

**To be completed prior to the QA visit**

- Evidence of induction process
- NQT action plan complete and reviewed if appropriate
- Formal observation and feedback
- Reduced timetable evident
- CPD log up to date
- Evidence against standards in place

45 Minutes

Initial meeting with induction tutor / mentor  
Scrutiny of induction programme and processes



30 minutes

Joint lesson observation – Appropriate body and induction tutor / mentor



15 minutes

Lesson observation feedback – appropriate body quality assures the feedback given from induction tutor / mentor



30 minutes

Meeting with NQT – scrutiny of NQT evidence folder

At the end of the process the TELA appropriate body representative will complete a written feedback form and return it to the school / college