



CTT

PROCEDURES for INTERCALATION for QTS

2021/2022

At the time of publishing the following roles were held:

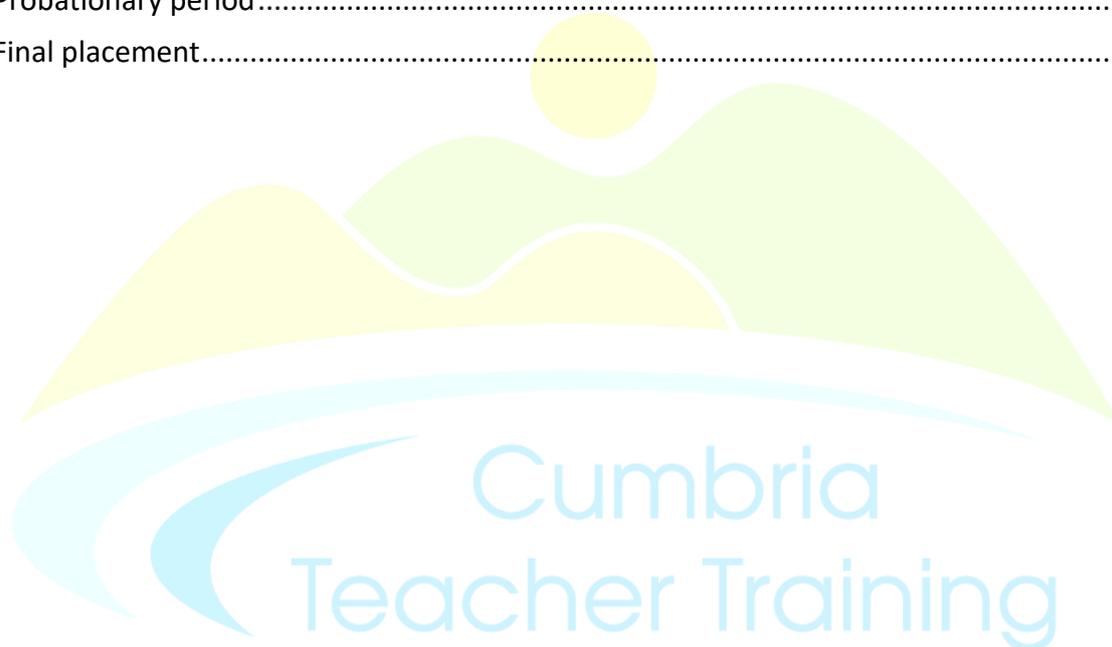
SCITT LEAD	MRS. W. KENDALL
CHAIR OF THE CTT BOARD	MRS. V. HEPBURN-FISH

Approved by¹

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Position:	Chair of the Board of Directors of CTT
Signed:	<i>V. Hepburn - Fish</i>
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CTT Intercalation Policy

CTT Board recognises that there are times when a trainee may have difficulty reaching the standards required of the course due to circumstances beyond their control, for example through illness.

When a trainee faces any such difficulty support will be provided as per the *CTT Support and Capability Policy*.

If the difficulties are severe, it may be impossible for a trainee to attain the standards required when they might otherwise have been able to do so. If CTT Board judge this to be the case, the members have the discretion to offer the trainee the opportunity to intercalate. In effect this means the trainee would leave the course and resume it the following year at the beginning of the phase they were in on leaving. In the case of trainees intercalating during the final phase, there may be the opportunity, though this is not guaranteed, to resume the final phase earlier in the following school year.

Once a trainee accepts an offer of intercalation there are a series of steps to go through.

Step 1 – Identifying a school(s) for the intercalated phase(s)

This is undertaken using normal CTT procedures. Trainees do not have a input into the choice of school and the school must be a CTT school.

Step 2 – Initial checks

The trainee will have to complete an OHU check to ensure they are fit to resume the course. They will also require an additional DBS check, unless they have subscribed to the DBS update service.

Step 3 – Planning exercise

The trainee will be set a probationary planning exercise commensurate with the phase they are returning to. Typically, this will be to plan for the first week of the phase. The trainee will be given a week to complete the planning exercise, receiving feedback on this the next week. The planning will be reviewed by the support mentor, the lead mentor and, in cases of doubt, CTT SCITT Lead and a CTT Board Member. If the planning is not to the standard

expected from a trainee commencing the relevant phase CTT Board will withdraw the offer of intercalation.

Step 4 – Probationary fortnight

The first two weeks of the phase returned to will be probationary. During this period, in addition to the normal observations from support/lead mentors, the CTT SCITT Lead will observe the trainee twice. The focus of these observations will be to thoroughly assess the trainee's needs and ensure adequate support is in place for their intercalation. However, if at the end of the two weeks CTT do not judge the trainee as fit to return to the course and unlikely to reach the required QTS Standards, CTT will withdraw the offer of intercalation.

Step 5 – Completion of phase(s)

On successful completion of the probationary fortnight, the trainee will then complete the phase(s) as per the normal course structures.

Intercalation of PGCE elements

An intercalating trainee may also have to intercalate from their PGCE studies. If this is the case, Sheffield Hallam University will normally automatically authorise such intercalation if CTT Board has approved the intercalation of the QTS elements of the course. Full details of SHU regulations are available to trainees via the SHU Portal.

Charges for intercalation

CTT Board do not seek to profit from intercalating trainees but do charge to cover the costs to CTT of such intercalations.

Charges will vary depending on at which stage of the course a trainee is intercalating. For a trainee who intercalates between Phases 1 and 2, the balance of their existing course fees will cover the costs of intercalation, with the exception of initial checks. The fees of trainees who intercalate during the final phase will already have been spent and such trainees will be charged £1,500 to intercalate. In such cases, the fees will be invoiced as follows.

Initial checks

First a trainee will be invoiced £100 for a fit to work OHU clearance and a new DBS check.

This charge will apply to any intercalating trainee.

If a trainee has subscribed to the DBS update service, they will only be charged £50 to cover the OHU check.

The intercalation cannot proceed without successful completion of these checks.

Probationary period

Before commencing the two-week probationary period, trainees will be invoiced for £680.

This fee must be paid before beginning the probationary period.

This cost is to cover fees that CTT pay: to the placement school; for Mentor training costs; for visits from the Programme SCITT Lead; and for administration costs.

Final Phase placement

On successful completion of the two-week probationary period, CTT will invoice trainees for £720.

This fee must be paid before beginning the remainder of the final placement.

Once again, this cost is to cover fees that CTT pay: to the placement school; for visits from the SCITT Lead; and for administration costs.