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# PROCEDURE FOR EXETER MODEL INDUCTION AND ONGOING MENTOR TRAINING

## PuRpose:

To ensure that all procedures relating to partner Induction and ongoing development and consultation for each programme are completed according to the requirements of the University of Exeter’s Teaching Quality Assurance Manual (TQA Manual) Student Placements: Code of Good Practice (<http://admin.exeter.ac.uk/academic/tls/tqa/Part%205/5KStudent%20Placements.pdf> )

## AIMS:

 To ensure that all staff in the ITE Partnership Office (ITEPO) are aware of their roles and responsibilities

To ensure all university staff are aware of their roles and responsibilities

To ensure all appropriate staff in partner schools have attended the appropriate training sessions

To organise the training sessions as detailed under *Responsibilities and Procedures* in the appropriate areas

To ensure all documentation is available for each session

To monitor engagement by mentors

## Responsibilities and Procedures

**Partnership Director and Partnership Relationship Managers**

To plan the annual pattern for Exeter Model Induction and Training, Development and Consultation / Community of Practice, in consultation with academic staff.

To publish details of Exeter Model Induction and Training, Development and Consultation / Community of Practice to partnership schools.

To plan the agenda for the ITEC meetings

To plan and prepare the materials for Exeter Model Induction in consultation with academic staff.

To ensure all training materials are available in the Mentor Zone section of the Partnership with Schools website.

To contribute to the agendas for Training, Development and Consultation/Community of Practice meetings in consultation with academic staff where appropriate (using data analysed from the Mentor Self-evaluation-tool to plan mentoring skills content.

To ensure that all sessions are fully staffed and to ensure that appropriate university staff are approached and confirmed for their involvement in any sessions as necessary

To ensure appropriate university personnel are informed of the procedures

To consult ITE Management (ITEM) where necessary regarding any changes in policy

To ensure that appropriate planning meetings are organised with appropriate university staff running Exeter Model Induction, UVT training, and Training, Development and Consultation/Community of Practice sessions

To ensure appropriate administrative support is provided for Exeter Model Induction and Training, Development and Consultation/Community of Practice

**Partnership Administrators:**

To organise and oversee procedures for administration of Exeter Model Induction, UVT training, and Training, Development and Consultation/Community of Practice and ensure that all procedures are completed appropriately

To ensure that assistance is requested from university staff for Exeter Model Induction where necessary

To ensure that appropriate planning meetings are organised with appropriate university staff running Induction and Training, UVT training, and Development and Consultation/Community of Practice sessions as/if necessary

To ensure that the database is used to record placement Mentor details and UVTs, and to invite Mentors and UVTs to appropriate training sessions

To keep Partnership Relations Managers informed of any problems encountered or where trainees have been placed in schools but appropriate personnel have not been trained

To advertise all training to schools through the half termly email and in the Mentor Zone

To distribute and collate evaluations for any training sessions, providing data to Partnership Relations Managers

To inform Partnership Relations Managers of any feedback received regarding the Induction and Training, UVT training, and Development and Consultation/Community of Practice sessions

To ensure that appropriate follow-up action is taken where ITE Coordinators/Lead Mentors/Reflective Mentors have been unable to attend Induction or Development and Consultation/Community of Practice session

To monitor changes that take place during the year to schools’ ITE Coordinators and ensure that appropriate training has been undertaken, in discussion with Partnership Relations Managers

To ensure for **all** Exeter Model Induction, UVT training, and Training, Development and Consultation / Community of Practice sessions that:

* Rooms are booked/online invites are sent out well in advance of sessions both in St Luke’s/outside venues and for all partnership arranged sessions including Induction and ITEC meetings; for Development and Consultation/Community of Practice meetings, Subject Leaders (Sec)/Programme Director (Pri) should book rooms through the ‘timetable’ process but may require support with invitations.
* All catering arrangements have been booked and requisitioned as appropriate
* ITE Coordinators are contacted where appropriate to request details of school personnel to attend sessions
* Any packs required are created and distributed
* Partnership Director and Partnership Relations Managers are kept informed of all arrangements, numbers attending and venues
* Session leaders are kept informed of numbers and these are kept to a manageable level
* Car parking information and venue details are included on invites where required
* Attendance lists are compiled showing role and subject of school staff
* Attendance list and any printed materials are sent to leader of session
* Info at St Luke’s are advised if the session is held at St Luke’s
* Appropriate notices for sessions are printed and distributed
* Upon completion of session, attendance list and travel claims are returned to ITE Partnership Office
* Names of delegates attended are recorded on database
* Travel forms and any school payments are processed

## DOCUMENTATION AND RECORDS (online or paper)

* Induction Materials
* Appropriate Programme Handbooks
* School Personnel Record
* Email invitation to Exeter Model Induction
* Email invitation to Training, Development and Consultation/Community of Practice
* Attendance list for each session
* Record of school payments
* Evaluation form
* Travel claim form
* Relevant hand-out documents / packs as required
* Database record of training attended by all school staff

## Evaluation

Overall Induction and Development and Consultation/Community of Practice programme evaluated by ITE Coordinators (ITEC) via annual school evaluation and reported by Partnership Relation Managers as per Procedure for Quality Assurance of Mentoring and School Based Work Provision.

Mentors evaluate each training session they attend

Evaluations of each session are analysed by the Partnership Relations Managers and reported (raw data or verbally) to Partnership Director

Raw data is checked prior to any subsequent session to ensure that evaluative comments are considered

##  Development

**Partnership Director:**

To ensure appropriate steps are taken to address problems encountered with any of the above procedures. To include any areas for development in the Professional Learning AMER.

**Partnership Office team**

To review procedures annually.