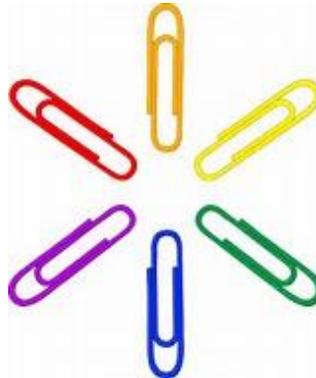




SECONDARY SCHOOL DIRECT 2017/18

INTERCALATION POLICY AND PROCEDURE



Procedures for Intercalation for QTS

WLTA School Direct and CPTT Board recognises that there are times when a trainee may have difficulty reaching the standards required of the course due to circumstances beyond their control, for example through illness.

When a trainee faces any such difficulty support will be provided as per the *CPTT Support and Capability Policy*.

If the difficulties are severe, it may be impossible for a trainee to attain the standards required when they might otherwise have been able to do so. If the Board judge this to be the case, the members have the discretion to offer the trainee the opportunity to take a break in study and intercalate. In effect this means the trainee would leave the course and resume it the following year at the beginning of the phase they were in on leaving.

Once a trainee accepts an offer of intercalation there are a series of steps to go through.

Step 1 – Identifying a school(s) for the intercalated phase(s)

This is undertaken using normal WLTA procedures. Trainees do not have input into the choice of school and the school must usually be an alliance school.

Step 2 – Initial checks

The trainee will have to complete an OHU check to ensure they are fit to resume the course. They will also require an additional DBS check, unless they have subscribed to the DBS update service.

Step 3 – Planning exercise

The trainee will be set a probationary planning exercise commensurate with the phase they are returning to. Typically this will be to plan for the first week of the phase. The trainee will be given a week to complete the planning exercise, receiving feedback on this the next week. The planning will be reviewed by the subject mentor, the lead mentor and, in cases of doubt, School Direct Coordinator, CPTT Director or a Board Member. If the planning is not to the standard expected from a trainee commencing the relevant phase, the Board will withdraw the offer of intercalation.

Step 4 – Probationary fortnight

The first two weeks of the phase returned to will be probationary. During this period, in addition to the normal observations from subject/lead mentors, the School Direct Coordinator and/or the CPTT Director will observe the trainee twice. The focus of these observations will be to thoroughly assess the trainee's needs and ensure adequate support is in place for their intercalation. However, if at the end of the two weeks it is judged that the trainee is not fit to return to the course and unlikely to reach the required QTS Standards, the Board will withdraw the offer of intercalation.

Step 5 – Completion of intercalated phase(s)

On successful completion of the probationary fortnight, the trainee will then be able to try and complete the phase(s) as per the normal course structures.

Intercalation of PGCE elements

An intercalating trainee may also have to intercalate from their PGCE studies. If this is the case, Sheffield Hallam University will normally automatically authorise such intercalation if the Board has approved the intercalation of the QTS elements of the course. Full details of SHU regulations are available to trainees via the SHU Portal.

Charges for Intercalation

WLTA/CPTT Board do not seek to profit from intercalating trainees but do charge to cover the costs of such intercalations. **These charges are in addition to the usual course fees.**

Initial Checks

First a trainee will be invoiced £100 for a fit to work OHU clearance and a new DBS check.

This charge will apply to any intercalating trainee.

If a trainee has subscribed to the DBS update service, they will only be charged £50 to cover the OHU check.

The intercalation cannot proceed without successful completion of these checks.

Probationary Period

Before commencing the two-week probationary period, trainees will be invoiced for £680.

This fee must be paid before beginning the probationary period.

This cost is to cover fees paid to the placement school for Mentor training costs; for additional visits e.g. from the School Direct Coordinator; and for administration costs.

On successful completion of the two-week probationary period, CPTT will invoice trainees for £720.

This fee must be paid before beginning the remainder of the placement.

Once again, this cost is to cover fees paid to the placement school; for additional observation visits; and for administration costs.

