

## Octavo Partnership Limited

### NQT Appropriate Body Service

- Expert advice to schools and academies regarding the statutory requirements for NQT induction;
- Provision of a named contact for the NQT with whom to raise professional concerns;
- Access to NQT guidance detailing expectations and assessment points;
- A funded half day welcome meeting in September;
- Assessment forms, submitted 3 x per year with the final assessment form confirming the award of QTS;
- Provision to the National College for Teaching and Leadership (NCTL) with details of NQTs who have commenced (satisfactory or not); require an extension; or left partway through an induction period;
- Individual support to schools where NQTs are experiencing difficulties;
- Quality assurance of the NQT processes;
- Phone/email support for the induction tutor;
- Mentor/induction tutor training (chargeable), dependent on the SLA rate purchased;
- Provision and analysis of an annual questionnaire to NQTs/tutors to ensure outcomes feed into subsequent NQT years.

### Charges:

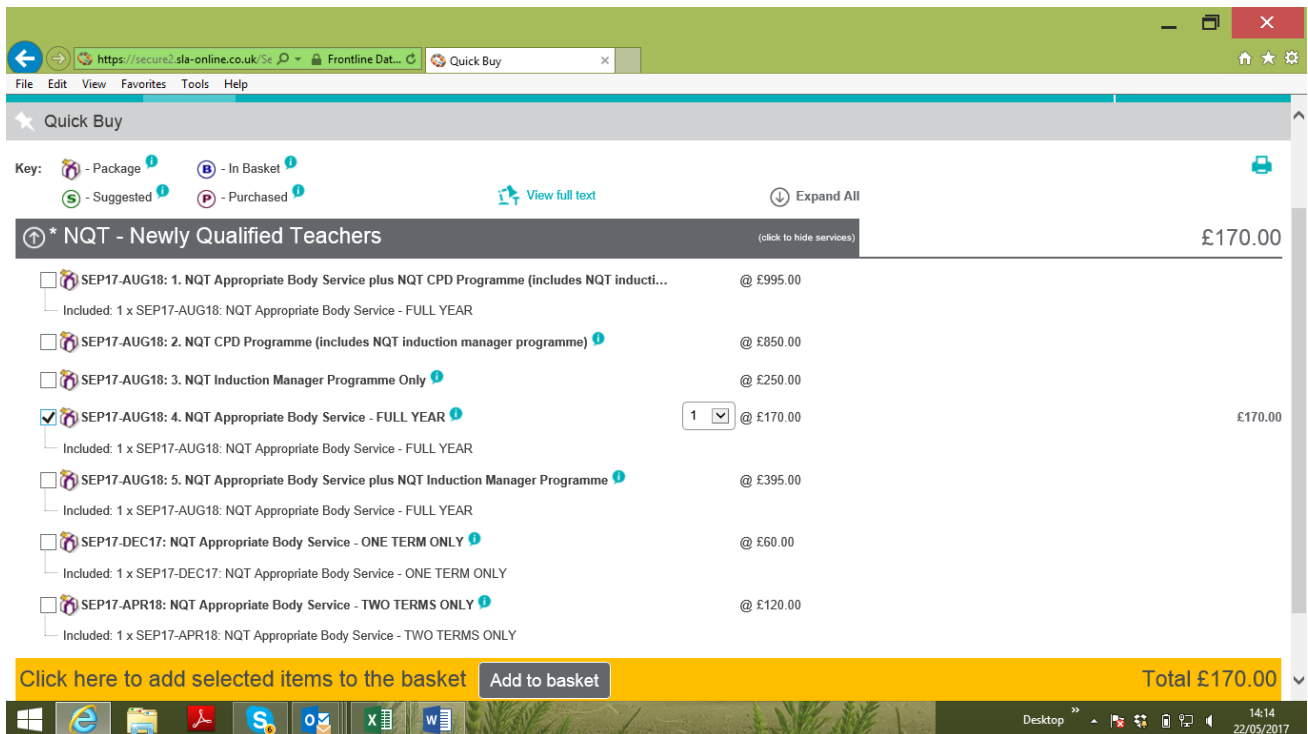
- £170 for the full academic year
- £60 if purchased by term

### Terms and Conditions:

- Charges will be made as soon as the school checks an item out of the shopping basket;
- Contracts will run in line with the academic year;
- If an NQT is part time then the charge is for the whole assessment period, based on the start date.

## How to purchase the service and register your NQT(s):

- Log into the Octavo portal using your unique login. New customers should contact [enquiries@octavopartnership.org](mailto:enquiries@octavopartnership.org) to obtain a username and password;
- Click on 'services' in the top left hand corner;
- Scroll down to 'NQT - Newly Qualified Teachers';
- Click on 'Buy 2017-18 Services' on the right hand side;
- Select 'NQT Appropriate Body Service' and then click on 'View options/buy additional services';
- Select either:
  - 2017-18 NQT Appropriate Body Service – Full Academic Year;
  - 2017-18 NQT Appropriate Body Service – 2 terms, or
  - 2017-18 NQT Appropriate Body Service – 1 term
 indicating how many NQTs you wish to purchase the service for;



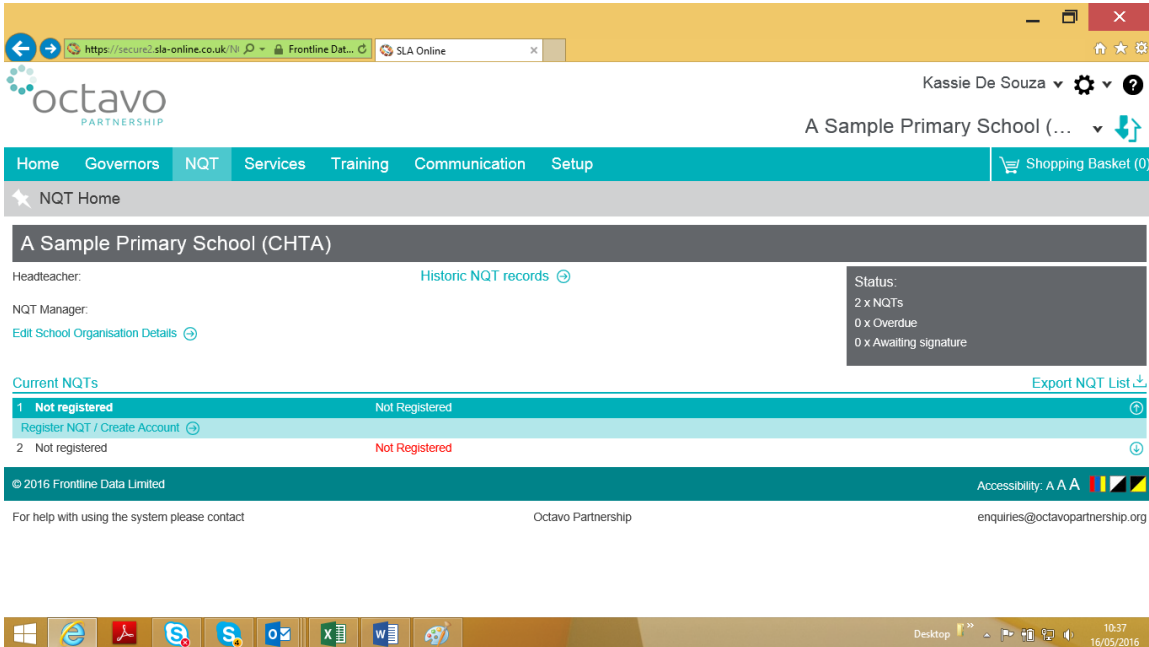
The screenshot shows a web browser window with the URL <https://secure2.sla-online.co.uk/Secure2/QuickBuy>. The page title is 'Quick Buy'. A key indicates: P - Package, B - In Basket, S - Suggested, and P - Purchased. The main section is titled '\* NQT - Newly Qualified Teachers' with a total price of £170.00. The list includes several service options:

Service Description	Price	Quantity	Total Price
SEP17-AUG18: 1. NQT Appropriate Body Service plus NQT CPD Programme (includes NQT induc...	@ £995.00		
Included: 1 x SEP17-AUG18: NQT Appropriate Body Service - FULL YEAR			
SEP17-AUG18: 2. NQT CPD Programme (includes NQT induction manager programme)	@ £850.00		
SEP17-AUG18: 3. NQT Induction Manager Programme Only	@ £250.00		
<input checked="" type="checkbox"/> SEP17-AUG18: 4. NQT Appropriate Body Service - FULL YEAR	@ £170.00	1	£170.00
Included: 1 x SEP17-AUG18: NQT Appropriate Body Service - FULL YEAR			
SEP17-AUG18: 5. NQT Appropriate Body Service plus NQT Induction Manager Programme	@ £395.00		
Included: 1 x SEP17-AUG18: NQT Appropriate Body Service - FULL YEAR			
SEP17-DEC17: NQT Appropriate Body Service - ONE TERM ONLY	@ £60.00		
Included: 1 x SEP17-DEC17: NQT Appropriate Body Service - ONE TERM ONLY			
SEP17-APR18: NQT Appropriate Body Service - TWO TERMS ONLY	@ £120.00		
Included: 1 x SEP17-APR18: NQT Appropriate Body Service - TWO TERMS ONLY			

At the bottom, there is a yellow bar with the text 'Click here to add selected items to the basket' and an 'Add to basket' button. The total price is displayed as 'Total £170.00'.

- Add to your basket and check the item out.

Once you have purchased the service, a new tab will appear at the top of the screen – 'NQT'. Click on this.



- Click on the 'Not registered' under 'Current NQTs';
- Click on 'Register NQT / Create Account';
- Work through the screens:
  - Personal details
  - Teacher details

Once completed, registration will be authorised by the appropriate body/service provider.