POLICY

TITLE: PLACEMENT POLICY: METHODOLOGY AND LOGISTICS

POLICY HOLDER: Director of NTTC

APPROVAL BOARD: NTTC Board

VERSION NO: V1.4

LAST REVIEWED: July 2026

REVIEW PERIOD*: 1 year

* The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary:

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Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

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Amendments Log

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR
31.8.24	1.2	Annual update	L Goram
14.7.25	1.3	Annual update	L Goram
21.7.26	1.4	Annual update, including moving information on placements from recruitment policy for amalgamation here	L Goram

Contents

1. Teaching placements....4
2. Matching trainee placement....4
3. Placement Duration....6
4. Placement attendance requirements....6
5. Professional Development training....6
6. Postgraduate Teacher Apprentices....6

1. Teaching placements

The Norfolk Teacher Training Centre has extensive experience of providing placements for trainee teachers working towards the award of Qualified Teacher Status (QTS). We work closely with partners to ensure that the placements offered to trainees meet our own standards, the requirements of the Department for Education (DfE) and the criteria for Initial Teacher Training as laid down by the Secretary of State for Education.

All placements are quality assured as part of our QA procedures through our Steering Group.

All proposed mentors must attend training organised by NTTC to ensure that they meet our standards and understand our programme.

NTTC are constantly seeking new partners to work with who can offer excellent mentoring opportunities and contrasting training environments for our trainees.

Your place on the programme is subject to the ongoing availability of a placement school to support your training. While NTTC will make every reasonable effort to secure appropriate placements to meet programme requirements, placement availability cannot be guaranteed in all circumstances.

2. Matching trainee placement

The provision and organisation of each placement is the result of a strong partnership between the NTTC, principals, link teachers and potential mentors who work in consort to ensure that partners are capable of committing themselves to our trainees.

Each placement is a pivotal learning opportunity which contributes directly to the professional development of the trainee but also serves to identify those students who require additional support in preparation for their final submission for QTS.

Your place on the programme is subject to the ongoing availability of a placement school to support your training. While NTTC will make every reasonable effort to secure appropriate placements to meet programme requirements, placement availability cannot be guaranteed in all circumstances.

For information about how we select and work with partner schools, please read our placement policy, which is available at www.norfolkttc.org.uk.

We aim to place trainees within an hour's commute of their placement schools. Trainees are expected to travel up to and including an hour (each way) via car or longer if using public transport to reach their placement school. This takes into consideration the geography of Norfolk and the availability of outstanding placement opportunities.

Placements will not be arranged exclusively around the ability to travel, and all trainees must take personal responsibility for all practical arrangements relating to their ability to meet the requirements of the course as set out at interview.

Once a placement is offered, the trainee is expected to accept the placement, unless there are extraordinary issues which would impact on the wellbeing of the placement team or the trainee. Should such issues arise, the trainee should contact the Director with supporting evidence of their claim.

NTTC are sensitive to the increased cost of living and fuel prices. We have reported our concerns to the DFE. NTTC have therefore considered this increase in the cost of living when arranging placements by looking at transport and travel lengths/times for each trainee. Although we have made every effort to reduce travel, this may not always be possible and our guidance above stands.

NTTC would encourage School Direct trainees enrolled on our course to apply to City College Norwich's HE Hardship Fund should they require financial support.

Students need to complete their Portfolio of Professional Practice throughout their training year and placements are designed to support this process, not just to give them access to teaching practice.

There are agreed protocols between NTTC, DfE and our partners governing the statutory requirements for school based Initial Teacher Training.

The organisation and facilitation of placements is a matching process that takes into account the learning needs and interests of the trainee *and* of other trainees on the same course, location and availability of placements.

At interview we ask applicants to notify us of any genuine extenuating circumstances which they would like us to take in to account when organising their placements. Where possible, we will endeavour to take expressed individual needs in to account alongside our criteria for placements as set out below:

- The partner school must be able to provide excellent mentoring.
- Trainees must have access to two consecutive key stages (four consecutive school years for secondary).
- The timetable must provide opportunities for the trainee to take personal responsibility for teaching, learning and assessment of a variety of classes.

The two placements must offer a genuine contrast of experiences to trainees. These may include:

- Location (urban/rural/costal).
- Intake of school cohorts.
- Teaching and learning approaches.
- Two-form entry vs mixed-age classes (for primary).

Mentors must have the support of an appropriately trained and experienced link teacher.

There must be an up-to-date and signed partnership agreement between the partner institution and NTTC.

When an applicant accepts an offer to train with NTTC, we share our recruitment, interview and placement logistics policy

The process resembles piecing together a complex jigsaw in order to find all trainees a minimum of two suitable placements, and for this reason it is **not** possible to offer students a choice of placement.

Trainees are therefore **not** allowed to negotiate their own placements with schools, academies or any other educational establishment.

Trainees are **not** allowed to swap placements with each other.

Placements will **not** be arranged exclusively around the ability to travel, and all trainees must take personal responsibility for all practical arrangements relating to their ability to meet the requirements of the course as set out at interview.

Trainees are expected to travel up to and including an hour (each way) via car or longer if using public transport to reach their placement school. This takes into consideration the geography of Norfolk and the availability of outstanding placement opportunities.

Once a placement is offered, the trainee is expected to accept the placement, unless there are extraordinary issues which would impact on the wellbeing of the placement team or the

trainee. Should such issues arise, the trainee should contact the Director with supporting evidence of their claim.

Trainees will appreciate that placement teams make an investment in having a trainee, and we have a commitment to not let any partner down, therefore once the trainee has accepted the placement, they should begin on the agreed start date.

Should a trainee decide to leave the placement without the express consent in writing of the director they may find themselves suspended from the course pending full investigation under the Professional Misconduct or Unsuitability Regulations of City College Norwich.

3. Placement Duration

The functional operation of placements is laid out in the programme handbook.

All trainees must have access to a minimum of 120 days on placement. This must be divided between at least two schools whose settings must be sufficiently contrasting in order to offer genuine learning opportunities for the trainee.

In the case of primary, each placement school must offer a consecutive key stage experience to one another to meet the DFE criteria.

The expectation for each placement for School Direct trainees is that they should be either one or two complete school terms, in which case a trainee undertakes ***two*** placements across their training year. In specific and agreed circumstances, trainees might spend time in two schools across one term, in which case ***three*** placements would be deemed to be beneficial and appropriate to the trainee's opportunity to prepare for QTS.

The minimum expectation for an apprenticeship contrasting placement is that it should be no less than half a school term.

4. Placement attendance requirements

As per the requirements set out in the handbook, trainees must attend their placement school from Monday to Thursday of each week or as otherwise specified in the NTTC programme calendar. The Director is the only person who can authorise absence from placement for whatever reason and once authorised the trainee must take personal responsibility for notifying their mentor immediately. **Please see the Absence Reporting Policy for more information on this.**

5. Professional Development training

Trainees must ensure that their absence has been planned for all days when they are not expected on placement due to their involvement in PD – Fridays and other days across the year. NTTC shares programme calendars with schools,

Trainees are strongly encouraged to take part in all PD opportunities that may arise from time to time within their placement settings: For example, CPD days, twilight sessions, department meetings or any other opportunities as discussed with their mentors

6. Postgraduate Teacher Apprentices

PGTAs are employed by a partner school which facilitates most of their training. To meet the second school experience criteria, NTTC will work with the employing school and PGTA to find a suitable second placement. This second placement will take place at a suitably identified point in the academic year and last a minimum of 1 half term/up to 6 weeks.