



University
of Exeter

**ITEC Online
Briefings
March 2023**



Agenda

- Exeter Model of ITE Updates relevant to Placement
- Consolidating Practice FRAP processes
- Continuing in the Phase processes (Continuing the Phase Action Plan and FRAP and processes for communicating this with school 2)
- Developing Independence Phase- WDM and Focused Reflections
- Mentor Training Information- Mentor Training and Self Evaluation Record – ITECs to report on anything raised by their mentors about future training they would like
- Placements for 23/24- Placement offer process for 23/24
- Feedback from ITECs- We would like some feedback about your schools to support us with course design, introduce Microsoft form to collect information
- Questions and AOB



Introductions



Exeter Model of ITE Updates relevant to Placement

- Relevant weblinks for following slides, username and password both exeterparter:
- https://education.exeter.ac.uk/partnership/mentor_zone/practical_support/ for recording of webinars

Consolidating Practice FRAP Deadlines

- Primary including School Direct – Thursday 9th March
- Secondary including School Direct- Friday 10th March

- Any schools receiving a trainee who is continuing in the phase will be informed by the Partnership Office.

Consolidating Practice FRAP processes

Trainee completes FRAP template in IDP. Trainees should describe with examples (taken from evidence uploaded to the relevant Profile Descriptor) how they have met each element of the Profile Descriptor. 'Learn That' statements should be evidenced using work completed through the university set tasks, taught sessions and seminar days. 'Learn How' statements should be evidenced using school based work.

Lead Mentor reads the trainee reflections and looks at the evidence provided against the relevant Profile Descriptor.



If the trainee has met the Profile Descriptor for the phase the Lead Mentor selects this option.

The ITEC confirms the decision and confirms quality assurance of the process. The ITEC submits the FRAP by the deadline.

The trainee moves into the next phase.



If the trainee has not met the Profile Descriptor for the phase the Lead Mentor selects this option.

The ITEC confirms the decision and confirms quality assurance of the process. The ITEC submits the FRAP by the deadline.

The Lead Mentor and UVT create a Continuing in the Phase Action Plan for the trainee, listing the areas that they still need to meet. Must be met in two weeks.

For trainees Continuing in the Phase the process is:

The trainee remains in the phase and completes a Continuing in the Phase FRAP evidencing how they have met the remaining targets.

Lead Mentor reviews the Continuing in the Phase FRAP after two weeks. (This can be reviewed by the new Lead Mentor if the trainee has changed placement). If the trainee has now met the phase they submit the FRAP and move into the next phase. If they have not met the phase they stay in the phase and are issued with a Cause for Concern.





Placement Dates

- **School 1 Placement ends 17th March**
- **School 2 Placement starts 20th March**
- **School Direct have different placement patterns- Lead Schools will advise schools they work with**

School 2 Induction

- Virtual Meet and Greet with trainees and ITECs should be planned for week commencing 13th March.
- Trainees should 'hit the ground running' in their second placement. Induction should be a quick process and should be completed by the end of the first week.
- The induction checklist for ITECs is in the handbooks in section 5 (same as for school 1). Handbooks are available in the Mentor zone along with the Phase Instructions and Profile Descriptors.
- Professional Studies topics list is in the same section of the handbook. Additional resources are available on the Partnership website [Professional Studies | Partnership with Schools | University of Exeter](#)
- Trainees have a safeguarding template for School 2 on IDP and an Induction Template

Safeguarding Template in IDP

Sessions	Date completed
I have completed the induction checklist (section 5.2 of the handbook)	<input type="text"/>  Saved: --
Write the name of the school Child Protection Officer	<input type="text"/> Saved: --
I have been given a copy of the school's Safeguarding and Child Protection Policy	<input type="text"/>  Saved: --
I have been given a copy of the school's Staff Behaviour Policy/Code of Conduct	<input type="text"/>  Saved: --
I have been given access to the Government document 'Keeping Children Safe in Education'	<input type="text"/>  Saved: --

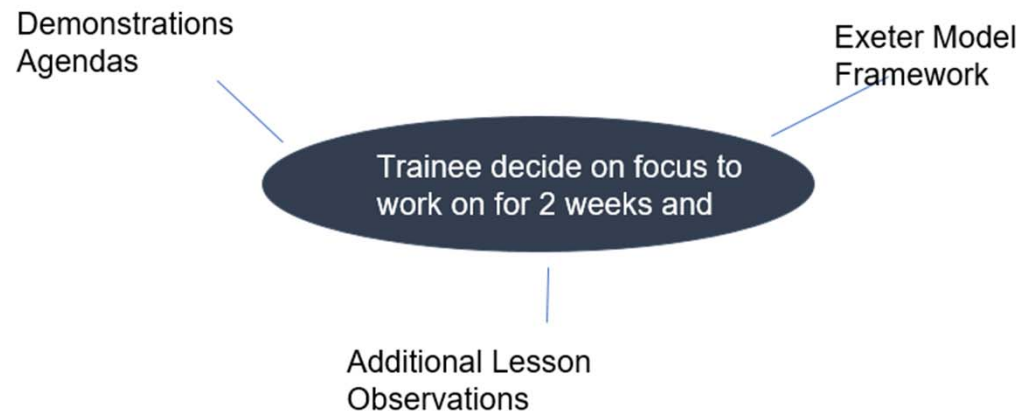
School 2 Induction Template

Guidance	Trainee Information Form
Trainee Information Form	Please upload your Trainee Information Form below before your Virtual Meet and Greet <input type="text"/> <input type="button" value="Choose file"/>
Induction	Attachments:
Placement Timetable	

Developing Independence Phase- WDM and Focused Reflections

- In DI phase trainees have more autonomy over their training. They select which Exeter Model tools to use in line with a focus that they select for two weeks.
- The WDM Record for this phase details how to do this and prompts the trainee how to set this up with their Lead Mentor and how to review it.
- All tools used in the Focused Reflection are evaluated together rather than individually,
- For detailed instructions Mentor should see the webinar recording.

Developing Independence Phase- WDM and Focused Reflections



Trainee evaluates progress with their chosen focus in a written reflection at the end of 2 weeks – WDMs with Lead Mentor continue every week to review progress

Mentor Training Information

- Mentor Training and Self Evaluation Record – ITECs to report on anything raised by their mentors about future training they would like

Placements for 23/24

- Placement offer process for 23/24- this is through the online portal. Schools have been emailed the link to do this. Deadline: Friday 31st March
- We have added some questions to give us feedback about how your school functions e.g. any schemes that you use. This is to help us with our placement planning.

Feedback from ITECs

We would like some feedback about your schools to support us with course design. We have created a Microsoft form which we will send out after the ITEC meetings from exeterpartner@exeter.ac.uk . It takes just 4 minutes to complete and we would really appreciate your feedback.

Questions are to do with understanding what mentor training would be useful for schools, and also to give us a greater understanding of how your school works.



Questions and AOB

