EYITT Employer Led Route

Confirmation of Understanding 2017/18

Pre-Agreement between University, Employer and Employee

Thank you for agreeing to support your member of staff in their application for the Early Years Initial Teacher Training course at the University of Warwick.

Please read through the below information carefully, with your employee and sign to say that you have both understood these key points. Please also retain a copy for your records.

If an offer of a place is made, we will contact you and provide an Agreement for Early Years Initial Teacher Training which forms the basis of the contract and expands on the points below. Return of this will be a condition of offer and will need to be met prior to the start of the course.

Placements/Age range
The EYITT programme requires experience with babies and young children across the birth to 5 years age range, including a 30 day school placement within Key Stage 1/FS and a 30 day placement working with children under 30 months, over a maximum of 10 weeks each
The Employer is responsible for arranging a placement in a complementary setting and is thus responsible for any financial arrangements between the Employer and the complementary setting.
Mentoring
During the EYITT course the trainee will require a mentor in their settings. All mentors must attend training at the University of Warwick and employers must ensure that such members of staff are released from other duties to enable them to carry out their role.
Payment from the University
Once a signed contract has been received and induction has been completed, the University will pay the Employer a fee of £7,000 for each trainee registered on the course, split across three instalments. The final instalment will only be made upon completion of the course.
This fee is designed to compensate for any time in which the trainee or their mentor is required to be away from work, to provide any necessary resources for completion of the course and any other financial losses incurred as a result of the trainee undertaking the EYITT course.
At the end of the second term the employer will be required to submit a Funding Return detailing how fees have been utilised. This is required for NCTL. The final instalment will only be made upon completion of this.
Assessment and Observation
The employer, and the trainee's mentor/s, will be involved with carrying out the assessment of trainees alongside their University tutor. The mentor has a responsibility to return all necessary paperwork and read all correspondence from the University.

Trainee Expectations
Trainees will be expected to • make the education and care of babies and children their first concern • accountable for achieving the highest possible standards in their professional practice and conduct • respond to guidance and feedback and accept responsibility for making changes to their own practice • plan, prepare and teach to the best of their ability, and to a generally consistent standard • be well prepared, including researching relevant subject knowledge • make an effort to build positive relationships with colleagues and parents
CPD
We offer our employed trainees several optional training days to attend throughout the year. Any other staff members are welcome to attend any of these days to contribute to their own professional development.

I have read and fully understood the above.

Trainee Name:	
Signed:	Date:
Employer Name:	
Signed:	Date:
Role:	Telephone:
Name of setting: Ofsted rating: Email address: (please print clearly) We require a valid email address for the setting/Mentor in the setting in order to contact you with any important information during the course. Please provide an email address that will be checked regularly.	Postcode:

Please return both pages of this form to the address below:

Centre for Professional Education, University of Warwick, Coventry, CV4 7AL, United Kingdom