

Training and Assessment Policy

Aims and Values

Basingstoke Alliance SCITT is committed to providing a structured course that is designed to give Trainee Teachers the necessary learning opportunities and support to enable them to demonstrate that they can meet the Teachers' Standards.

Leadership and Management

BASCITT Executive Board is responsible for:

- Monitoring and evaluating the quality of provision from the BASCITT Management Group;
- Selection and de-selection of schools;
- Reviewing the roles and responsibilities of all the Alliance schools each year;
- Undertaking visits to schools in order to monitor progress of Trainees and the training they receive;
- Ensuring the policy is working in practice;
- Monitoring quality of centre based training and undertaking visits to training sessions.

The BASCITT Programme Manager is responsible for:

- Ensuring all evaluation forms on the course completed by Trainees are scrutinised and acted upon;
- Ensuring all evaluation forms completed by Board Subject tutors, Mentors and SCITTCos are scrutinised and acted upon;
- Monitoring and evaluating the effectiveness of the training programme and delivery thereof;
- Updating course material
- Providing on-going training for Board Subject tutors, Mentors and SCITTCos at cluster meetings;
- Undertaking visits to school in order to monitor progress of Trainees and the training they receive;
- Appointing External Moderators;
- Termly tracking of the progress of Trainees;
- Reporting their findings to the Executive Board.

Procedures

The BASCITT Programme Manager will visit schools and observe a selection of training sessions to ensure quality training and support.

Cluster meetings of Mentors and SCITTCos will take place regularly throughout the year.

BASCITT Board Subject Tutors meet termly to discuss progress, share good practice and update programmes of study in light of any new initiatives and further development of good practice.

External Moderators will make visits to selected Trainees during their block practices and also moderate evidence towards meeting the Teachers' Standards in their files.

An external assessor appointed by the Executive Board will undertake a sample of individual interviews with a cross-section of Trainees during the course of the year as part of the QA process.

The Programme Manager will undertake a sample of 1:1 progress meetings with the Trainees throughout the year.

Monitoring

- All data from evaluation forms will be analysed and acted upon.
- The Programme Manager & Board Subject tutors will complete a placement visit form each time they visit a school. Feedback from these visits will be shared at the Executive Board meetings.
- Course material will be reviewed continuously throughout the year and updated annually.

Training and Development

Headteachers of the Alliance schools will be informed of the procedures related to this policy.

Publishing Policy

This policy will be made available to all Partnership schools and their staff via the website: www.basingstokealliancescitt.com

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For review: November 2015