

Timeline 2021-22

SCITT Exam Board Thursday 7 th July	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Assignments (University of Roehampton) TRAINEE	- Wednesday 8th September Induction - Wednesdays 15th, 22nd and 29th September Professional Studies - Wednesday 6th October Initial writing task submission - Wednesday 13th October Professional Studies	Wednesday 24th November and Wednesday 8th December Core Curriculum	Submission of Professional Studies assignment Tuesday 4th January	- Submission of Core Curriculum assignment Monday 28th February - Wednesday 9th and 23rd March Wider Curriculum	Submission of Wider Curriculum assignment Monday 25th April	
Subject knowledge development TRAINEE	Friday 24th September Submission of subject audit scores and targets		Friday 18th February Submission of subject target interim review			Friday 10th June Submission of progress scores and NQT target development
Formal lesson observations CTM	A minimum of one formal lesson observation per week (and the following weeks timetable) handed in by 4pm every Friday	A minimum of one formal lesson observation per week (and the following weeks timetable) handed in by 4pm every Friday	A minimum of one formal lesson observation per week (and the following weeks timetable) handed in by 4pm every Friday	A minimum of one formal lesson observation per week (and the following weeks timetable) handed in by 4pm every Friday	A minimum of one formal lesson observation per week (and the following weeks timetable) handed in by 4pm every Friday	A minimum of one formal lesson observation per week (and the following weeks timetable) handed in by 4pm every Friday
Professional mentor observations PM	A minimum of one formal observation	A minimum of one formal observation	A minimum of one formal observation	A minimum of one formal observation	A minimum of one formal observation	A minimum of one formal observation
Target Setting Mentor Meetings CTM	Fortnightly meeting and Friday 4pm electronic submission in line with the target setting and mentor meeting document dates and key themes.	Fortnightly meeting and Friday 4pm electronic submission in line with the target setting and mentor meeting document dates and key themes.	Fortnightly meeting and Friday 4pm electronic submission in line with the target setting and mentor meeting document dates and key themes.	Fortnightly meeting and Friday 4pm electronic submission in line with the target setting and mentor meeting document dates and key themes.	Fortnightly meeting and Friday 4pm electronic submission in line with the target setting and mentor meeting document dates and key themes.	Fortnightly meeting and Friday 4pm electronic submission in line with the target setting and mentor meeting document dates and key themes.

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Evidence focus weeks TRAINEE	• W/b 11 th October electronic submission to SCITT by Friday 22 nd October	• W/b 29 th November electronic submission to SCITT by Friday 10 th December	• W/b 31 st January electronic submission to SCITT by Friday 11 th February	• W/b 21 st March electronic submission to SCITT by Friday 1 st April		• W/b 6 th June electronic submission to SCITT by Friday 17 th June
Professional Learning Conversations (Assessment Committee) TRAINEE			• W/b 3 rd and 10 th January		• W/b 25 th April	• W/b 20 th June
Quality Assurance Visits (QA Committee) TRAINEE, CTM & PM	• QA1 visit w/b 13 th , 20 th & 27 th September • QA1 documents to SCITT by Friday 1 st October	• QA2 visit w/b 8 th , 15 th & 22 nd November • QA documents to SCITT by Friday 26 th November	• QA3 visit w/b 3 rd , 10 th & 17 th January • QA3 documents to SCITT by Friday 21 st January		• QA4 visit w/b 16 th May & 23 rd May • QA documents to SCITT by Friday 27 th May	
Placement transition visits TRAINEE & CTMs		• Joint CTM observation, learning conversation and meeting at main placement completed by Friday 10 th December	• Joint CTM observation, learning conversation and meeting at second placement completed by Friday 18 th February			

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Class teacher mentor CPD	Please see personalised CTM pathways	Please see personalised CTM pathways	Please see personalised CTM pathways	Please see personalised CTM pathways	Please see personalised CTM pathways	Please see personalised CTM pathways
Professional mentor meetings	• Tuesday 21 st September 1.00pm – 3.00pm Professional Mentors					
QA Committee	• Thursday 9 th September 3.30pm – 5.00pm	• Tuesday 30 th November 3.30pm – 5.00pm			• Tuesday 3 rd May 3.30pm – 5.00pm	
Programme Development Committee			• Thursday 27 th January 3.30pm – 5.00pm		• Wednesday 27 th April 3.30pm – 5.00pm	
Assessment Committee		• Wednesday 1 st December 3.30pm – 5.00pm		Wednesday 9 th February 3.30pm – 5.00pm		• Tuesday 14 th June 3.30pm – 5.00pm
SCITT Strategic Board	• Thursday 7 th October 2.00pm – 4.00pm			• Wednesday 2 nd March 9.00am – 11.00am		• Tuesday 12 th July 9.00am – 11.00am