skills tests in order to be awarded QTS and begin induction.

## **What about Induction for peripatetic/centrally employed teachers?**

If the NQT works across a range of institutions the same rules apply as for an NQT working part-time in more than one school, in that one headteacher and one LA take overall responsibility for the induction programme. This also applies in cases where an individual is employed centrally - i.e. by a LA.

## **What about more than one workplace/post at the same time?**

NQTs can complete induction through service in more than one institution at the same time, as long as they have a contract with each of the schools that lasts for at least two Kent terms or the equivalent.

## **What about supply teaching and induction?**

**Long-term supply contracts (two Kent terms, or equivalent, or more) which can count towards induction**

A supply teaching contract can only count towards the induction period if it is clear from the outset that the contract will last for the minimum period of employment (two Kent terms or the equivalent), the **headteacher/principal** agrees to this in advance and an induction programme is put in place beforehand and registered with the LA.

### **Limit on supply work**

NQTs are encouraged to start their induction as soon after gaining QTS as possible, therefore, the amount of supply work where no induction programme is in place (e.g. short-term supply contracts) that an NQT can do is limited to eight Kent terms only. This limit starts as soon as the NQT has begun his or her supply placement with no induction programme in place (however long that placement may be). These terms are measured as a fixed calendar period, rather than an aggregation of supply work. Therefore, once the 'clock starts ticking' it does not stop during periods when the NQT is not undertaking supply work.

### **Extension of the short-term supply limit**

In exceptional circumstances an LA can agree to extend the period during which an NQT can undertake short-term supply work beyond the 8 Kent terms. The LA has discretion to extend the period by up to a maximum of 12 months. The LA should confirm its decision in writing, including the start and finish dates of any such extension.

## What about part-time NQTs?

To calculate the equivalent length of an induction period for a part-time NQT, use the following formula:

$$\text{Number of terms in full-time induction period} \div \text{percentage worked} \\ = \text{total number of terms needed to work.}$$

Examples of this formula working would be:

% of full-time contract	Formula	Total Length of induction period
50%	$3 \div 0.5$	12 terms
75%	$3 \div 0.75$	8 terms
90%	$3 \div 0.9$	6.66 terms

Please note that it is for the LA, in liaison with the institutions, to calculate the exact number of days in an equivalent period, based on the number of days in a year.

### What if the NQT has been absent a lot (excluding maternity leave)?

If an NQT has missed 30 or more working days from an induction period, the induction period must be extended by the aggregate total of days missing from the induction period, e.g. if they are absent for a total of 35 days, the extension will be for 35 days.

### Can there be extensions due to exceptional circumstances?

Such an extension due to 'exceptional circumstances' can **only** be made at the end of an induction period. It is for the LA to decide whether circumstances are exceptional.

### What if there is a change of workplace during induction?

If an NQT changes workplace during an induction programme and they have been employed for the minimum period of two terms, the headteacher/principal must complete an assessment of the NQT's performance before the individual leaves his or her post (this will be an interim assessment in the case of part-time NQTs). All assessments are retained for a period of five years so that they can be quickly passed on to any institutions that might subsequently employ the NQT.

If the NQT has not been employed for the minimum period of two terms then induction must be recommenced in the new workplace.

## **What about teachers from other parts of the United Kingdom?**

Teachers do not have to undertake induction if they have satisfactorily completed induction, probation, or the equivalent, in Scotland (note probation is 2 years in Scotland), Northern Ireland, Wales, Isle of Man, Guernsey, Jersey, Gibraltar, or a Service Children's Education (SCE) school in Germany or Cyprus (please also note that teachers who trained in Wales, Scotland and Northern Ireland are exempt from taking the skills tests).

## **What about Overseas Trained Teachers?**

Teachers do not have to undertake induction if;

- they are an overseas-trained teacher employed for up to four years.
- they are an overseas-trained teacher (from outside the EEA) with at least two years' experience, who has obtained QTS and who has been simultaneously assessed as meeting the QTS and Induction Standards by the Training and Development Agency (TDA): Overseas-trained teachers wishing to present themselves for assessment will need to contact the TDA Overseas advice line on 01245 454 321 or email [OTT@ttainfo.co.uk](mailto:OTT@ttainfo.co.uk);

## **What about teachers who do not wish teach in a maintained school or non-maintained special school at any point in their career?**

They do not have to undertake induction