**HONORARY CONTACT FOR STUDENTS ON INITIAL TEACHER TRAINING**

**ITT QTS**

The University of Northampton ITT QTS Partnership is very proud of its Initial Teacher Trainees. You have been through a rigorous selection process in order to enrol onto our training programmes for undergraduates and postgraduates trainee primary teachers. Your enrolment with the University of Northampton is a contractual arrangement whereby you are entitled to receive appropriate tuition and support to assist you in successfully completing your chosen programme to train to become a primary school teacher. This honorary contract refers to the following programmes.

* BA Primary Education 5-11
* PGCE Primary Education 5-11
* PGCE Primary Education 3-7

(The PGCE programmes refers to all students – University codes and School Direct Training and School Direct Salaried).

This honorary contract sets out the principal obligations of each party and must be read in conjunction with the University Student Charter.

We expect a high level of commitment, professional behaviours and engagement appropriate to your development as a beginning teacher in accordance with the Teachers’ Standards (2012). Therefore you have both rights and responsibilities as a student alongside the University of Northampton as providers of initial teacher training. We work in partnership with schools and settings to plan, deliver and monitor your progress as you develop the professional skills and attributes to demonstrate competence in the Teachers’ Standards Part One and Two.

This contract does not constitute a legal document.

The first part of the honorary contract concerns your

* status
* rules and regulations
* equal opportunities policy
* indemnity and health and safety during school-based training experiences
* DBS/Health/DbA documentation
* staff association/student union
* accident reporting
* loss of personal effects, property/equipment
* removal of University of Northampton or school property by students

The second part of the honorary contract concerns your

* school-based training experiences
* travel to school based training experiences
* attendance during school based training experiences
* support for your training

The third part of the honorary contract concerns confidentiality and personal details.

**PART ONE**

1. **STATUS**

During the period of your course, you will be referred to as a ‘trainee’ in documents. For those who are training on a PGCE School Direct Salaried code, you will also be an employee of a school.

**2. RULES AND REGULATIONS**

You will be subject to and required to abide by the Rules and Regulations currently in force and as amended from time to time, relevant to your course e.g:-

a) Rules and Regulations of the Faculty of Education & Humanities including Course Regulations

b) Rules as determined by the University of Northampton Student Handbook

c) Statutory and European Community requirements

d) Local rules and regulations of the participating school settings

e) Rules and Regulations of ITT courses

University and Course regulation and procedures, student handbook and Student Partnership Agreement with the Student Union is part of pre-enrolment and are available at [Student & Academic Regulations](http://www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations).

**3. EQUAL OPPORTUNITIES POLICY**

University of Northampton is committed to an Equal Opportunities Policy. Students are required to adhere to this Policy, and any breach of which will be dealt with under the Student Disciplinary Procedures.

**4. COMMUNICATION**

University of Northampton will communicate with you through your term time or home address as appropriate, by letter, by email, by telephone/mobile phone or through other approved electronic media.

You will check your email account and other forms of communication regularly and notify the Student Records Team (via the Student Centre) and your Personal Academic Tutor (PAT) if any details change.

We will provide you with clear and unambiguous information about the programme, modules, procedures, assignments, timetables and resources. You will refer to these on a regular basis and proactively respond to them as appropriate.

**5. INDEMNITY AND HEALTH AND SAFETY DURING SCHOOL BASED TRAINING EXPERIENCES**

Students are reminded that, in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and others through your work activities and that you are to comply with the Health and Safety Rules operating within schools, settings and at University of Northampton.

During school based training experiences students are indemnified by the host authority in respect of industrial injuries and insurance cover aspects, with regard to any act, neglect or default whilst engaged in training to teach, as though they were employees of that authority.

**6. DBS/HEALTH/DISQUALIFICATION BY ASSOCIATION (DbA) DOCUMENTATION**

It is your responsibility to ensure timely submission of required documentation in response to DBS, Health Screening and Disqualification by Association processes.

You will not be enrolled onto the programme until you have submitted your DBS disclosure, health form and DbA form.

All students who have not received their DBS disclosure or health clearance by the time of their first school based training experience will result in a delay in starting school based training experience.

Throughout the course, you are responsible for notifying your Programme Leader if you come into contact with a notifiable disease. The University of Northampton reserves the right to withdraw the offer of a place, or discontinue a student’s programme of training, if at any time the student’s personal health is deemed to be at risk to teaching.

As part of their professional behaviours, students are expected to share any changes in their health or personal circumstances that may cause concern for them to undertake and continue training.

School Direct Salaried trainees will have DBS completed by employing school who will notify the University that this has been completed. The employing school is required to share the DBS number and Date of Issue with the University as a requirement of the ITT criteria for your programme.

**7. STAFF ASSOCIATION/STUDENT UNION**

You are advised of your right to join a Students Union and/or Professional Organisation or Trade Union.

**8. ACCIDENT REPORTING**

Should you, whilst learning at the University of Northampton or at your school or setting have an accident or be subject to an untoward occurrence which may or may not have resulted in injury, you must report this immediately to Programme Leader or representative. An accident form must be completed as soon as possible and retained by the organisation. A copy will be forwarded to the Dean, Faculty of Education & Humanities.

**9. LOSS OF PERSONAL EFFECTS**

No liability can be accepted for loss or damage to personal property by burglary, fire, theft or otherwise. Students are advised accordingly to provide their own insurance cover.

**10. PROPERTY/EQUIPMENT**

On completion/termination of your programme all University of Northampton and school/setting property supplied or loaned to you must be returned, otherwise an invoice will be issued.

**11. REMOVAL OF UNIVERSITY OF NORTHAMPTON or SCHOOL PROPERTY BY STUDENTS**

No material or goods which are the property of University of Northampton or the school/setting are to be removed unless it is in the normal course of duty and if the necessary authority has been obtained. Breach of this condition will result in disciplinary action, which could include termination of the Honorary Contract, and from your programme and repayment of any monies due.

**PART TWO**

**12. SCHOOL BASED TRAINING EXPERIENCES**

You will engage in a range of school based training experiences in accordance with ITT criteria which are organised in a timely manner to support your achievement of the Teachers’ Standards in different Key Stages, according to the age range for which you are training to teach.

You will observe codes and practices as laid out in the Teachers’ Standards. You will comply with the expectations in the School Based Training Experience Booklets. You will conform to the codes of behaviour and appearance expected in each school/setting.

As part of their professional behaviours, students are expected to share any changes in their health or personal circumstances that may cause concern for them to undertake training.

Students suspected of unprofessional behaviour may be subject to a fitness to practice investigation which may result in termination of this Honorary Contract, any funding resulting, and from your programme.

You will respect the confidential nature of information within schools and ensure no opinions are expressed or written that may damage the reputation of the school or the University of Northampton.

You will be supported by appropriately trained school based mentors.

**13. TRAVEL TO SCHOOL BASED TRAINING EXPERIENCES**

You may be entitled to a financial contribution towards travel in accordance with the Faculty of Education and Humanities travel policy. Please note that if you are using a car to travel to school/setting it is your responsibility to ensure your car is roadworthy, that you hold a current UK driving licence and that adequate insurance is in place (typically Business Insurance) for using your to travel to school/setting.

**14. ATTENDANCE RECORDS DURING SCHOOL BASED TRAINING EXPERIENCES**

Daily attendance records must be completed and agreed by a designated mentor. You are required to notify the school/setting and the University of absence due to illness or as an outcome of personal circumstances

**15. SUPPORT FOR YOUR TRAINING**

The University of Northampton will provide each student with access to a range of services including personal tutorials. You will attend tutorials with your tutors as requested. You will engage with your student representative to provide feedback to the Programme Leaders, respond to internal and external quality assurance and reviews, including the National Student Survey (NSS) or Post Graduate Survey (PTES).

The University of Northampton will set assignments at the appropriate academic level which are designed to enable you to demonstrate how you have met stated learning outcomes. We will fairly and objectively grade assignments and provide you with formative and summative feedback against assessment criteria. You will respond professionally to feedback and advice.

The University of Northampton will design and deliver structured centre-based training programmes related to appropriate local and national expectations and guidance. We will provide teaching which supports your achievement of the specified learning outcomes. Alterations to the timetable, location, number of classes and method of delivery will be kept to a minimum and you will be informed of these in a timely way. Variations to the content of the programme may be made in order to manage resources efficiently. You will adhere to the expected standards of professional behaviour and attendance. You will take a pro-active role in your own learning, attend and engage with all Learning Events. You will notify tutors when you are unable to attend in alignment with the Attendance Cause for Concern procedure.

**PART THREE**

**16. CONFIDENTIALITY**

During your course you will become aware of, and have access to information relating to children and members of staff etc. of a confidential nature. You must maintain confidentiality at all times in accordance with the University and host organisations rules and procedures. This includes inappropriate use of social media. Any breach of confidence will be viewed most seriously and may result in termination which could include termination of the Honorary Contract, and from your programme and repayment of any monies due.

**17a. PERSONAL DETAILS**

In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679, The University of Northampton needs to explain which Article 6 condition it is relying on for holding and processing personal data. The University will process personal data in accordance with the performance of contractual arrangements you as a student have with us (including your obligations to the professional body). (Art 6 1(b)). The University of Northampton has legitimate interest to share your personal details before and during your programme with other organisations, details of which are outlined below:

|  |  |  |
| --- | --- | --- |
| Personal Detail | Organisational Shared with | Purpose |
| Name, Date of Birth, \*DBS number and Date of Issue  \*Please note:  School Direct Salaried trainees will have DBS completed by employing school who will notify the University that this has been completed and DBS number and Date of Issue. | School Based Training Providers | Placement organisation |
| Successful outcome of your degree for professional registration  First Destination employment | DfE  Employers | To complete your professional registration  Employment expectations |
| Name, Email address, telephone number, postal address, Date of Birth | DfE | To complete your professional registration |
| Name, Placement location, DBS Number and date of issue, DbA, Prohibition checks, First Destination employment | Ofsted, DfE | To comply with ITT requirements |
| Progress towards the teaching standards | Placement Providers  Ofsted | Placement assessment  To comply with ITT requirements |
| Name, Email address, | [My Knowledge Map](http://www.myprogressapp.com/media/1127/myprogress-privacy-statement-and-terms.pdf) | E-tool used by students completing assessments, evidence teaching standards |

A list of school based training providers used by the University of Northampton can be found here (<https://www.northampton.ac.uk/new-students/work-based-learning-and-placements>.). You have the right to make representation to the University and at any time during your enrolment on your programme. Should you have any concerns in relation to sharing your personal data, and can do so by contacting Head of Placements and Workbased Learning [placements@northampton.ac.uk](mailto:placements@northampton.ac.uk)

**17b. Personal Data – Occupational Health and DBS Information (AND DbA and Prohibition)**

We will hold information relation to DBS, DbA and Prohibition checks and Occupational health checks, and conversations we may have with you during and after your enrolment with the University. The reason we do this because it is a professional requirement that we check the character and suitability of the student for the Teaching Profession. We retain this information for a period of three years’ post-graduation as justification that you were a fit and proper person to complete the degree or postgraduate programme. This information is only ever shared within the limited team of professionals within the Faculty of Education and Humanities or where there is a contractual or legal justification for further sharing. This may include, for example, sharing with school based training providers or Law Enforcement agencies

Under the General Data Protection Regulation the University needs to explain which Article 6 condition it is relying on for holding and processing personal data. In the instance of the OH and DBS information that we process the lawful processing condition is the performance of contractual arrangements you as a student have with us (including your obligations to the professional body). (Art 6 1(b))

The University shall retain, and may process, this information for the duration of your degree and post graduate programme. We will share details of the DBS and the OH assessment with school/setting in order to fulfil our obligations to them and your professional obligations to them. This information will be held for three years after your degree and postgraduate programme to demonstrate that the University and you have fulfilled relevant obligations.

Schools/settings which employ School Direct Salaried trainees will retain and process information in accordance with their employment contract and the policies of the employing school.

The University expects that the student will themselves provide the DBS and OH data to the school/setting. However, students should be aware that in the event that this is not possible for whatever reason, this data will be shared by the University of their behalf.

If you have any concerns regarding sharing OH or DBS data please discuss this with the Head of Placements and Workbased Learning by emailing [placements@northampton.ac.uk](mailto:placements@northampton.ac.uk)

There exists though an exemption within the GDPR that allows organisations to share information about students to schools/settings where the student may be working with children and/or adults at risk of harm. Therefore please be aware that there are very few circumstances where the University could support withholding information from placement provider relating to health or criminal activity.

**18. CONTRACT**

This honorary contract is addition to & in accordance with your contract of enrolment with the University of Northampton.

**I HEREBY ACCEPT THE TERMS AND CONDITIONS OUTLINED IN THIS HONORARY CONTRACT**

**NAME………………………………...SIGNATURE ……………………………………**

**PROGRAMME………………………………………………………………………………..**

**DATE………………………**

Once completed, please email this form to [educationplacements@northampton.ac.uk](mailto:educationplacements@northampton.ac.uk)