



School of Education PGCE FE Initial Teacher  
Training/Education Partnership Agreement.  
September 2021 – August 2024

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UNIVERSITY OF WORCESTER

**The Partnership Agreement is based on guidance from the Department for Education.**

## Introduction

The purpose of this Partnership Agreement is to set out the management structures, roles and responsibilities and expectations of the University of Worcester, School of Education, Initial Teacher Training and Education Partnership ('The Partnership'). The Partnership is a shared commitment to pursue high quality initial teacher education and training (ITET) to provide trainees with the best possible preparation for their chosen profession. The commitment recognises that expert colleagues in the partnership, and staff in the university, have distinctive contributions, roles and responsibilities. The Post Compulsory Education (PCE) Initial Teacher Education (ITE) programme is a partnership between individual settings and the University of Worcester.

This partnership agreement seeks to be a clear, working document used to guide and inform the contributions of each partner and to support coherent arrangements across the various contexts in which the training takes place. The partnership agreement must be understood and used for communication between all partners for the co-ordination of teacher training and education.

The Partnership Agreement has a duration of 3 years but either party can terminate on 3 months written notice or earlier for material breach or insolvency.

An updated version of our Agreement can be found on the website, please note, this agreement is updated frequently in-line with any changes in the DfE ITT Criteria and supporting advice.

The Agreement will be terminated if a school, college or setting is deselected from the Partnership (section 4).

The partnership recognises that the well-being of the learners in settings takes priority over all other considerations.

## Commencement, Duration and Review of Agreement

This agreement is signed by the setting at the point of making the university placement offers/agreeing that the Trainee has trainee teach

## The Agreement

### The Accredited Provider

The provider, University of Worcester, is an accredited mainstream ITE provider and has the ability to charge tuition fees to trainees. The provision must therefore be compliant with the [Initial teacher training \(ITT\): criteria and supporting advice](#) and align with the [Ofsted ITE Inspection Framework and Handbook](#).

This will be achieved through close cooperation between the partner setting and University of Worcester.

It may be necessary to adapt the agreement based on government advice in relation to coronavirus (Covid-19). The agreement follows government advice to ensure that trainees are given a fair opportunity to qualify and to safeguard teacher supply. Any amendments to the agreement will be communicated with partnership settings.

The Partnership Agreement between the Partnership Setting and University of Worcester is crucial to the success of the programme and training received by trainees. This sets out:

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## Section 1 – Key Roles and Responsibilities

The following roles and responsibilities should be read in conjunction with the detailed responsibilities set out in the relevant placement documentation.

Course Leader (University) undertakes the following:

- Liaising with senior placement managers and tutors over placements.
- Organising mentor meetings for Senior Managers, Subject Specialists Mentors and new mentors.
- Reviewing recruitment policies and strategies.
- Organising interviews.
- Organising examination boards.
- Organising external examiners and mentors who act as internal moderators.
- Liaising with committees over term dates, structure of the course and financial payments.
- Liaising with national bodies about developments in the structure and management of ITT (Initial Teacher Training) courses.
- Co-ordinating inspections.
- Developing the course in light of feedback from Ofsted, external examiners, mentors and trainees.
- Evaluating and reviewing course structures and procedures.
- Acting as second viewer for failing trainees.
- Advising trainees who are not on target.

Subject Specialist Tutor (University) undertakes the following:

- Delivering subject, curriculum and pedagogic knowledge, and skills to enable trainees to meet the course outcomes and Professional Standards.
- Maintaining regular communication with the trainee and setting, completing four observations, liaising with subject specialist mentor in advance.
- Quality assuring the placement, and judgements against the Professional Standards, by conducting joint observations with the subject specialist mentor.
- Reviewing of trainee progress through tracking PebblePad development.
- Moderating trainee outcomes across the Partnership.
- In some cases, marking and moderating of assignments.

Senior Manager (Setting) undertakes the following:

- To be the first point of contact, and to maintain communication, in the trainee, Subject Specialist Mentor (setting) and University partnership.
- To support the welfare and undertake the supervision of the trainee whilst on placement.
- Organising quality assurance of the setting experience, ensuring trainee entitlement and agreed protocols.
- Providing an induction programme for each placement that includes access to the setting safeguarding policy, the staff behaviour policy (sometimes called a code of conduct) and information about the role of the designated safeguarding lead.
- Liaising with the Course Leader (university) and Subject Specialist Mentor (setting) on the needs assessment of the trainee and providing support in a timely manner.
- Ensuring all active mentors meet the agreed mentor criteria and are University of Worcester mentor trained prior to hosting placements.

Subject



## College/Setting involvement in Leadership and Management

The **Partnership Advisory Group (PAG)** meets three times a year. Membership includes Head of Department (Chair), PGCE Course Leader, PGCE Course Administrator, a Senior Manager and a Subject Specialist Mentor, with the mentors being asked to serve a three-year term. The role of the group is strategic and complements the role of the Student: Staff Liaison Committee. The remit of the PAG is to:

- Contribute to and scrutinise the annual self-evaluation

## Trainee Entitlement whilst on placement

- Access to 150 teaching practice hours to meet teaching practice module requirements
- Regular meetings with a named subject specialist mentor – an agreed weekly meeting slot is recommended
- Formative observation feedback opportunities as agreed with setting – trainees should be advised of these opportunities at induction – a minimum agreed weekly opportunity is recommended
- One joint observation with University/setting staff in the first 6 weeks of placement
- Four mentor observations with written feedback – a spread from late November to late May
- Two mentor Professional a smertus]TJ0 Tc 0 Tw 28.29 3.4(-)Tj0.5 0 Td49( )Tj0.001 Tc -0.001 Tw 0.23









## Section 8 – Professional Development Opportunities

The University of Worcester delivers training to all stakeholders. The range and scope of training changes to meet the needs of the partnership in response to the continuing change in ITT criteria. Active mentors should be new mentor trained through the University of Worcester and the expectation is that active mentors should attend setting placement

All trainees are DBS checked and an expectation is that tutors visiting settings are accompanied during their visit either by trainees or colleagues from the setting.

## Financial Annex

The full scale of payments for University of Worcester placements and training will be available for Partner Settings

## Data Protection Legislation

The University of Worcester's Privacy Notices are published on its website available here:  
<https://www2.worc.ac.uk/informationassurance/data-protection.html>

