

INDUCTION AS A SHORT-TERM SUPPLY TEACHER NOTIFICATION FORM

This form must be completed and the original returned to the **Education Workforce Council (EWC)** once it has been established that you will be undertaking induction as a short term supply teacher but at the latest, within ten working days of the commencement of your first session of supply work/induction.

by post to: EWC, 9th Floor, Eastgate House, 35-43 Newport Road, Cardiff, CF24 0AB

by e-mail to: professionaldevelopment@ewc.wales (only if you have the facility to scan a signed copy)

by fax to: 029 20475850

A copy should be retained by you.

Before commencing a programme of induction please ensure that all individuals involved in the programme refer to the relevant procedures and advice to include:

- Welsh Government induction regulations, guidance and the Practising Teacher Standards (PTS) - visit the Learning Wales website at <http://learning.wales.gov.uk>;
- the EWC's document ***Induction - funding, tracking and recording arrangements***

Section 1 INDUCTION TEACHER'S PERSONAL DETAILS

Name Teacher reference number
Date of birth If you would like a Welsh speaking External Mentor please tick here

Section 2 CONTACT DETAILS

Address details
Postcode Contact telephone number
E-mail address

Section 3 EMPLOYMENT DETAILS

Please indicate the LA (**one only**) within which you expect to be undertaking the majority of your supply work. Please do not record any agency details in this section.

LA name
Phase Primary Secondary Special

Section 4 DECLARATIONS

In accordance with WG guidance teachers undertaking induction must have QTS and must be registered with EWC in the category of school teacher.

In addition to this, under the Education Workforce Council (Main Functions) (Wales) Regulations 2015, registration is a statutory requirement for every qualified school teacher who carries out the specified work of a school teacher in a maintained school in Wales.

I confirm that I was awarded QTS after 1st April 2003 and that I am registered with EWC in the category of school teacher and will be undertaking induction as a short term supply teacher.

Induction teacher's signature Date

The EWC is a data controller under the terms of the Data Protection Act 1998. The information submitted on this form will be processed for the purposes of tracking, recording progress and administering funding for teachers undertaking induction. This information will also be processed for the purposes necessary for the EWC to fulfil its remit and its legal obligations as set out in the Education (Wales) Act 2014 and the Education Workforce Council (Main Functions) Wales regulations 2015. This includes maintaining a Register of Education Practitioners in Wales and undertaking statistical analyses. Individual teachers are able to have full access to information about themselves on the Register of Education Practitioners in Wales. Employers are able to receive a subset of this information and the general public may only be informed whether a teacher is registered or not.

The data (provided on this form and additional data held on the Register of Education Practitioners in Wales) will be shared with selected third parties including School Based Mentors, External Mentors, LAs in order that they may perform their role as the Appropriate Body in induction, the Welsh Government and any organisations contracted to work on behalf of the Welsh Government. No details will be passed to external organisations for marketing purposes without the prior consent of the teacher.