

## City of Bradford Metropolitan District Council (CBMDC) Appropriate Body Agreement for Early Career Teacher (ECT) Induction Services 2021-2022

*(Taken from Induction for early career teachers (England) – revised March 2021; to come into force September 2021)*

### Determining the appropriate body

2.21 Independent quality assurance of statutory induction, through the role of the appropriate body, is important both for ensuring that schools provide adequate support for their ECTs, and that their assessment is fair and consistent across all institutions.

2.22 An ECT cannot start their induction until their appropriate body has been agreed. In the absence of another body acting as appropriate body for a school, the local authority in which the school is situated should be asked to be the appropriate body for that school.

### Charging by the appropriate body

2.25 The appropriate body may make reasonable charges (agreed in advance), not exceeding the cost of supplying the service as follows:

- To any maintained school or institution
- To an independent school; an academy; a free school; a city technology college; a BSO; an independent nursery school; or a further education institution to which it is supplying the service

### Charges

For the academic year 2021-2022, CBMDC is amending its previous format of charges in order to simplify the process for schools and for invoicing purposes.

When registering NQTs, school representatives are now required to agree to the terms and conditions of the Appropriate Body agreement online on the NQT Manager system.

The Headteacher's/Principal's digital signature on the registrations constitutes agreement to the charges for the academic year.

### All prices subject to VAT where applicable.

Should purchase orders be required this information can also be added to the registration, however only one PO number must be used per academic year. *See page 3 for more details.*

### Notes

- These charges are for the academic year 2021-2022. A review shall be undertaken in July 2022 to assess the appropriateness and success of the scheme.
- Mentor training events are charged separately for each event.
- **Should a school convert to academy or free school status during the tenure of this agreement, it is assumed that they will continue to use CBMDC as the Appropriate Body unless CBMDC is otherwise informed, thus negating the need for a new agreement form in the current academic year.**

## Charges – all prices subject to VAT where applicable

Charges for each term will be calculated as follows:

### ECTs completing a term of their induction

1-6 ECTs completing a term in the school	£50 per ECT
7-12 ECTs completing a term in the school	£40 per ECT
13+ ECTs completing a term in the school	£30 per ECT

Charges cover all AB duties excluding fidelity checks, visits and contacts by telephone and emails

**ECTs continuing from 2020-21 and in ‘the pre-September 2021 cohort’ (Induction for early career teachers (England) – revised March 2021 paragraph 1.5) will be charged on the new prices for each term they complete.**

### Fidelity checks

In line with Statutory Guidance, Appropriate Bodies are required to undertake fidelity checks on schools which opt for the Core Induction Programme or the School-based programme of support for the Early Career Framework (*Appropriate Bodies Guidance: Induction and the Early Career Framework – March 2021 – Section 4*).

**Please note there is no requirement for a fidelity check if schools opt for the Full Induction Programme.**

Charges for these checks are per school.

Type of check	Price
Core Induction Programme (CIP) – three checks in the academic year	£400 for the year
School-Based Programme (SBP) – three checks in the academic year	£800 for the year
Additional visits for non-compliant programmes	£200 per visit

### Purchase Orders

- Schools now have the option to attach a purchase order number on the registration form on ECT Manager, **HOWEVER** only one purchase order number should be provided for the school for the academic year regardless of the number of ECTs being registered. This should be explained to Business Managers or colleagues responsible for finance.

### Invoices for schools will be sent out as follows:

- For ECTs completing a term of induction in Autumn 2021 – invoices in January/February 2022
- For ECTs completing a term of induction in Spring 2022 – invoices in April/May 2022
- For ECTs completing a term of induction in Summer 2022 – invoices in September 2022

**This agreement assumes that by choosing CBMDC to act as the AB, schools/academies/colleges agree to the charges for**

**1 September 2021 - 31 August 2022.**

## **NQT Manager data sharing notice**

City of Bradford MDC (CBMDC) uses NQT Manager to register all ECTs and gather assessment forms for the same. This is an online system created and managed by Evolution.

In agreeing to use CBMDC as the Appropriate Body, schools agree to permit the sharing of data with Evolution and NQT Manager such as is necessary for the completion of registrations and assessments and not for any other purpose outside that of ECT Induction and the associated statutory requirements.

Schools also agree to the sharing of assessment forms, when ECTs move to new schools, with other schools/Appropriate Bodies as required, in line with statutory guidance.

**Full GDPR advice can be found on the Bradford Schools Online – ECT GDPR page**