



# Assessment Only Route

## 2020-2021

*v. Sept 2020*

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## CTTC ITT – Vision Statement

**Inspiring tomorrow's teachers**

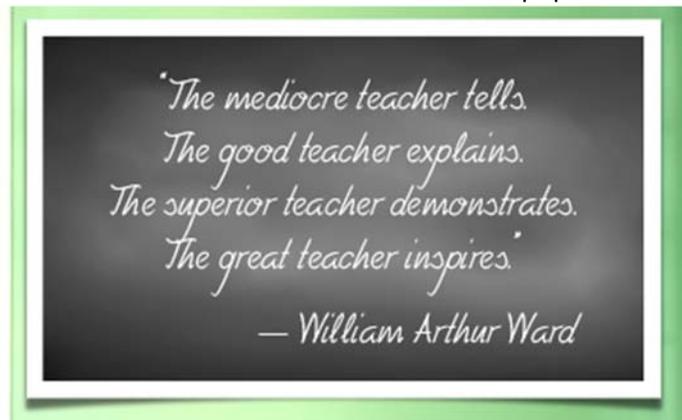
**High quality recruitment for trainees for local schools.**

The Colchester Teacher Training Consortium is fully committed to the ideals and principles of School Centred Initial Teacher Training and has the personnel, resources and the will to make teacher training in Colchester schools a success.

Our goal is to provide the very best Initial Teacher Training, and to equip our candidates with the skills and knowledge for a rewarding career in Education. We endeavour to ensure this through celebrating the diversity of the consortium and promoting interdependence, providing high quality professional development for personnel in schools and developing a culture of professional self-evaluation.

### Aims

- To provide an excellent course for School Centred Initial Teacher Training that meets the expectations of each trainee.
- To provide a stimulating, challenging, rewarding and enjoyable course for all trainees and indeed all mentors, tutors and personnel associated with its delivery.
- To provide a course that is flexible and one that can be adapted to the needs of individual trainees and one that can respond to local and national changes in education.
- To recruit high quality candidates to the course and to ensure they complete their training.
- To increase the number of high quality new teachers available to schools, particularly in Colchester, and thereby ease recruitment difficulties and improve the quality of education schools are able to offer to their pupils.





Dear Colleague,

We are delighted that you are interested in the Assessment Only (AO) route to Qualified Teacher Status (QTS).

If you are an unqualified teacher with a degree and at least 2 years' teaching experience you can gain qualified teacher status (QTS) in as little as 12 weeks through our Assessment Only route course without having to train. Gaining QTS via this route will allow you to become a qualified teacher without leaving your school by demonstrating that you meet the Teachers' Standards.

Whilst on this route, you will be supported by a school mentor, CTC training manager and us as the Consortium Directors. At every stage of the AO route we will be available to provide support and guidance to ensure that you provide all of the evidence required to secure QTS.

Best wishes for a successful and happy start to your teaching career.



**Alastair Heath-Robinson**  
*Primary Course Director*



**Samantha Torr**  
*Secondary Course Director*

## Contact Details

### Colchester Teacher Training Consortium

*Colchester County High School for Girls*

*Norman Way*

*Colchester*

*CO3 3US*

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<b>Lead School</b>	Colchester County High School for Girls
<b>Website</b>	<a href="http://www.colchesterttc.org.uk">www.colchesterttc.org.uk</a>

# The Assessment Only Route Summary

The AO route is a route to QTS that **does not require individuals to complete teacher training**.

## **Who is suitable for our AO route?**

Your teaching experience should have occurred in at least two schools and across two consecutive key stages in either the primary or secondary phase, giving you the opportunity to gather significant evidence to show that you meet the QTS Teachers' Standards. Your evidence will show that you are able to plan, assess and teach to a good standard in your chosen subject or age range/phase and demonstrate that you had full responsibility for the classroom. This teaching experience will need to have been gained across two **consecutive** age phases selected from the following:

**Ages 3-11 (3-7, 5-11, 7-11) (Primary)**

**Ages 7-14 (Middle)**

**Ages 11-16 (Secondary)**

Anyone employed and teaching in a school with a Unique Reference Number (URN) and registered on the Department for Education's **EduBase** can apply for the Assessment Only route. We will assess your teaching by reviewing your portfolio of evidence and observing your teaching at your current or placement school.

Our Assessment Only route to QTS is available in primary schools, special schools, PRUs and all main secondary subjects in state funded, free schools, academies and independent schools.

## **Commitment to Safeguarding**

All potential candidates are reminded of our shared commitment to safeguarding children in schools. All candidates undergo rigorous background checks as part of their employment in schools and we expect you to fully engage with and adhere to the safeguarding procedures and policies within your employing school including PREVENT duty. We commit to keeping you up to date with all relevant legislation and will rigorously remind you and make reference to how to conduct yourself in order to maintain your own safety and that of the young people you work with in school.

***Please refer to our own and your placement school's safeguarding policy regularly.***

## **Finance** *(All fees are subject to VAT where applicable)*

- If your application is accepted, you will be invited to proceed to the **Initial Needs Assessment (INA)**. A non-returnable fee of £750 is payable before this can take place to cover the cost of the interview, lesson observation, interview with line manager, selection panel and general administration
- Once accepted onto the AO route, there is then a further non-returnable fee of £750 for the **Final Assessment** visit and a final fee of £1500 for the **Quality Assurance and Awarding of QTS**.

## Eligibility Criteria Checklist

	Criteria	Declaration
1.	2. Have achieved a standard equivalent to grade 4 /C or above at GCSE level in English and Mathematics. Those intending to teach pupils aged 3-11 will also need to have achieved a standard equivalent to grade 4/ C or above at GCSE level Science	
3.	4. Hold a first degree from a UK higher education institution or equivalent qualification: 300 HE credits with at least 60 at Level 6	
5.	6. Demonstrate that you are already a highly competent classroom teacher and you meet the QTS Standards across a minimum of two consecutive age ranges for your chosen teaching specialism (must have subject specialism for age 11+) in two schools. (Initial evidence may include lesson observations of your teaching from senior staff, Head Teacher references, and performance management documents.)	
7.	8. Possess the intellectual and academic capabilities needed to meet the required QTS standards	
9.	10. Have the ability to communicate clearly and effectively in standard English	
11	12. Possess the appropriate qualities, attitudes and values expected of a qualified teacher	
13	14. Have met the Secretary of State's requirements for health and physical capacity to teach	
15	16. Have been subject to and passed the Disclosure and Barring Service (DBS) and criminal records and pre-employment checks in line with "Keeping Children Safe in Education 2018" Document Part 3 onwards (p29)	
17	Candidate can demonstrate a high level of proficiency in numeracy and literacy skills (these will be assessed during the initial visit).	
18	19. Have undertaken significant teaching experience in <b>at least two schools</b> where you have had full responsibility for whole classes for <b>at least 2 years</b> . (You must have had significant experience being fully responsible and accountable for planning, teaching and assessing the same class/classes.)	
20	21. Have <b>taught</b> across two consecutive age ranges within chosen pathway ( <b><i>If the candidate has not taught across two key stages, an opportunity to do this will need to be arranged during the 12 week assessment period</i></b> )	
22	23. Be employed in a school in a teaching role by the time you start the programme that is willing to support you through the process and adhere to the Partnership Agreement. (Candidates must be employed for at least 12 weeks from the start of the Assessment Process).	
24	25. Your school will need to allocate you a mentor and ideally the equivalent to a NQTs' timetable for the 12 week process to allow you time to be observed and assessed whilst also preparing your portfolio of evidence.	

### **How to Apply**

1. Download and complete the **Application form** from the website, providing the name and contact details of two referees from the schools where you have taught (one could be the current head teacher who has signed your Eligibility Criteria). Please remember to **sign and date the Declaration**.
2. Complete the **Eligibility Criteria declaration** and sign the declaration that you meet all of the criteria within the application form.
3. Request that your employing Headteacher (this must be the head teacher and no other senior member of staff) also signs the **Eligibility Criteria declaration** within the application form.
4. Request that your employing Headteacher signs the **Partnership Agreement** within the application form.
5. Request that your previous headteacher provides a reference clearly stating the age of pupils taught and for how long, if you wish that period of teaching to be taken account of in order to meet the **'minimum of 2 years' teaching experience'** criteria.
6. Compile your evidence and complete the **Evidence Required for Application** declaration (you do not need to provide the evidence at this stage).
7. Download and complete the **Candidate Assessment Profile (CAP)** document, clearly stating the age phase you wish to be assessed in (e.g. 3-7, 5-11, 7-11 or 11-16) and by identifying how you meet each of the Teacher sub-standards within that age phase. Please ensure your mentor has graded each standard and has signed the declaration at the end.
8. Return the application to the relevant **Course Director (Primary or Secondary)** via email using the contact details on Page 5.
9. Applications can be submitted to the ITT team at any time of the year
10. The programme will run for a maximum of 12 weeks



# **AO Route Programme Structure and Assessment**

## Assessment Summary

Stage 1 - Application	Stage 2 - Initial Needs Assessment	Stage 3- Final Assessment Visit	Stage 4 – Quality Assurance for QTS Award
<ul style="list-style-type: none"> <li>• Candidate checks eligibility for AO Route on website</li> <li>• Candidate completes <b>application form</b> and both candidate and head teacher sign declaration that the candidate meets the <b>Eligibility Criteria</b> and the head teacher recommends the candidate for the AO route.</li> <li>• Head teacher signs the <b>partnership agreement</b> statement of commitment from the school</li> <li>• Candidate completes self-assessment against <b>Candidate Assessment Profile (CAP)</b> and identifies they have the <b>evidence required for application</b>.</li> <li>• The mentor grades each of the TS sub standards and signs the declaration at the end of the CAP.</li> <li>• If evidence meets the Teachers' Standards, candidate can progress to Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>• Full day visit from <b>two CTTC Assessors</b></li> <li>• Assessors review the <b>CAP, SK Audit and supporting evidence</b> in the portfolio</li> <li>• CTTC Assessors meets with the <b>Candidate, Mentor and Head teacher</b> to discuss candidate's portfolio of evidence and capacity to teach</li> <li>• <b>Joint observation</b> between CTTC Assessors and Mentor of candidate teaching a full lesson</li> <li>• Candidate assessed on proficiency in <b>numeracy and literacy</b> skills</li> <li>• Assessors views and completes <b>compliance documentation</b> and requests that the <b>Headteacher signs the pre-employment check declaration</b>.</li> <li>• If successful, set an <b>Assessment plan</b></li> <li>• Weekly Assessment meetings with mentor to address assessment plan</li> <li>• Candidate is registered on the programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Full day visit from at least one <b>CTTC Assessor</b> when the candidate is <b>Assessment Ready</b></li> <li>• Assessor reviews progress against <b>Assessment Plan</b></li> <li>• <b>Full Lesson observation</b> with mentor</li> <li>• <b>CTTC Assessor</b> meets with the <b>Headteacher</b> to agree if the candidate meets the Teachers' Standards for QTS and agree NQT targets.</li> <li>• <b>Report</b> prepared by Assessor with recommendation for QTS and initial NQT Targets.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Assessment Visit Report</b> is moderated and reviewed by another assessor to ensure all compliance criteria have been met.</li> <li>• A QA follow up call is made to the school and the candidate to ensure all procedures were followed correctly.</li> </ul> <p><b>At the end of Stage 4:</b></p> <ul style="list-style-type: none"> <li>• Candidate informed if successfully met the standards for QTS within 7 days</li> <li>• <b>TRA informed</b> of result and candidate notified of QTS status</li> <li>• No more than <b>12 weeks</b> must have elapsed from enrolment onto the programme.</li> </ul>

## Key Responsibilities

The School
<ul style="list-style-type: none"><li>✓ Agree to employ the candidate for the duration of the assessment period (this must be for a minimum of 12 weeks to allow for the maximum 12 week assessment period)</li><li>✓ Ensure all background checks including an enhanced DBS and prohibition check is carried out in line with “Keeping Children Safe in Education” Part 3.</li><li>✓ Carry out an observation of teaching prior to the candidate’s application to satisfy themselves that the candidate meets the <b>Eligibility Criteria</b></li><li>✓ Provide an appropriate teaching timetable to ensure the candidate is able to meet the requirements of their <b>Assessment Plan</b> and to demonstrate that they meet the Teachers’ Standards</li><li>✓ Nominate a senior member of staff for liaison with CTTC regarding progress</li><li>✓ Provide a mentor with the time, desire and ability to undertake the assessment role effectively. The mentor will need to be a good or outstanding practitioner with 2+ years’ experience and a specialist in the candidate’s subject (secondary)</li><li>✓ Ensure you have shared the following with the candidate:<ul style="list-style-type: none"><li>○ the child protection policy</li><li>○ the staff behaviour policy (sometimes called a code of conduct)</li><li>○ information about the role of the designated safeguarding lead</li><li>○ the statutory guidance Keeping Children Safe in Education</li></ul></li></ul>
The Mentor
<ul style="list-style-type: none"><li>✓ Hold a regular weekly meeting at a set allotted time with the candidate for at least 1 hour per week</li><li>✓ Record progress against targets in candidate’s <b>Assessment Plan</b></li><li>✓ Support the candidate and provide guidance for preparation for assessment</li><li>✓ Carrying out a minimum of 8 lesson observations (1 for each Teachers’ Standard) and at least once a week with written feedback using the CTTC forms.</li><li>✓ Grade observed lessons based on the impact on pupils’ learning</li><li>✓ Recommend the candidate for their <b>Assessment Visit</b> when ready and within 12 weeks of commencing the programme</li></ul>
The candidate
<ul style="list-style-type: none"><li>✓ Must take full class responsibility for the pupils they teach (across two consecutive age ranges if required as part of <b>Assessment Plan</b>) in a specialist subject for ages 11+</li><li>✓ Record and review progress against targets in <b>Assessment Plan</b> by making reference to impact on pupils’ learning</li><li>✓ Be proactive and engage in all aspects of their QTS preparation including being observed teaching at least once per week</li></ul>
CTTC Assessor & QA Assessor
<ul style="list-style-type: none"><li>✓ Confirm the school has carried out all background checks on the candidate including an enhanced DBS and prohibition check has been carried out</li><li>✓ Provide an Assessor and QA assessor to monitor and support the candidate’s progress towards collating evidence of meeting the Teachers’ Standards</li><li>✓ Moderate the judgements made by the school</li><li>✓ Complete reports and make recommendation for QTS when Teachers’ Standards have been met to the required standard and in agreement with the Headteacher</li></ul>

## **Stage 1 - Application**

The application onto the Assessment Only route is a joint application from both the candidate and the school. ***Please do note that at any stage you may not be successful and the payment of fees is for the assessment to take place but does not guarantee the outcome.***

1. The first step is to ensure that the candidate meets all of the **Eligibility Criteria** and has a signed declaration from themselves and the school to confirm this.
2. The next step is to complete the **Evidence Required for Application and Candidate Assessment Profile (CAP)**, identifying the evidence and how the candidate meets each of the **Teachers' Standards** in the assessed age phase (i.e. across both key stages). This portfolio of evidence will become an essential part of **Stage 2 – INA (Initial Needs Analysis)**. Remember to only include evidence that you actually have as this will be the basis of offering you an **Initial Needs Assessment** interview. You will need to have submitted the fees of £750 before this takes place, however, if the evidence that you actually submit on the INA visit does not match that declared, you may not be accepted onto the programme but the fees cannot be returned.
3. Carry out and submit evidence from **Subject Knowledge Audit (SECONDARY ROUTE - if requested)**
4. Finally, the **Application form** must be completed with relevant references and employment history. Please also ensure all the relevant declarations are signed and dated.

## **Stage 2 – Initial Needs Assessment (INA)**

Once the nominated assessors are able to confirm that the candidate is eligible for the AO route, they will contact the school to set up an Initial Needs Assessment Visit. This visit will verify the application and if successful, register the candidate for the programme and set the **Assessment Plan** targets.

The programme for the day will be as follows:

1. Full lesson observation – 1 hour joint observation with the candidate's mentor, identifying impact on pupils' learning and followed by joint feedback of approximately 30 minutes (1hr 30 mins)
2. Interview with candidate to provide them with an opportunity present their evidence and how they meet the Teachers' Standards for QTS (1 hr)
3. Interview with head teacher (30 mins)
4. Assessment of literacy and numeracy skills
5. Review of compliance documentation:
  - a. Photographic ID, such as a passport.
  - b. **Original certificates** for the candidate's qualifications must be available. The Assessor will photocopy and sign the copy for CTTC's records
    - i. **GCSE Maths, English, (Science for Primary) grade 4/C or above or equivalent**
    - ii. **Bachelor degree certificate** or equivalent
    - iii. **Certificate from NARIC** to confirm they are equivalent if qualifications are from overseas
  - c. **The Headteacher's signed declaration** that all background checks have been carried out and that the candidate has the health and physical capacity to teach.
  - d. **Prohibition checks** will be carried out by CTTC prior to the visit
  - e. Copy of **lesson observation** carried out by the school before application made
6. Compile a draft **Assessment Plan** if recommending for the programme.

## The Assessment Plan

During the INA visit, the assessors will set up a draft **Assessment Plan** that will need to be fulfilled before the **Stage 3 – Assessment Visit**.

This plan sets out the activities that the candidate will need to carry out in order to complete their evidence against the **QTS Standards**. This will also be used as the basis for the support provided by the mentor ready for the assessment visit. **Documentary evidence** of the Assessment Plan's completion will be required at the assessment visit.

## Stage 3 – Assessment Visit

Once the mentor feels that the AO candidate is Assessment ready, (this must be well within 12 weeks of starting the programme) they will contact CTTC to arrange for an Assessment visit.

This is a full day visit, though the assessor may not need to be in school for the full duration of the day.

### During the visit, the CTTC Assessor will:

- Observe the candidate teaching a full lesson with the mentor to demonstrate how met the assessment plan targets set at Stage 2
- Interview with the candidate to:
  - Check the evidence against each of the Teachers' Standards
  - Allow candidate to present evidence against the Assessment Plan targets set
  - Scrutinise the candidate's subject knowledge audits (Secondary Route)
- Interview with the mentor
- Interview with Head teacher
- Suggest NQT transition targets
- Complete a report making a recommendation that QTS should or should not be awarded

## Stage 4 – Quality Assurance for QTS Award

All assessments will involve more than one CTTC Assessor to ensure the quality and consistency of judgements across the programme.

On receipt of the CTTC Assessors' report recommending a candidate for QTS, a Final (third) QTS Assessor will review and moderate the **Final Assessment Report** and compliance documentation, then make contact with the school. This will normally involve the head teacher in order to discuss and to gain feedback on the assessment process and to ensure all procedures were adhered to.

Once the recommendation for QTS has been received by the relevant Course Director, the report will be reviewed and approved. Where the candidate is successful, the TRA will be informed of the recommendation and they in turn will award the candidate QTS.

This procedure can take a number of weeks. However, CTTC will notify the candidate of the outcome within 2 weeks of the final visit. The candidate will then be able to download their certificate via the DfE self-service portal and the candidate will become a **Newly Qualified Teacher (NQT)**. Information regarding the statutory arrangements for the induction of NQTs can be found on the Department for Education's website.