**QTS Training and Development File and Placement Experience File**

**Files and Folders – what is expected (and what isn’t) of LJMU teachers in training in 2020-21.**

**Section A** of the <http://itt-placement.com/> website for your programme contains information about the expectations of student teachers in respect of organising their files. Given the current situation with CoVid-19 these have been adapted to a more on-line environment.

**QTS Training and Development File**

This houses a record of your progress as a teacher and the training and feedback which you have received during your programme. It needs to be organised and regularly updated.

As a student of LJMU, you are entitled to download a full version of **Office 365** from the LJMU website; <https://www.ljmu.ac.uk/ithelp/software-for-staff-and-students/office-365-for-staff-and-students>. **OneDrive** comes with this software. OneDrive is a cloud based storage providing access to your files from any internet connected device. OneDrive provides 1TB (1000GB) of **FREE** storage for **ALL** LJMU students.

If you choose to store your folder electronically in another way, please ensure it is backed up, cannot be lost if equipment fails you and can easily be shared with your ITT Mentor and Liaison Tutor.

You should create a folder on your **OneDrive** called – **‘QTS Training and Development File’**, which should then have **9** sub-folders as detailed below.

You need to train yourself to systematically and regularly save appropriate documents in the right place. If you do this, life will be sweet! If you don’t you are likely to quickly come unstuck!

**QTS Training and Development File:**

There are **9** sub-folders you should create within this main on-line folder as detailed here:

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| **Sub-folder 1 -  School-based training - Weekly Meetings** | Typed up Records of weekly meetings with your ITT Mentor saved in **DATE** order. **These should start from your first or second week in school.** |
| **Sub-folder 2 -  Observations of YOUR teaching** | Stored copies of any lesson analysis forms (LAFs) completed electronically by your ITT Mentor in **DATE** order. **These won’t generally start until after October half term (unless you are School Direct Salaried or UG PrimaryTrainee). Some ITT Mentors prefer to hand write observations on printed forms. You can photograph these or download a pdf scanner app to take a record of them e.g. Genius Scan, and upload them to your on-line electronic folder.** |
| **Sub-folder 3 - School-based Phase Reviews.** | Copies of all Interim and Final Review Forms for each Phase/term (Salaried). These must also be uploaded to Abyasa as PDFs; failure to do so can result in a recommendation for QTS being withheld.  Submission dates for these are on the <http://itt-placement.com/> website Section B for each programme. They are completed by your **ITT Mentor**. |
| **Sub-folder 4 - Tracking your progress towards QTS – meeting  the Teachers’ Standards** | An appropriately completed LJMU ITT Tracker including completed audit pages of where the evidence to support your progress can be found. The LJMU ITT Tracker must be **downloaded** and saved here at the end of each Phase/Term.  Please **download** a copy of the LJMU ITT Tracker from Section C of the <http://itt-placement.com/> website.  The LJMU ITT Tracker documents the evidence showing your progress towards meeting the Teachers’ Standards. You will not normally start adding evidence to the audit pages until after October half term (PG trainees only). **There is a short reflection for you to complete about your progress at the end of each Phase.** |
| **Sub-folder 5 - Subject Knowledge Development** | Any relevant Subject Knowledge Audits, Improvement and Development plans and evidence of addressing subject knowledge targets with which you are required to engage during your programme.   * For Secondary trainees, the audit will be your **Subject Knowledge Development Journal** **(SKD).** * For Primary trainees it should include English and Maths Audits and your Foundation Subjects Audit, along with any required Development Plans.   Programme leaders will guide you about this section, but it is a place to capture work which you have done which developed your Subject Knowledge. **If you have had written notes etc., then please photograph them/use a scanner app and upload them to this section.** |
| **Sub-folder 6 - School-based training activities** | Notes from school-based training activities and from any Professional Development Activities. Notes from your own observations of expert practitioners in school.  **If you have had written notes etc., then please photograph them/use a scanner app and upload them to this section. Please don’t type notes up for the sake of it.** |
| **Sub-folder 7 - Personal Tutoring** | Records of Personal Tutor meetings.  **Programme leaders will guide you about this section.** |
| **Sub-folder 8 - Moving between schools** | Records of transfer information completed and shared between placements.  **Appropriate documents will be shared with you for this section.** |
| **Sub-folder 9 - Becoming a Teacher** | This section will include key information to share with your employing setting/school. The required **Career Entry and Development Profile (CEDP)** will be completed at the end of Phase 3/Term 3. |

**Placement Experience File**

There is some guidance about this in Section A of the <http://itt-placement.com/> website. Essentially this is the place where you store your teaching plans, resources, evaluations, marked work etc.

To a large extent it is **YOUR** choice how you organise this folder – it can be paper based, on-line (OneDrive) or a combination of both. It needs to work effectively for you and your school. Once again please **DON’T** type up notes etc. We expect you to be organised, but it is the learning that you and your pupils have gained from this that interests us, not the beauty of your typing or handwriting!

That’s **IT**. At LJMU we do **NOT** want you to put together an ‘evidence file’. We believe the evidence of QTS arises from **effective teaching** – so please focus on that. In combination, at the end of the year, if you have been successful, your QTS Training and Development file and your Placement files, will provide all the evidence you need.

Key evidence within them is noted in the audit pages of your **ITT Tracker** (regularly updating this throughout the year is advised). You will be given lots of guidance about how to do this during the year.