

# Setting up your QTS and Placement Files

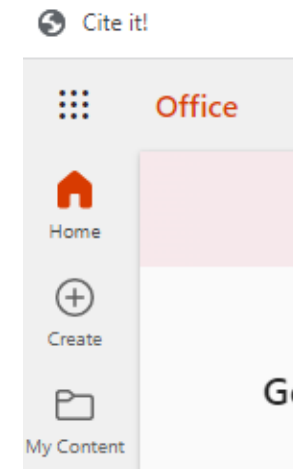


# Setting up your files

- These files are a record of your progress as a teacher and the training and feedback which you have received during your programme. They need 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.
- Please note: some school-led partners may ask you to set these up on a different platform such as Google Drive but the folder structure should still be the same.

# Setting up your files

- You should create **two** folders on your LJMU OneDrive called
  - **‘QTS Training and Development File’**
  - **‘Placement Experience File’** (named appropriately for each new school)
- <https://my.ljmu.ac.uk/>
- Click on my applications
- Then click on Office 365
- Left hand menu click on One Drive 
- If the cloud isn't visible, go to the top left and click on the 9 dots



# Set up your QTS File with these folders:

1. School-based training – weekly meetings
2. Observations of your teaching by others (LAFs)
3. School-based phase reviews
4. ITaPs
5. Subject knowledge development
6. School-based training activities
7. Feedback from Lead Mentor

Note: You **MUST** add the number or the files will not be in the correct order.

No school data or child information should be stored in the QTS file.

# QTS file subfolders required:

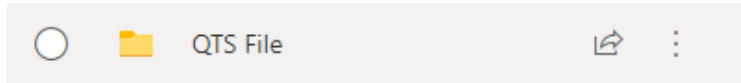
1. School-based training – Weekly Meetings
2. Observations of your teaching by others (LAFs)
3. School-based Phase Reviews
4. ITaPs
  - 4 subfolders -
    - ITaP 1: Behaviour Management
    - ITaP 2: Introduction to Assessment
    - ITaP 3: Effective Feedback
    - ITaP 4: SEND
5. Subject knowledge development
6. School-based training activities
7. Feedback from Lead Mentor

# Placement Experience File sections:

1. Timetable (Weekly timetables showing your teaching, observations and other experiences within school)
2. Evidence of learning (Plans, evaluations and pupils' work)

The placement file should be a separate folder to your QTS folder to maintain the confidentiality of the children and school data, in line with GDPR. Please ensure that a new file is set up for each new school placement.

- Share the link to **both files** with your Subject Mentor, Lead Mentor, Subject Lead (if not your Lead Mentor) and the Programme Lead (Daniel Dennis) by hovering over the QTS file folder and a share icon appears:



- Click on the icon and follow the instructions
- If you are a School-Led student, also share it with the staff identified by your Lead School in addition to the above
- All files need to be organised and available for regular scrutiny by School Mentors, Lead Mentors and the Programme Lead (where appropriate)