



UNIVERSITY *of*
WORCESTER

Institute of Education

Diploma in Teaching (Further Education & Skills)

Partnership Agreement

Halesowen College & Partners

Summary and Purpose

The purpose of this Partnership Agreement is to set out the management structures, roles and responsibilities, and expectations of the University of Worcester Institute of Education and Halesowen College Initial Teacher Training Partnership (**The Partnership**).

The Partnership is a shared commitment to pursue high quality initial teacher training (ITT) to provide trainees with the best possible preparation for the teaching profession. The commitment recognises that expert colleagues in the partnership, and staff in the university/college, have distinctive contributions, roles, and responsibilities.

The DiT Initial Teacher Training (ITT) programme is a partnership between individual settings and the University of Worcester/Halesowen College.

This Partnership Agreement seeks to be a clear, working document used to guide and inform the contributions of each partner and to support coherent arrangements across the various contexts in which the training takes place. The partnership agreement must be understood and used for communication between all partners for the co-ordination of teacher training and education.

The Partnership Agreement has a duration of 2 years, and is valid for those starting the course in 2024, but either party can terminate on 3 months' written notice or earlier for material breach or insolvency.

An updated version of our Agreement can be found on the Partnership website, please note, this agreement is updated frequently in line with any appropriate changes in the [DfE ITT Criteria and supporting advice](#) and the guidance from the Education and Training Foundation which is now available on the [DfE website](#).

The Agreement will be terminated if a setting is deselected from the Partnership (see section 4)

The Partnership also recognises that the safeguarding and well-being of the learners takes priority over all other considerations.

Commencement, Duration and Review of Agreement

This agreement is signed by the partner at the point of the partner agreeing to provide a placement and a subject specialist mentor (Subject Mentor) to support the trainee whilst on the programme.

The agreement is made between:

- University of Worcester ('The University') Henwick Grove, Worcester, WR2 6AJ
- Halesowen College ('The College') Whittingham Road, Halesowen B63 3NA
- The setting where the student will be placed ('The Partner')

The duration of this agreement is up to two years. The agreement replaces all previous agreements relating to the Partnership which are hereby declared null and void. The arrangement will be reviewed annually by the University of Worcester and Halesowen College. The review will be completed, and the agreement updated prior to the start of the academic year.

The Agreement

The Accredited Provider

The provider, University of Worcester, working in Partnership with Halesowen College, is an accredited mainstream ITT provider and can therefore charge tuition fees to trainees. The provision must therefore be compliant with the [Department for Education Initial teacher training \(ITT\): criteria and supporting advice](#) and [align with the Ofsted ITE Inspection Framework](#) . As a training programme for teachers and trainers in education and skills, the provider is required to meet the [DfE expectations](#) for providers and to meet the guidance requirements of the sector’s professional body, the Education and Training Foundation ([ETF](#)). The guidance is available on the [DfE website](#).

This will be achieved through close cooperation between the setting and University of Worcester/Halesowen College. The Partnership Agreement between the University/College and the partner is crucial to the success of the programme and the training received by trainees.

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Section 1 – Roles and Responsibilities

Course Coordinator (University) undertakes the following:

- Coordinate Programme Governance Board (PGB) meetings.
- Provide feedback to the partnership on quality assurance matters.
- Review recruitment policies and strategies.
- Organise examination boards.
- Organise External Examiners.
- Liaise with national bodies about developments in the structure and management of ITE (Initial Teacher Education) courses.
- Co-ordinate inspections.

QA Manager (Halesowen College) undertakes the following:

- Liaise with Course Coordinator and Course Leader on operational developments including quality assurance, recruitment and inspection.
- Lead on wider HE Partnership activities, including staff development.

Course Leader (Halesowen College) undertakes the following:

- Liaise with settings.
- Organise interviews and registrations.
- Review recruitment policies and strategies.
- Manage the course timetable and calendar.
- Organise mentor training meetings.
- Carry out observations.
- Mark and moderate assignments
- Enter grades on University systems.
- Organise External Examiner visits.
- Quality assure judgements against the National Occupational Standard through joint observations and other appropriate activities.
- Provide feedback to the partnership on quality assurance matters including AER, the annual course Improvement and Development Plan and Self Evaluation Document (SED).
- Evaluate and review course structures and procedures.
- Develop the course considering feedback from Ofsted, External Examiners, Mentors and Trainees.
- Co-ordinate inspections.

Personal and Academic Tutor (Halesowen College or Partner) undertakes the following:

- Provide pastoral, welfare, academic support, and career guidance to the trainee.
- Review PebblePad to track Trainee progress.

Link Tutor (University) undertakes the following:

- Monitor the application of quality assurance and enhancement procedures to ensure the correct processes are being followed and timely intervention occurs where appropriate.
- Provide quality oversight of the course.
- Attend the relevant meetings.
- Provide support to Course Leader or key contact at partner institution.
- Provide a link for partner trainees.
- Liaise with Course Leader and key contacts with partner institution.
- Evaluate and review course structures and procedures.

Subject Specialist Mentor (Placement) undertakes to carry out the following the following:

- Adhere to the principles of the ETF's Mentoring Framework which aims to:
- establish a shared understanding of effective mentoring practice.
- enhance the quality of mentoring for practitioners.
- ensure that mentoring is supportive and nurturing.
- help mentees and mentors to develop teaching, learning and assessment strategies which meet learners' needs.
- participate in trainee's first observation with University colleagues for training purposes.
- day to day supervision, providing a suitable timetable for the trainee and access to relevant department and setting documentation including access to schemes of work & learner data.
- ensuring the completion of 2 formal observations and feedback.
- arranging regular trainee review sessions to review progress and negotiate targets that are regularly monitored.
- working with colleagues and tutors to determine timely and accurate assessment of progress towards the National Occupational Standard using partnership documentation.
- liaising with subject specialist tutor and course tutor to complete 2 professional reports mid-February and mid-May summarising trainee progress.

Professional and Administration Services (University) undertakes the following:

- To collate setting offers and match trainees to suitable placements that meet their needs.
- To ensure all settings have been quality checked, have completed the health and safety audit and have returned the partnership agreement.
- To ensure that trainees are placed in quality-assured settings.
- Administration of documentation between Trainees, settings and the university.
- To coordinate arrangements for the delivery of mentor training and keeping a record of attendance.

Senior Manager (Placement) with responsibility for trainee placements undertakes the following:

- Confirm agreement with the Partnership Agreement.
- Ensure completion and return of the H&S audit.
- Liaise with University of Worcester and Halesowen College as appropriate.

Trainees undertake the following:

- To behave as teachers, always maintaining a professional stance.
- To sign a Code of Conduct.

Trainee entitlement whilst on placement

- Access to teaching practice hours to meet teaching practice module requirements – 150 hours teaching and 100 hours of teaching role related duties over the course of the Programme.
- Regular meetings with a named subject specialist mentor – one hour per fortnight is expected, but an agreed weekly meeting slot is recommended.
- Formative observation feedback opportunities as agreed with setting – trainees should be advised of these opportunities at induction.
- One joint observation with University/setting staff in the first 6 weeks of placement
- Five observations per year with written feedback – a spread from September to mid-May spread across the two-year programme.
- Two Subject Mentor Professional Reports per year – early-February and early-April
- Access to policies, related documents and systems as required by the trainee to fulfil their role.

Section 2 – Recruitment and Selection Procedures

The selection procedure is clear, accessible and inclusive and ensures the best possible trainees are recruited to meet specific local and/or regional needs.

Applicants who meet entry requirements are invited to interview. The interview comprises a written task, a prepared presentation task, a general question and answer session and a professional discussion. The outcomes of the interview are linked to the [National Occupational Standard](#)

Section 3 – Training Criteria

Attendance

Attendance at College (face-to-face and online) and in the setting must be recorded and submitted on PebblePad. Trainees have the following roles and responsibilities:

- There is a requirement to attend all days in placement and College unless there are agreed mitigating circumstances. Some university and teaching experience may be on-line. See **Expectations in relation to web-based online learning**.
- If a trainee is going to be absent from College (face-to-face or online) – they must contact their personal academic tutor (PAT) at College. If absent from teaching experience (face-to-face or online) – messages **MUST** be given to the appropriate member of staff in the setting. They should also contact the DiT Course Leader.
- Routine doctor and dentist appointments should be booked outside of College taught sessions and timetabled teaching hours.

Section 4 – Quality Assurance Procedures

The process of selection / de-selection of settings

The process of selection/deselection of settings will be reviewed by the Programme Governance Board (PGB). If a setting is identified as not meeting the DfE Criteria for ITT or the responsibilities outlined in this Partnership Agreement, then the partnership has the right to de-select the setting and withdraw trainee placements. The Course Leader will discuss the situation with the relevant setting and offer appropriate support to avoid deselection where possible.

Please note: any Partner Setting issued with an Inspection grade of Inadequate should notify the University Partnership Office immediately; placements may need to be suspended for a period.

While there are, of course, circumstances in which it is neither in the trainee's nor the setting's interests to establish or continue a placement, such circumstances are judged on a case-by-case basis. The Institute of Education is committed to maintaining strong partnership activity with colleagues in Partner Settings that are facing challenges. This includes placing trainees in settings that have been judged by Ofsted to be Inadequate, provided that the quality of the training experience can be assured. The Partnership will conduct a risk assessment on the placement.

Selection of Mentors

All settings must engage with mentor training for new and existing Subject Specialist Mentors.

Settings should select mentors who:

- Have a sector-recognised teaching qualification.
- Have at least three years' experience as a qualified teacher.
- Have a relevant subject qualification in the subject area that the mentee is training to teach.
- Have an interest in the mentoring and development of trainee-teachers.

Section 5 – Breakdown of Placements

In the event of a major sudden crisis, for example professional misconduct, that requires the exclusion of a trainee from the placement, the Course Leader should be contacted immediately and before any precipitous action is taken. At this stage it may be necessary to invoke the [University Fitness to Practise](#) procedures.

In the event that a setting is unable or unwilling for a trainee to continue, the Partnership may attempt to find an alternative placement if the cause is considered to have mitigating circumstances. This will be done openly, acknowledging that if a new placement cannot be found, the course will terminate. Please note a setting has the right to withdraw a placement at any time but settings must be aware of the consequences for the trainee.

If a trainee feels that they are unable or unwilling to continue in a placement they must inform the setting Senior Manager and the Course Leader. If it is considered that the trainee has grounds for mitigating circumstances the Partnership may attempt to find an alternative placement. The trainee will be made aware that there are no guarantees of an alternative placement.

At any stage in this process, if matters are considered serious enough, the trainee may be asked to leave the programme. Counselling through [College Services](#) and [University Support Services](#) will be offered.

Section 6 - Assessment of Trainees and Internal and External Moderation Procedures

Internal Moderation

- Personal and Academic Tutors (Partner College) visiting settings are available to meet Subject Mentors and discuss Trainee progress, administrative issues, and any concerns. The Course Coordinator can be available if requested.
- All Partnership Tutors who observe Trainees will liaise with Mentors to discuss grading for the tripartite grading stages of the course. Where feasible, these meetings will be face to face. If a face-to-face meeting is not possible, liaison will be via electronic communication.
- Joint observations are conducted annually with Personal and Academic Tutors / Subject Specialist Mentors and the External Examiner.
- Academic assignments are cross moderated by the University as per Assessment Policy.

Student Complaints

Any complaint received by the University relating in whole or in part to the provision covered by any associated course agreement will be subject, in the first instance, to the [College's procedures](#) and, secondly, to the University's student [Complaints Procedures](#)

External Moderation

- The University employs an External Examiner. They act as 'critical friends' of the course and comment on the efficacy of course developments and moderate those involved in the judgment of trainee progress and outcomes.
- The External Examiner will visit a sample of trainees in placement settings and will review the trainees' assignments.
- The External Examiner attends the final Examination Board.
- The External Examiner report will provide a written report which the DiT team respond to as part of improvement planning processes.

Section 7 – Improvement Planning and Self Review

Improvement and development plans are continuously being reviewed and completed in line with University of Worcester procedures. All stakeholders are consulted and participate in this process. These documents are shared with colleagues through the Partnership Governance Board and the Student Staff Liaison Committee, as well as through email updates with settings. Documents are shared with Trainees on the Virtual Learning Environment.

Section 8 – Professional Development Opportunities

The University of Worcester delivers training to all stakeholders. The range and scope of training changes to meet the needs of the partnership in response to the continuing change in ITT criteria. At present the current training for DiT mentors offers a programme which includes:

- Induction/training for all new mentors.
- Internal and external moderation processes.
- Opportunities to participate in and deliver the training programme and various other events.

Section 9 – Procedures

Disclosure and Barring Service (DBS)

Trainees are required to secure and confirm an enhanced DBS certificate before undertaking any teaching. Availability of this certificate must be confirmed by the setting in which teaching takes place. Please see annex 1.

Trainees from overseas

Trainees from overseas who teach in settings in England should be subject to criminal record checks, including a check of the children's barred list. The Home Office has published guidance on criminal records checks for overseas applicants.

Providers and settings must check that candidates are not subject to a prohibition order issued by the Secretary of State and/or are not prohibited to teach in another country of the European Economic Area (EEA). The lists of prohibited teachers can be found via the Teacher Services System.

Safeguarding expectations of University/College

Tutors employed by Halesowen College/University of Worcester do not work in 'regulated activity' and therefore are not required to have DBS checks. The most recent [Keeping Children Safe in Education publication](#) outlines the professionals who are regarded as being in 'regulated activity'. College/University Tutors are not within this remit.

College/University Tutors will carry an employee's card, which will have photographic identification. This will be shown to a setting to confirm that the Tutor is an employee of the Halesowen College/University of Worcester.

Trainees must receive safeguarding training within the setting's policy. This must include details of the child protection policy, the staff behaviour policy (sometimes called the code of conduct) and the role of the designated safeguarding lead.

Section 10 - Compliance with Legislation

[The ITT Criteria](#) C3.3 states: In order to be accredited a provider must satisfy the criteria specified by the Secretary of State. ITT partnerships must review and update their provision so that it continues to meet these criteria and associated legislation. Where there is evidence of an ITT provider's non-compliance with current ITT criteria accreditation will be withdrawn.

Section 11– Intellectual Property

Intellectual Property Rights and Copyright

Copyright in all processes and systems relating to the award of credit and to University awards will remain with the University and must not be used in any other context without permission.

All intellectual property rights including copyright of teaching materials developed for programmes delivered through The Partnership will remain the property of the party responsible for their development. In the case of joint courses, intellectual property rights will be jointly held for the duration of the related partnership agreement and must not be used by either party in any other context without permission.

In the event of the Partnership Agreement being terminated, intellectual property rights for all teaching materials will revert to the party responsible for their development. The award will remain the property of The University.

In signing this Agreement, approval is hereby given by The Partner and The University for appropriate institutional and programme information to be available for public access via the internet as required by the QAA, HEFCE and other similar national organisations.

Section 12 – Publicity and Marketing

The University and Halesowen College agree to use all reasonable endeavours to promote the reputation of the other and to promote the collaborative provision and activities developed through this agreement.

No trademarks, logotypes, kite marks, symbols or other emblems owned or awarded by The University/College may be used by the partner on any advertising without prior written permission from The University/College.

Equally no trademarks, logotypes, kite marks, symbols or other emblems owned or awarded by The College may be used by The University on any advertising without prior written permission from The College.

Annex 1 – DBS Procedures

University of Worcester protocol for vetting in-service ITE Teacher Trainees (updated September 2021)

In-service ITE provision includes: The Diploma in Education and Training (DET) and the Diploma in Teaching (DiT).

For a trainee teacher to begin an in-service Initial Teacher Education course at the University of Worcester it is the responsibility of the employer to carry out all the required pre-selection safeguarding checks in accordance with the statutory guidance '[Keeping Children Safe in Education](#)'. Once all checks have been completed the employer must confirm by completing and returning Annex 1 to the University of Worcester.

The employer has the right to withdraw any offer made if they are not satisfied with the results of the safeguarding checks. **Information about individuals will not be disclosed to the university as this is unlawful and against the data protection act and DBS Code of Practice.**

Section 18 & 19 of the [University of Worcester Admissions Policy](#) gives further guidance on enhanced DBS checks, occupational health checks and criminal convictions.

Applicants who have lived or worked outside the UK must undergo the same checks as all other staff in schools and colleges. In addition, further checks should be carried out so that events that occurred outside the UK can be considered. The Home Office has published guidance on [criminal record checks for overseas applicants](#).

The enhanced DBS covers trainees throughout the duration of their course even if the duration of their course extends beyond the original designated period. If a trainee gives cause for concern or their situation changes then a repeat DBS can be requested by the employer.

Employers should make trainee teachers aware that, if during the course, they receive a caution, warning or conviction etc they must inform the employer immediately. The employer will consider whether to continue to support the trainee teacher and inform the University if the caution, warning or conviction means that the trainee teacher cannot continue with their course.

The information held within this protocol is to be used alongside the items contained within Annex 1 and should be read in conjunction with the current [ITT criteria](#).

For further information on DBS procedures please see the Home Office website www.homeoffice.gov.uk/dbs

PLACEMENT PROVIDERS' HEALTH AND SAFETY OBLIGATIONS INITIAL TEACHER EDUCATION

This checklist outlines the health and safety arrangements confirmed by the placement provider prior to a student commencing a placement.

Health and Safety Policy	
1	You confirm that your organisation has a written Health & Safety Policy .
2	Risk Assessment [If you employ five or more people you must record the findings of the assessment]
	You confirm that you have a written risk assessment(s) and safe working procedures relevant to the environment and the work activities the student will carry out.
	You confirm that risk assessments and safe working procedures been reviewed.
3	Accidents and Incidents
	You confirm that your organisation has formal procedures for reporting, recording and investigating accidents and incidents, including RIDDOR.
	You confirm that your organisation has procedures to follow in the event of serious and imminent danger to people at work in your undertaking.
	You confirm that you will report to the University all recorded accidents, incidents and near misses involving placement students
	You confirm you will report to the University any sickness involving placement students which may be attributable to the work.
4	Training/Induction
	You confirm that the student will be provided with a full induction including all necessary health and safety training and anything else relevant to their role.
5	Competent health and safety advice (as required by Regulation 7 of the Management of Health and Safety at Work Regulations)
	You receive Competent Health and Safety advice either from your local authority or other organisation who provides your competent health and safety advice. You understand that we may contact you to find out further details of who provides this for our records.
6	Employer and Public Liability Insurance
6a	You confirm you hold Employers Liability Insurance with a limit of Indemnity > £10 million. You confirm that you hold Public Liability Insurance? With a limit of Indemnity > £5 million. You confirm your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee.
6b	You may be asked as part of our auditing process to provide evidence of your insurance cover. You must notify the University if you do not renew insurance cover and/or reduce the level of cover in place.
7	Lone Working/Indirect Supervision or Remote Working
	You confirm that the placement will not involve the student undertaking any lone or remote working (e.g. off-site trips), except by prior arrangements with the University.
Summary	
By signing the Partnership Agreement as a Partnership Setting with the University of Worcester, we confirm that we will treat the student as a member of our staff and that we will:	
<ul style="list-style-type: none"> • Comply with health and safety legislation (applicable to the country hosting the placement). • Provide the student(s) on placement with a full health and safety induction, including fire, emergency and first aid arrangements, arrangements for protection from significant risks associated with the work activities of the student and procedures for reporting accidents, incidents, hazards, unsafe conditions and other health and safety concerns. • Provide appropriate training and supervision in relation to their placement. • Resolve health and safety issues with the student(s) promptly. • Report and consult with a University of Worcester Tutor (Lead Mentor) regarding any breaches of discipline by a student. 	

Data Protection Legislation Statement

Please refer to the website for full details relating to Information assurance –

www2.worc.ac.uk/informationassurance/

The University of Worcester will hold and process personal data transferred to it by the Partnership Setting in accordance with data protection legislation (including GDPR and the Data Protection Act 2018). In addition, for quality assurance purposes, the University will process evaluation data provided by the Trainees and mentors relating to their setting experience. For these purposes the University is the Data Controller.

In the event of a data breach, the trainee is instructed to inform the setting and the university immediately. In the event of the University suffering a data breach in relation to data relating to trainees, the settings will be informed as soon as is practicable after the breach is identified.

Equal Opportunities Policy Statement

The University Policy relating to Diversity and Equality is available on the website at:

<https://www2.worc.ac.uk/personnel/655.htmh>