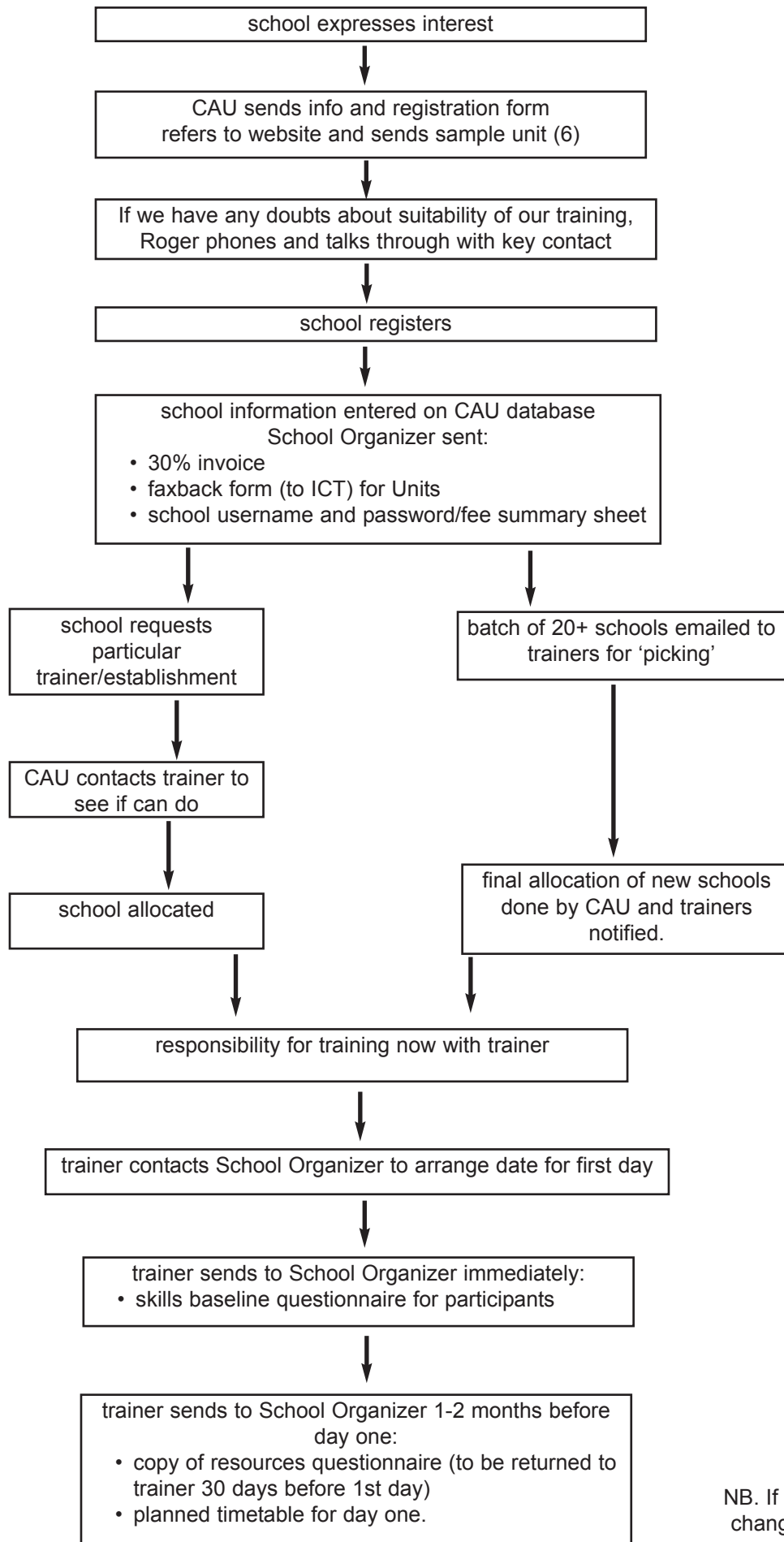


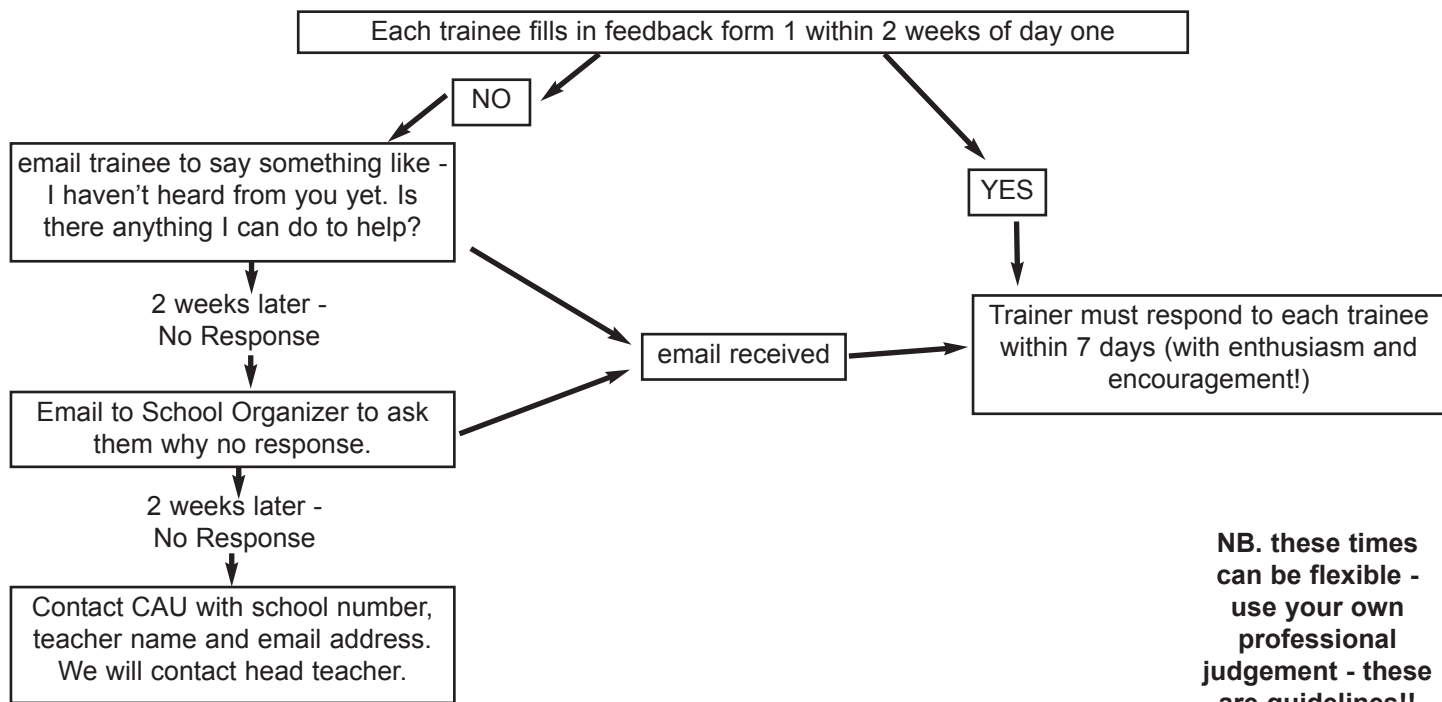
ICT NOF procedures before day one

school = school or group
CAU = central admin unit
(ie Alison)
trainer = Training Centre

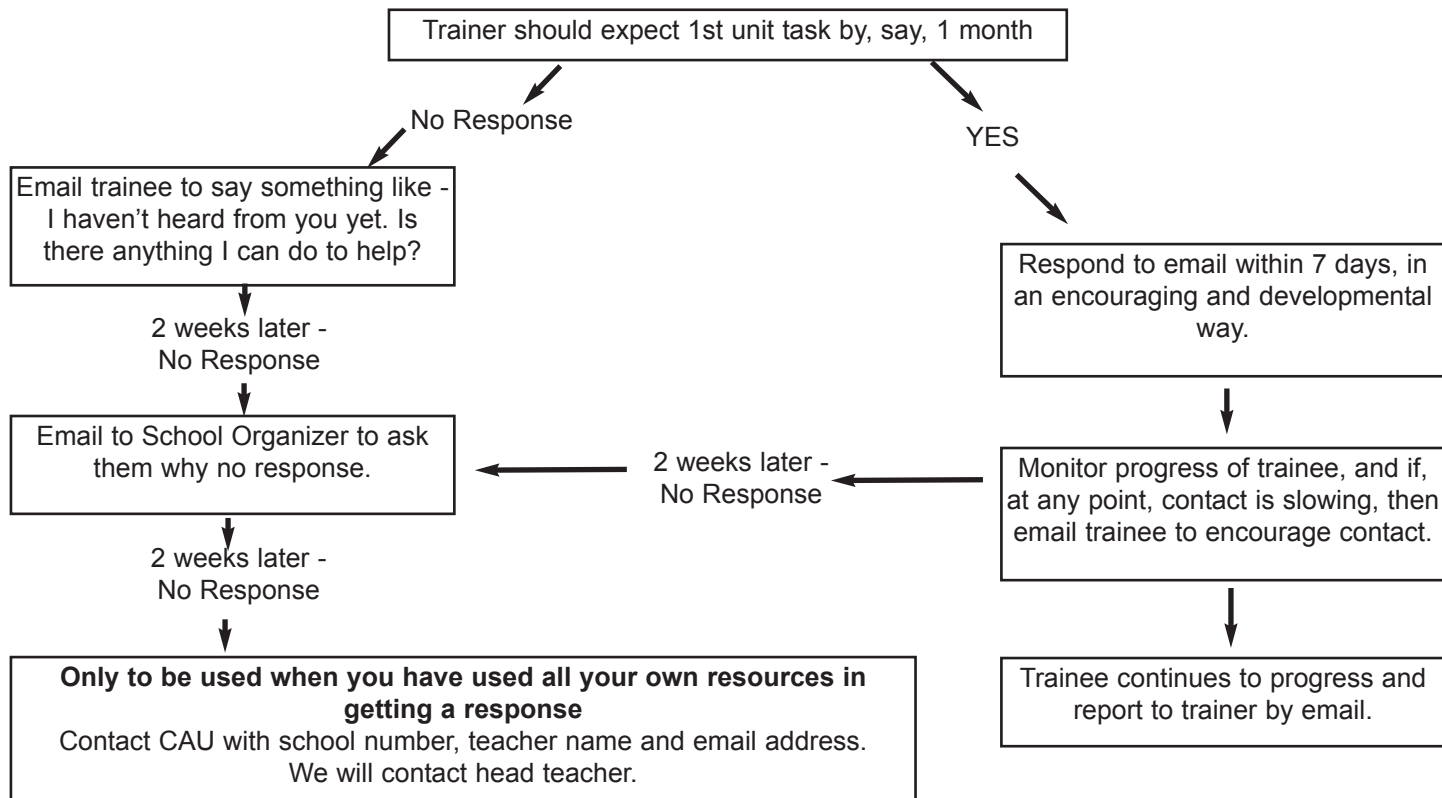


NB. If training numbers
change please inform
Alison

Trainers NOF procedures after day one



NB. these times can be flexible - use your own professional judgement - these are guidelines!!



Date for 2nd day can be flexible. Have to compromise between going on too long and putting on too much pressure.
Usually 6 months, but extend (8/9 months at your discretion if appropriate).

2nd Day planning
School Organizer must:

- ensure that all trainees have completed 2nd feedback form
- ensure and support all trainees in completing PDR, especially Individual Action Plan

2nd Day must include:

- meeting with School Organizer/head to plan further development
- final meeting with participants, issue certificates, provide positive feedback etc

School/Group NOF procedures

Currently this part is not made clear to the school. We have to clarify, particularly the role of the Key Contact.

