

Outcome of UVT Visit Record Review



Please note that this review is based on a review of one record for each UVT for either the spring or summer visit. In total there were 44 UVT records reviewed, 22 relating to the spring visit and 22 the summer. These records were also selected across all programmes.

Area of review	What did we find	How can we solve the issue?
<p>1. Monitor use of IDP:</p> <p>a) <u>Use of the Exeter model - quality assure the content of each of the tools, ensuring all the guidance on the template has been followed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrations <input type="checkbox"/> Agendas and evaluations <input type="checkbox"/> Lesson observations <input type="checkbox"/> Lesson Plans linked with observations <input type="checkbox"/> Weekly Development Meetings <input type="checkbox"/> Reflective Conversations 	<p>On review of the completion of these in the summer term we found that each of these are ticked over 85% of the time.</p> <p>However, there are quite a few occasions when these have not been checked but there is no reference to them in review section at the end of the page.</p>	<p>Please ensure that if any of these are not ticked that they are referred to in the issues box at the bottom of the Monitor using Evidence section and a date for review is added and that it is then followed up (further info later in this report)</p> <div data-bbox="1444 598 1926 997"> <p>Monitor using evidence</p> <p>Follow up of issues</p> <p>Progress Check</p> <p>Signature</p> <p>Submit</p> <p>Black ▾ B I U [List Icon] [List Icon] [List Icon]</p> <p>Challenging the Gap task will be finished this week Maths task - completed PE - partly completed but on track to finish Phonics - completed</p> <p>Last updated: May 15, 2023 at 1:31PM Review date if any issues raised 29/05/2023 [Calendar Icon] Last updated: May 15, 2023 at 1:31PM</p> </div> <p>When it is followed up, this should be documented in the Follow up of Issues tab:</p> <div data-bbox="1444 1101 1657 1300"> <p>Monitor using evidence</p> <p>Follow up of issues</p> <p>Progress Check</p> <p>Signature</p> <p>Submit</p> </div>

<p>b) <u>Professional Studies</u></p> <p><input type="checkbox"/> Trainee has been provided with details of PS sessions (and their training plan if School Direct Distance) and has been attending</p> <p><input type="checkbox"/> Completion of Professional Studies (EPS/Framework) tasks (see IDP Template Framework and EPS Tasks by term. These are called Framework Reflections in SDD)</p>	<p>In general the forms suggest that the PS sessions are being implemented but on the Primary PGCE the completion rate drops to below 75%.</p> <p>The completion of the EPS tasks is much lower with 30% being unchecked. The Interpreting Data task is important for confirming the trainee fundamental maths skills so it is important that this is picked up.</p> <p>However, often this is unchecked and not referred to in the issues section of the visit record.</p> <p>There are also occasions when the box is checked but actually the trainee has uploaded a blank template to the IDP in error</p>	<p>It is important to ensure that Professional Studies sessions are being implemented by the schools; if there are any concerns please do let exeterpartner know so that this can be referred accordingly.</p> <p>Please make sure that if the EPS Tasks are not completed that those still to complete are specifically mentioned in the issues section. Should the visit be early in the window then if you could leave the box unchecked and just note this in the issues section and add a review date for when they are expected to be completed.</p> <p>When checking please open the attachment to ensure correct document added and that it looks to have been completed adequately</p> <p>Once the issues raised have been addressed, this needs to be documented in the 'Follow up of Issues' section</p>
<p>c) <u>Safeguarding (these are compliance questions and issues should be addressed immediately and the ITEC and Partnership Office informed)</u></p> <p><input type="checkbox"/> Trainee has completed the Safeguarding template in the IDP per placement including uploading of 5 Simple Steps and PREVENT training certificate (uploads only required once over the year)</p>	<p>This is very important and completion of the safeguarding tasks and NSPCC training module are mandatory.</p> <p>There were some occasions where this was ticked but then the comments on the form said that the safeguarding tasks were still not completed.</p>	<p>As with the EPS tasks we would recommend that you check that attachments uploaded are correct and, if not, ensure that the box is left unticked and that a review date is added and that it is followed up by the said date.</p>
<p>2. Monitor, using evidence from the IDP/teaching files and discussions with the trainee and school-based staff, that trainee has opportunities to:</p> <p><input type="checkbox"/> Teach all subjects across the National Curriculum (refer to Reflective Conversations where this will be discussed with Reflective Mentor)</p> <p><input type="checkbox"/> Have the opportunity to experience all of the year groups within their placement phase</p> <p><input type="checkbox"/> Embed the taught curriculum into school based practice</p> <p><input type="checkbox"/> Teach their specialist subject regularly (if appropriate)</p> <p><input type="checkbox"/> Teach synthetic phonics</p> <p><input type="checkbox"/> Teach Early Years/Foundation mathematics</p>	<p>There was a discrepancy with the completion rates of these. However, those with the lowest rates of completion and that need to be monitored were:</p> <p>Primary: EYFS Maths (56.4% completion) (this will say 'experience' rather than 'teach' in 23/24) Synthetic Phones (79.1% completion)</p>	<p>Once again please make sure if any of these are unable to be completed that they are referred to in the issues box and that the review date is added to follow up.</p> <p>If the trainee has not had the opportunity to do one of these but it is scheduled into their schedule in their placement it is fine to tick the box and add a comment to explain this. Please do ask the trainee to flag should</p>

<p>2. Monitor, using evidence from the teaching files and discussions with the trainee and school-based staff, that trainee has opportunities to:</p> <p><input type="checkbox"/> Teach across key stage 3 and 4</p> <p><input type="checkbox"/> Gain post 16 experience during PGCE</p> <p><input type="checkbox"/> Embed the taught curriculum into school based practice</p> <p><input type="checkbox"/> Work with a tutor group/PSHE</p>	<p>Secondary: The lowest was Post 16 experience at 91.2%.</p>	<p>something happen that means it cannot take place – you may want to check in with the trainee’s IDP also.</p>
<p>Assess English and Maths fundamental skills</p> <p><input type="checkbox"/> There are concerns that the trainee is not demonstrating satisfactory fundamental English skills in their day to planning and resourcing of lessons; in their teaching delivery or through any additional activities required of a teacher such as report writing</p> <p><input type="checkbox"/> There are concerns that the trainee is not demonstrating satisfactory fundamental maths skills by effectively using class and whole school data in lesson planning or if the Interpreting Data task is yet to be completed then please record that under actions and follow up to check</p>	<p>In the summer term there were not actually any instances of these boxes needing to be utilised but please do remember to indicate if there are issues/concerns.</p> <p>If you tick one of these boxes, please let the ITEC, exeterpartner and the Partnership Relations Managers know immediately</p>	
<p>Please confirm, if the trainee’s files (Teaching file and IDP) have been checked and feedback given.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Last updated: --</p> <p>Please confirm, if a joint reflective discussion of the trainee’s observed lesson took place, led by the Lead Mentor, or by the UVT if the Lead Mentor is new</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Last updated: --</p>	<p>There were a couple of instances where the Joint Discussion box was ticked but the subsequent comments on the form stated that the joint discussion was not able to take place.</p>	<p>If no joint discussion is able to take place then please do not check the ‘yes’ box and note how the feedback was delivered.</p> <p>We would recommend that you try to contact the Lead Mentor subsequently if possible.</p>
<p>If you are unable to confirm any of the requirements above but the trainee does not meet the threshold of a TSP or CFC then please describe the issue/s here, how it will be addressed, when it will be addressed and how this is being monitored.</p> <p>Ensure you have discussed these issues with the ITEC and exeterpartner. Take this opportunity to discuss with or remind trainee of any relevant taught input to support their development, signposting to relevant resources.</p> <p>As the UVT, you will need to set a date within 2 weeks and then review the issues and update the next page at that point.</p>	<p>Following on from the comments above there were many occasions where there were issues/gaps raised in the visit record that were not then followed up with comments.</p> <p>On occasions where these concerns were flagged on the report there was no review date set.</p> <p>There were also occasions where the section was used for general comments rather than the noting of issues.</p> <p>We are conscious that it is possible for all of the boxes to be ticked but for there still to be concerns over a trainee’s progress. This section should still be used to note these issues and follow up.</p>	<p>If you have not been able to tick off all of the check boxes on the visit record or have had to raise concerns over a trainee’s fundamental skills please note this in this section along with steps to be taken to resolve the issue. It is also important that the review date is added to help the Partnership Office monitor any trainee issues.</p> <p>Any general comments should be entered in the Progress Check Section.</p>

<p>Please update this section by the review date agreed on the previous page (must be within 2 weeks). This section will remain editable on the IDP after the UVT visit record has been submitted. If the issues have not been resolved, a TSP or CFC may be issued. UVT must inform the ITEC and exeterpartner.</p>	<p>Where issues were raised this follow up section was not always completed. This can make it difficult to judge if the issues were addressed unless there was a separate action plan on the IDP</p>	<p>When following up issues from a visit please use this box to confirm the updated situation, even if it is just to say 'all resolved' or to refer to an action plan</p>
<p>Assess progress against the requirements in the Profile Descriptor for the phase using evidence from IDP and teaching files and discussion with school-based staff.</p> <p><input type="radio"/> The trainee is exceeding the expected progress for this point in the course</p> <p><input type="radio"/> The trainee is making the expected progress for this point in the course</p> <p><input type="radio"/> The trainee is not making the expected progress and a Cause for Concern letter must be issued</p>	<p>This section was always completed</p>	<p>If the trainee is exceeding the expected progress for this point in the course then please provide further details in the section below</p>
<p>Comments on progress against the requirements of the phase including areas of strength and areas for development</p>	<p>These do not always reference to the phase descriptors and on occasion do not address areas of strength/development</p>	<p>For discussion in CoP in spring. Support via video in Mentor Zone</p>