

To: Heads of higher education institutions in Wales providing initial teacher training (ITT) courses

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Response By: 31 May 2002

Response to: Jonathan Cooper, Estyn, Anchor Court, Keen Road, Cardiff, CF24 5JW

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ESTYN INSPECTION OF INITIAL TEACHER TRAINING AT THE UNIVERSITY OF WALES, SWANSEA AND THE UNIVERSITY OF WALES INSTITUTE, CARDIFF, 2003/04: NOMINATIONS FOR ADDITIONAL INSPECTORS

Background

HEFCW and Estyn work in close collaboration in relation to their respective statutory duties with regard to initial teacher training (ITT). This includes the recruitment and deployment of additional inspectors, which provides an element of peer evaluation in the inspection process. As you are aware, the Teaching and Higher Education Act 1998 gives Estyn inspectors, including additional inspectors, right of entry to institutions to inspect initial teacher training.

Following the introduction of the Estyn Common Inspection Framework for Wales and Guidance on the Inspection of Initial Teacher Training in September 2002, HEFCW and Estyn officers have engaged in discussions to restructure administrative arrangements for the appointment and training of additional inspectors.

Existing administrative arrangements have been streamlined for 2003/04 and it is anticipated that all administrative arrangements will be moved to Estyn within a three-year period.

Arrangements for the 2003/04 Academic Year

The following specific changes have been introduced with effect from the 2003/04 academic year onwards:

- ITT institutions are asked to submit additional inspector nominations and application forms directly to Estyn for consideration and approval. A proforma and application form are attached;
- Estyn aims to train an equal number of candidates from college-based staff and partnership schools;
- once trained, candidates can remain eligible for inclusion in the 'pool' of additional inspectors for a period of three-years without further training;
- ITT institutions are asked to confirm annually whether previously trained candidates are still eligible and available to be deployed as additional inspectors in 2003/04. A proforma is attached to assist in this process;
- all candidates (including those trained in October 2002) must submit an application form on an annual basis. This is an Estyn data protection requirement as personal data on additional inspectors is only stored for one year. Updated information must therefore be provided for the purpose of deployment selection;
- the Estyn selection process for deployment will be based on 'best fit' according to the needs of the institution and the provision being inspected;
- Estyn will inform ITT providers of the nominees selected for training and deployment in 2003/04, and request that candidates provide written confirmation of acceptance;
- Estyn will advise HEFCW of the confirmed status of candidates for training and deployment in 2003/04;
- HEFCW will formally write to relevant Vice Chancellors/Principals and Governing Bodies and to individual inspectors confirming the contractual status of the appointments for training and deployment;
- Estyn will be responsible for organising all domestic and administrative arrangements associated with the training and deployment of additional inspectors;
- HEFCW will process all expenses and payments associated with additional inspectors.

Request for Additional Inspector Nominees

I am writing to seek your nominations for additional inspectors for the inspection of the primary and secondary provision at UW Swansea, and UWIC in 2003/04. Successful nominees will be added to the existing pool of additional inspectors, trained in October 2002. Once trained, additional inspectors can remain eligible for inclusion in the 'pool' of additional inspectors for a period of three-years without further training. If additional inspectors wish to be considered for selection in any of the three-years following training this must be confirmed annually by the nominating HEI to Estyn. Inspectors wishing to remain considered for deployment must submit an additional inspector application form

annually. From this pool, up to four additional inspectors will be selected by Estyn per inspection. This number may vary between two and four based on the size and complexity of the provision being inspected. They will be deployed as full members of the relevant inspection team and they will be involved in the inspection of the college-based work and the school-based work.

Persons meeting any one of the following specifications are required.

1. Headteacher of a primary or secondary school involved in partnership with a higher education institution in Wales, with:
 - a good track record as a practitioner;
 - demonstrable interest in, and experience of, ITT;
 - a knowledge of the issues;
 - confidence in expressing judgements that are rooted firmly in evidence.
2. Member of staff of a department/faculty of education in a higher education institution in Wales that offers primary ITT and who is a primary or secondary specialist currently involved in primary ITT, with:
 - a proven track record in ITT;
 - considerable experience of teaching in a primary or secondary school, and with that experience being maintained and developed.

Each of the additional inspectors deployed in the inspection process will be required for up to some 10 days in all. The college/school partnership will be reimbursed by HEFCW for the time spent on the inspection and travel and subsistence expenses will be payable to directly to additional inspectors.

Additional Inspector Training October 2003

Additional inspector training will be held in October 2003 at Estyn offices in Cardiff. The proposed timing of the inspections is given in the attached annex. Estyn and HEFCW have agreed that some 15 – 20 additional inspectors may be included in the training. Such training would contribute to the development of the staff concerned and would be of benefit to their respective institutions. Accordingly, for this reason and in order to ensure adequate funding for this expanded training provision, higher education institution staff will be paid travel and subsistence expenses only for the training element. Prospective additional inspectors from partnership schools will continue to be reimbursed for the time spent on the training element.

HEI nominations for training, and confirmation of the eligibility and availability for deployment of trained additional inspectors, alongside the nominees' application forms should be sent to Jonathan Cooper, at the Estyn Office in Cardiff, to be received no later than **Monday 1 June 2003**. Those wishing to be considered only for training at this stage should make this clear in the application. The institutions subject to inspection in 2003/04 are encouraged to nominate HEI staff/school teachers for training only.

Yours sincerely

Philip Gummett

**Inspection of Initial Teacher Training
at
University of Wales Institute, Cardiff**

COLLEGE-BASED INSPECTION	PRIMARY	SECONDARY
	BA Yr 3/PGCE: 01.12.03 – 05.12.03 (5 days)	BA/PGCE: 24.11.03 – 27.11.03 plus 01.12.03 (5 days)
		BA Drama: 02.02.04 – 06.02.04 (5 days)
SCHOOL-BASED INSPECTION	BA Yr 3: 09.02.04 – 13.02.04 (5 days)	BA/PGCE: 17.04.05 – 21.04.05 (5 days)
	PGCE: 17.05.04 – 21.05.04	BA Drama: 24.11.03 – 28.11.03 (5 days)

**Inspection of Initial Teacher Training
at
University of Wales, Swansea**

COLLEGE-BASED INSPECTION	PRIMARY	SECONDARY
	26.02.04 – 05.03.04 (excluding 03.03.04) (6 days)	26.01.04 – 30.01.04 (5 days)
SCHOOL-BASED INSPECTION	TO BE CONFIRMED 5 DAYS IN FIRST HALF OF THE SUMMER TERM, NOT WEEK BEGINNING 17.05.05	TO BE CONFIRMED 5 DAYS IN FIRST HALF OF THE SUMMER TERM, NOT WEEK BEGINNING 17.05.05