

TELA NQT Appropriate Body Timeline 2019/2020

WC	02/09/2019	Register NQT with TELA
		Meet with NQT
		Complete basic induction checklist
	04/09/2019	Attend induction tutor training
	09/09/2019	Complete half termly action plan
	13/09/2019	NQT conference at NSPCC
TBC		Primary NQT afternoon tea 3:30 - 5:30pm
	25/09/2019	Secondary TELA NQT Training 1 .- 4-5:30pm
W/C	21/10/2019	Review half termly action plan
	21/10/2019	Complete new half termly action plan
W/C	25/11/2019	Evidence review meeting
	06/12/2019	1st interim report deadline
W/C	06/01/2020	Review half termly action plan
	06/01/2020	Complete new half termly action plan
	05/02/2020	Secondary TELA NQT afternoon training 2. - 4-5:30pm
W/B	24/02/2020	Review half termly action plan
	24/02/2020	Complete new half termly action plan
W/C	30/03/2020	Evidence review meeting
	01/04/2019	2nd interim report deadline
W/C	20/04/2020	Complete new action plan
	20/05/2020	Secondary TELA NQT afternoon training 3. 4-5:30pm
W/C	15/06/2020	Evidence review meeting
	29/06/2020	Final report Deadline