



LINCOLNSHIRE ITT ASSESSMENT ONLY ROUTE

GUIDANCE AND ELIGIBILITY INFORMATION

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Administration team

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INTRODUCTION

The assessment-only route to Qualified Teacher Status is appropriate for candidates who:

- Have a minimum 4/C-grade in GCSE (or equivalent*) English and Maths and, for Primary a 4/C-grade (or equivalent*) in a Science
- Hold a UK first degree 2:2 or higher (comprising 300 HEI credit points of which 60 must be at level 6 of the QCF) or an ENIC certified equivalent
- Can demonstrate their proficiency in Literacy and Numeracy
- Have taught (planned, delivered & assessed – experience alone isn't enough) in at least two schools and across two key stages
- Have clear DBS checks
- Are assessed by their school as needing no Initial Teacher Training

You will find a handy checklist in Appendix 1 which will give you an indication of your suitability for this route.

Our Partnership Agreement details roles and responsibilities.

ELIGIBILITY INFORMATION

The following information is taken from the Assessment only route to QTS: criteria and supporting advice, September 2023. The full document can be found here: <https://www.gov.uk/government/publications/the-assessment-only-route-to-qts/assessment-only-route-to-qts-criteria-and-supporting-advice>

ENTRY CRITERIA

A1.1 GCSE standard equivalent

All providers must ensure, before acceptance onto the route, that:

- all entrants have achieved a standard equivalent to a grade 4 in GCSE English and mathematics
- all those who intend to teach pupils aged 3 to 11 additionally have achieved a standard equivalent to a grade 4 in a GCSE science subject

A1.2 Degree criteria

All providers must ensure, before acceptance onto the route, that:

- all candidates hold a first degree granted by a United Kingdom higher education institution or equivalent institution

A1.3 Suitability

All providers must ensure, before acceptance onto the route, that:

- all candidates, as part of the provider's selection procedures, have taken part in a rigorous selection process designed to assess their:
 - suitability to teach
 - ability to demonstrate meeting all of the Teachers' Standards without the need for any further training

A1.4 School teaching experience

All providers must ensure, before acceptance onto the route, that:

- all candidates have taught in at least 2 schools

ASSESSMENT CRITERIA

A2.1 Provision

All providers must ensure that:

- the content, structure, delivery and assessment of assessment only provision are designed to:

- enable candidates to demonstrate meeting all of the Teachers' Standards across the age range of assessment
- ensure that no candidate is recommended for the award of QTS unless they have demonstrated meeting all of the Teachers' Standards

A2.2 Age ranges

All providers must ensure:

- all candidates recommended for the award of QTS have been assessed as meeting the Teachers' Standards within one of the following age phases:
 - ages 3 to 11 (primary)
 - ages 7 to 14 (middle)
 - ages 11 to 19 (secondary)

Assessment must ensure that candidates have the knowledge and skills they need to be able to teach in one of the specified age phases. Typically, assessment will take place across the following age ranges:

- 3 to 7, 5 to 11, or 7 to 11 for primary assessment
- 7 to 14 for middle assessment
- 11 to 16 or 14 to 19 for secondary assessment

A2.3 Candidate assessment

All providers must ensure that:

- the process of assessment:
 - includes the assessment of practical teaching in a school (or early years or further education setting)
 - typically does not last longer than 3 months

AOR FEES

Our AOR fees are:

£2,750 per candidate* + travel/accommodation expenses for schools outside our usual geographical boundaries

Breakdown of costs

£500 advice, screening, initial visit and feedback

£2250 registration for the Assessment Only Route, final assessment and feedback

Please refer to the AOR Partnership Agreement for full details of our finance.

This fee covers:

- ✓ **Screening and initial administrative checks**
- ✓ **Initial Assessment Visit (Day 1)**
- ✓ **Formal feedback on lesson observations**
- ✓ **Registration with DfE for Assessment Only for those successful after day 1**
- ✓ **Final Assessment Visit (Day 2)**
- ✓ **Internal moderation**
- ✓ **External moderation when appropriate**
- ✓ **Recommendation for QTS**
- ✓ **A detailed Final Assessment form including recommended focuses for ECT year**

Self-funding: Should a candidate wish to fund AOR themselves, the fees remain the same as for the school they are employed with. Any financial agreement in relation to AOR is between the Lincolnshire ITT and the school. It is up to the school to make arrangements to recoup any expenses from a self-funding candidate.

*Please note costs will be incurred should an application be unsuccessful after Day 1 at the published rate

There will be additional travel expenses for any assessments more than 30 miles from Clayton Road, Lincoln. Contact us for further information.

FREQUENTLY ASKED QUESTIONS

What if I have only taught in school one setting?

Without second school teaching experience you are not eligible. Contact us with any specific queries.

Guidance from DfE states that:

Candidates need to demonstrate sufficient breadth and variety of experience in schools or other settings to enable them to meet all of the Teachers' Standards. They need to have:

- taught children and young people from different backgrounds, across the ability range in their chosen age ranges
- gained experience of different approaches to teaching and learning and to school organisation and management

Candidates must have taught in 2 schools, early years or further education settings before entry to the assessment only route. It is not sufficient for candidates only to have had experience of 2 schools or settings. Providers should consider whether a candidate's prior experience of teaching in schools provides enough evidence to allow the provider to confidently count those previous teaching experiences towards the 2 schools required. Where candidates need to undertake a second school placement to meet the entry criteria the Lincolnshire SCITT requires this to typically be at least 6 weeks in length prior to any application.

ITT Providers will need to be clear about the nature and extent of the prior experience, whether it offered the candidate the opportunity to teach children and young people and whether, taken together with other experiences, it prepared the candidate sufficiently to meet the Teachers' Standards.

Typically, a candidate with fewer than 2 years of teaching experience in schools as an unqualified teacher would be unsuitable for the Assessment Only route. Practical teaching experience for the purposes of assessment only is not restricted to taking place wholly or mainly in England.

What if I have one year's experience (or equivalent) of teaching a full timetable? (Primary and Secondary)

Contact us. We will look at the teaching experience you currently have and work with your school to put together an action plan to secure the required experience moving forward.

Which subjects do you offer AOR? (Secondary)

We work with candidates in any secondary subject.

Please visit the website or contact us with any further questions.

GUIDE TO AOR APPLICATION PROCESSES

1. The school makes an enquiry on behalf of a candidate through the administration team. Note: sometimes enquiries are received from the applicant themselves but they should be employed in a school willing to support the AOR process for them to undertake this route. Typically, an online meeting is set up between the AOR Lead with the candidate and/or the headteacher.
2. The administration team send the AOR information pack to the school and the candidate. This includes the AOR application form, DfE Data Tracking form and the AOR Guidance and Eligibility Information.
3. School and candidate to check against the eligibility information to ensure that the candidate has the relevant experience and qualifications to apply for AOR. Queries in relation to this to be directed towards the administration team.
If the candidate does not have teaching experience in a second setting this will need to be organised. For candidates who have not taught in a second school, a minimum 6 weeks' block placement should be organised by their school/the candidate. Ensure all relevant age and ability ranges are covered
4. The application forms should be completed and sent to the administration team.
NB The school must send the completed application form through (Part A and B)
5. As outlined in Criteria 1.3 in the AOR Criteria Supporting Guidance, it is the candidate's responsibility to secure fundamental English and mathematics, whereas responsibility for assurance lies with the provider. Fundamental English and mathematics may be assured in different ways by different ITT providers. (Note this was previously known as the Professional Skills Test but reference to the PSTs have been removed from the AOR guidance)
Lincolnshire ITT assure these proficiencies through screening of the AOR Application including the Personal Statement, school references, AOR interview, written task which takes place as part of AOR Day 1 (if the AOR Lead feels we need more evidence) and through use of the Elevate My Maths programme (or similar) where necessary. AOR Lead to ensure this is explained to the candidates and the school at this stage. Please note this may also be explored further in the Initial Assessment visit (e.g. on sight of certificates) and will be the responsibility of the AOR Lead to inform the administration team if the Elevate My Maths/Literacy task is required.
6. Once the full application has been processed, the references and partnership agreement will be sent for completion by administration team. References and Partnership Agreement must be returned ahead of the Initial AOR Assessment Visit.
7. Initial AOR Assessment Visit will be booked.
8. **Initial AOR Assessment Visit** - A Lincolnshire ITT AOR Assessor to visit the school. AOR Criteria details the following:
A2.2 All candidates recommended for the award have been assessed as meeting the standards for QTS within one of the following age phases: Ages 3-11 (primary) Ages 7-14 (middle) Ages 11-19 (secondary)
Assessment must ensure that candidates have the knowledge and skills they need to be able to teach in one of the specified age phases. Typically, assessment will take place across the following age ranges:
 - 3 to 7, 5 to 11, or 7 to 11 for primary assessment
 - 7 to 14 for middle assessment
 - 11 to 16 or 14 to 19 for secondary assessment
9. **The Initial Assessment visit will include the following elements: AOR Day 1 Visit Process**
Day 1 of the Assessment Only Route to QTS sees an AOR Assessor visit the school to complete the admin, assess your starting point, audit against the standards and set targets for completion by the Final Assessment visit, no more than 12 weeks later.

Times	Activity	With whom/location
½ hour	Paperwork/admin check	Assessor & candidate
45-60 mins	Lesson observation 1	Joint with member of SLT for primary or secondary. KS4 in secondary should be with suitably experienced member of the department or faculty.
45-60 mins	Lesson observation 2	
½ hour	Interview	Assessor with candidate & member of SLT
½ hour	Portfolio discussion	Assessor with candidate
½ hour	Portfolio review	Assessor
15 mins	Next steps	Assessor, candidate & member of SLT

- a) Two lesson observations will take place as part of this visit. It is expected that lessons will provide strong evidence against a range of the Teachers' Standards. Lesson plans, resources and seating plans must be provided in hard copy on the day. These lessons are to be jointly observed with a member of the school leadership team (for Secondary applicants a senior member of the faculty team should observe the KS4 lesson to help quality assure subject specific knowledge). The AOR Assessor will expect to be able to look at student books.
- b) A 30-minute interview will also take place involving the AOR Assessor and at least one senior leader from the school as part of the panel.
- c) Paperwork will also be collated and photocopied – original copies must be seen. This includes: Degree certificate, evidence of standard qualification equivalent to GCSE Grade 4 in Maths and English (Science to be included for those being assessed within Age Phase 3-11), proof of any name changes where applicable, Photographic ID, ENIC documents where applicable. DBS certificates/numbers do not need to be seen – it is the responsibility of the school to ensure this is in place.
- d) Presentation of the portfolio of evidence by the candidate to the AOR Assessor. **Applicants must be able to evidence that they meet the Teachers' Standards at the point of entry to the route. For this reason, the portfolio evidence base must be presented during AOR Day 1. See Appendix 2 for comprehensive guidance on appropriate evidence to include.**
- e) A briefing about the format of the final assessment.
- f) The Professional and Personal Conduct Statement (Appendix 3) will be provided to the AOR Assessor, signed by both the Headteacher and the Candidate. This may have been received prior to the visit. This will be confirmed on the day.

10. On successful completion of the Initial AOR Assessment Visit, the candidate will be registered on the AO route. There is a maximum period of three months before which the school-based Final Assessment must be completed. The school and candidate will receive copies of both lesson observation feedback forms.
The school will be invoiced at this point for the first £500 of the fee.

11. When the invoice is paid (or at least acknowledged), the Final Assessment visit date will be confirmed and a schedule agreed.

12. **The Final Assessment visit will include the following elements: AOR Day 2 Visit Process**
Day 2 is the Final Assessment visit and will whenever possible, for continuity, be carried out by the same AOR Assessor. The day will see a rigorous inspection against all standards including:

- 2 full lesson observations (for secondary, one in each Key Stage and for primary, over the 2 full days, both English and maths must be observed)
- Assessment of the Teacher Standards demonstrated by portfolio evidence
- Portfolio discussion with candidate
- Discussion with Head or member of SLT to review response to feedback from last visit

Candidates will receive feedback at the end of the day but a final assessment report will be written by the AOR Assessor following the visit. Any recommendation for QTS will not be made until internal moderation is complete. Please be aware that we may need to retain your portfolio of evidence for this purpose.

Times	Activity	With whom/location
15 mins	Chat with SLT to share thoughts with Assessor on response to feedback from last visit	SLT
45mins - 1 hour	Lesson observation 1	Joint with member of SLT for primary or secondary. KS4 in secondary should be with suitably experienced member of the department or faculty.
45mins - 1 hour	Lesson observation 2	Joint with a member of the school leadership team
20-30 mins	Discussion of portfolio	Assessor with candidate
20 mins	Lesson observation 1 and 2 feedback	Assessor with candidate
10 mins	Review of the day	Assessor with candidate
5 mins	Assessor to email lesson observations Administration team to email what happens next	Assessor/Admin to email candidate and school

13. The AOR Assessor will send copies of lesson feedback to the candidate and the school and will ensure that all the evidence is in place ready for moderation prior to recommendation of the candidate to the DfE for the award of QTS.

14. School to receive the invoice for Day 2 from Lincolnshire ITT.
Candidate and school to receive, complete and return the AOR Feedback forms.
15. **Only once** the invoice has been paid will the school and candidate receive a copy of the final assessment form.

SUPPORTING DOCUMENTS

INCLUDED AS SUPPORTING DOCUMENTS

APPENDIX 1 SCHOOL INTERNAL CHECKLIST TO ENSURE ELIGIBILITY

APPENDIX 2 AOR EVIDENCE ADVICE - TEACHERS STANDARD 1-8

APPENDIX 3 PROFESSIONAL AND PERSONAL CONDUCT STATEMENT
