

Assessment Only (AO) – Outline of the Process and Costs

The total cost for the AO route to Qualified Teacher Status (QTS) is £2,500 for applications received from 01/01/16 onwards. This is paid in two instalments – the first at point of application, and the second after the Briefing and Interview have been carried out.

1. You must first complete, **in full**, the **Initial Expression of Interest** form, which you can download from this web page, along with an up-to-date CV detailed all teaching experience and qualifications to date. There is no cost at this stage.
2. The AOR manager will contact you directly regarding your eligibility for the AOR. You will be given access to **the UH Competency Audit in Fundamental English and Maths**, which your school will need to assess you against prior to application. You will also be advised of any other preparation necessary to forward the process, including a RAG-rate of the **Professional Knowledge, Skills & Attitudes Profile**.
3. Once you have been successfully been assessed against the Competency Audit of Fundamental English and Maths and this has been submitted, if it appears that you meet all the criteria for AO, and we have received a statement in support for your potential application from your school, you will be invited to apply, and sent the **Application Form**. This form must be completed in full, including the part by a senior colleague at your school. The completed application form, **with copies of all the required supporting documentation** is sent to the Administrator for the AOR. You will then receive guidance on how to present your Portfolio of Evidence and clarification regarding the Teacher's Standards (2012).
4. At this point of application, the **invoice for the first instalment of the fees** is sent to your school (£1000). This is payable before the interview and is not refundable should it transpire at interview that you do not yet meet all the criteria to proceed to QTS assessment, you subsequently withdraw from the AO programme, or at final assessment it is judged that you have not met all the Teachers' Standards (2012).
5. Once we have received and processed your Application Form, and the first instalment of the fees is paid, a date for **the AO interview** is agreed with you. This will be at your school, or in some cases, it can be at UH. You should expect this to take approximately 3 hours, and both mentors will need to be available for this. The interview will include a qualification and ID check, a detailed check of your Portfolio of Evidence, guidance on how to complete your **Personal Statement**, a review of your RAG-rated **Professional Knowledge, Skills & Attitudes Profile**, and a briefing about the Final Assessment process. There will be a discussion following a similar format used for all applicants for ITE programmes at UH, and you will also be required to complete a written exercise (45 minutes).
6. After this point, if you are successful at interview, we proceed to arrange the assessment visits. The **invoice for the second and final instalment of the fees** is sent to your school (£1,500). Again, this is a non-refundable payment should you

subsequently withdraw from the AOR programme, or at final assessment it is judged that you have not met all the Teachers' Standards (2012). After payment has been received, you will be **registered for the AO route**. You will then be sent your Teacher Registration Number (TRN) in a timely fashion. There is then a maximum period of twelve weeks before the school-based Final Assessment must be completed.

7. When you are ready, the **Final Assessment process** will begin.

- The assessment will be in two parts: **Final Assessment 1** (FA1) will be a subject specific visit to assess your subject knowledge for teaching. This visit will include a lesson observation carried out by a Final Assessor and your Teacher Mentor. You will receive feedback, and a check on the progress of your Portfolio of Evidence. You will need to have completed the **Personal Statement** before this visit and should have your RAG-rated **Professional Knowledge, Skills & Attitudes Profile** available too. The Final Assessor will provide advice on next steps, to help you prepare for FA2. The visit will last about 5 hours.
- In the intervening period between FA1 and FA2, your school must complete the '**School's Final Report**'. Candidates are also asked to write their Early Professional Development Profile. Pro-formas are provided for both. These documents should be emailed to the administrator, AO Manager and your Final Assessor a week in advance of the visit and placed in your portfolio ready for the Final Assessment.
- **Final Assessment 2** (FA2) will follow within a few weeks of FA1, if the Portfolio of Evidence is complete. This will be conducted by a different UH tutor, and will also involve an observation of your teaching, (but usually not a joint observation this time.) It will involve a thorough review of all the evidence you have collected to show you meet the Teachers' Standards (2012), and an interview with both you and your mentor separately. The whole visit will last about 4 hours. At the end of the visit, the assessor will tell you what recommendation will be made to the DfE.

8. Following the UH tutor's assessment that you have met all the Teacher's Standards (2012), a recommendation is made to the DfE to award QTS. Within 4 weeks of your final assessment your school should be able to verify your QTS on the DfE database.