

KEELE AND NORTH STAFFORDSHIRE TEACHER EDUCATION

Post Graduate/Professional Certificate in Education (PGCE) with Qualified Teacher Status (QTS)

CONTRACT AND PROFESSIONAL CODE OF CONDUCT

Academic Year 2024–25



Keele and North Staffordshire Teacher Education

E: KNSTE.Office@knste.set.org

W: <https://www.knste.set.org>

T: 01782 432537

Contents

Background	3
Introduction	3
Code of Professional Conduct and Obligations for Trainees	4
Placements	5
Breaches of the Code of Conduct	5
When on Placement and During SCITT Sessions	5
When Based at Kidsgrove Secondary School (SET Central)	6
Code of Behaviour/Misconduct	6
Kidsgrove Site – Dress & Appearance	6
Kidsgrove Site – Smoking	7
Kidsgrove Site – Access to School & Parking	7
Academic and Professional Requirements	7
Absenteeism	7
Missing Sessions	8
Total Absences	8
Tuition Fees	9
Liability for Payment	9
Methods of Payment	10
Withdrawal from the Course	10
Suspended Study/Change in your Personal Circumstances	11
Non-Payment of Fees	12
Late Payments	12
Non-Payment	12
Provider Obligations	12
General	13

Background

The provider provides School Centred Initial Teacher Training (“**SCITT**”) courses which are delivered collaboratively by the provider and its partnership schools.

The trainee has applied for and has been accepted on the teacher training course with the objective of obtaining a Post Graduate Certificate in Education (PGCE) and Qualified Teacher Status (QTS) (the “**Course Objective**”) simultaneously.

The provider will have sought the appropriate assurances that the trainee is deemed to have the suitability to train. There is no guarantee that the trainee will subsequently be deemed suitable for employment as a teacher.

The course will be delivered by the provider and its partners. Part of the course will involve training placements at a partner of the provider (the “**Placement Provider**”).

The official commencement date of the KNSTE course is 29th August 2025 and the official end date is 10th July 2026 for full time and 2nd year flex students. The end date for 1st year flex students is 3rd July 2026. However, the course will not be completed until the course objectives are deemed to be met by the annual meeting of the appropriate committee responsible for confirming the award.

Introduction

The SCITT course leading to a recommendation for Qualified Teacher Status (QTS) and PGCE is a programme of professional education and training, and trainees are always expected to conduct themselves in an appropriate professional manner.

Trainees must familiarise themselves and comply with the Provider and Placement Provider’s requirements and procedures, and particularly the Provider’s Code of Conduct.

Trainees are entitled to expect that their placement provider training mirrors the professional experience of a teacher; school/settings are entitled to expect that trainees will present and conduct themselves in a way that is consistent with the professional expectations of a teacher.

This code has been drawn up considering the Professional Standards (July 2013) Part Two: Personal and Professional Conduct.

Code of Professional Conduct and Obligations for Trainees

Trainees are expected to always demonstrate professionalism, in respect of all aspects of the course and in any location that they are in as follows:

- Respect others including staff and pupils/students in placement provider/settings, the HEI and the SCITT and other trainees. This should be in line with SCITT and placement provider/LA/academy policies, e.g. relating the equal opportunities, discrimination, or bullying; e-safety, prevent and other appropriate safeguarding policies.
- Use appropriate behaviour towards all children and young people in relation to contacts in formal and informal settings.
- Communicate in a professional manner remaining polite and professional in your communications, including use of emails.
- Do not do anything which may bring the Provider, the Placement Provider, or any other course member into disrepute.
- Keep your Lead Mentor (or if appropriate, the KNSTE Director) informed of any other changes in your circumstances or issues with the course.
- Notify the KNSTE Safeguarding, Disability and Equal Opportunities Co-Ordinator of any matter which is likely to affect you undertaking the course (including any special health or medical requirements).
- Only use facilities and equipment provided by the Provider or Placement Provider (including computer equipment) for the purpose of carrying out the course and not for any other purpose.
- Read and follow the guidance in the Internet Usage Policy.
- If travelling by car to work, arrange adequate motor insurance for travel to work and during work hours.
- Agree that the Provider is authorised to disclose any information, including sensitive personal data as detailed in the Provider's Trainee Privacy Policy to comply with the Data Protection Act 2018 and General Data Protection Regulations 2018, in connection with any aspect of the course.
- Ensure that you are familiar with and remain compliant with procedures and regulations detailed in the Provider or Placement School's Data Protection Policies in accordance with the General Data Protection Regulation (GDPR).
- Do not use public social networks to discuss the course or individuals associated with the course or any staff, parents, or pupils at your placement provider.

- Listen to and act on feedback and advice from General Mentors (GM) and Lead Mentors (LM) and any other staff in placement settings; Tutors and other SCITT staff.
- Maintain regular attendance and follow procedures for notifying absence, clearly set out in this policy under absenteeism.
- Be punctual as required by placement settings and by the programme of SCITT sessions.
- Take responsibility for your own learning, completing all elements of the programme as directed and to a high standard.
- Discuss any issues or concerns with General Mentors, Lead Mentors and Tutors and act on their guidance to achieve the course objective.
- At the end of the course, you will remove any personal contact number relating to your Lead Mentor, or other KNSTE staff that have been used for communication during the course.

Placements

The following additional professional requirements also apply:

- Maintain an appropriate standard of dress and appearance as required by the placement setting.
- Carry out duties required by your LM and GM in relation to classroom observation, meeting with and working with GMs and other staff; lesson planning, teaching and assessment of pupils and other appropriate and reasonable professional duties required by the Placement Provider in respect of the placement.
- Show due regard for the ethos and values of the placement setting e.g. denominational expectations.

Breaches of the Code of Conduct

When on placement and during SCITT Sessions

Minor breaches of the Code of Conduct (for example, timekeeping, attendance or standard of dress) will be dealt with initially by discussion with the trainee, informal warning and/or improvement targets set through the normal mentoring process, this may include Going for Good (G4G) or Support for Concern (S4C). Provided that a trainee acts on such warnings and/or targets and is seen to comply with the Code of Conduct, there will be no further consequences. Failure to act on such warnings and/or targets is likely to constitute a serious breach of the Code of Conduct and the procedure outlined below, will apply.

Similar expectations apply in respect of SCITT sessions when any breaches of the Code of Conduct will be reported to the KNSTE Director by the tutor or session leader.

If a trainee commits a serious breach of the Code of Conduct and their behaviour gives rise to concern about professional standards, the Headteacher, Senior Manager or Principal of the placement school/setting will follow normal procedures in relation to staff discipline as appropriate. Relevant SCITT tutors will also be notified.

Behaviour that is regarded as an extremely serious breach of the Code of Conduct will normally result in a trainee's immediate removal from the practice setting and serious disciplinary consequences. Under such circumstances, the Support for Concern would not, in the first instance, be initiated as the severity of the breach of the Code of Conduct is judged to be an order that necessitates the immediate removal of the trainee from the practice. These consequences will include a formal review with the Director of the SCITT.

If a trainee is removed from the course for any reasons of professional misconduct, we require that their KNSTE Trainee badge is returned immediately.

When Based at Kidsgrove Secondary School (SET Central)

Code of Behaviour/Misconduct

In registering as a student at Sheffield Hallam University, you have agreed to abide by all the of the Higher Education Institutions (HEI) rules and regulations. These include:

- The student Code of Behaviour and Disciplinary Procedures.
- All codes relating the University, School and Programme Policy and Practice.
- The Equal Opportunities Policy.
- The terms of all contractual arrangements entered with the Institution.
- All academic and professional regulations governing the operation and assessment of your programme.
- All codes of behaviour relevant to professional bodies associated with your course (Department for Education)

Kidsgrove Site – Dress and Appearance

KNSTE recognises that dress and appearance are matters of personal choice and self-expression. However, due to the teaching facilities being located on school grounds, all trainees must dress and appear in a manner that is appropriate to a professional role and that promotes a professional image.

Trainees should dress safely and appropriately for the tasks they undertake.

Kidsgrove Site – Smoking

KNSTE is located on a non-smoking site. This includes the use of e-cigarettes and any other smoking related material. Trainees must not smoke on school grounds or outside the school gates. Any trainee wishing to smoke must leave school grounds.

Kidsgrove Site – Access to School and Parking

The school grounds car park is secured with a gate. This gate will be closed by 9am and will open again at 3pm. If you are arriving later than 9am for any reason, there will be an intercom on the right pillar. When pressing the call button, this will go to Kidsgrove Secondary School reception, please make sure to state that you are here for KNSTE so they can allow you onto school grounds.

Academic and Professional Requirements

The academic and professional requirements of Initial Teacher training and Education are specified in the SCITT and the Sheffield Hallam Programme Handbooks. University requirements are also set out on the website: [Home | Sheffield Hallam University \(shu.ac.uk\)](http://Home | Sheffield Hallam University (shu.ac.uk))

The handbooks set out what is expected and required of programme members in relation to academic performance and professionalism and specify the procedures to be followed in the event of:

- Academic failure.
- Malpractice.
- Failure to meet the professional requirements of the programme.

Absenteeism

The course is a very short one and to reach Qualified Teacher Status and gain a PGCE in the duration of the course is inevitably a demanding task.

Attendance to all elements of the course is, therefore, a compulsory matter and not a voluntary one.

The only automatic reason for an authorised absence is where a trainee is ill. Requests for absences for any other reason must be made to the KNSTE Director.

All absences from school should be reported by telephone directly to the school. In exceptional circumstances where the trainee is unable to make a call personally, we will accept a call from their named representative.

Trainees are responsible on day 1 of the absence for contacting the KNSTE Administration Office on 01782 948280 or by email to KNSTE.Office@knste.set.org to update us on the anticipated length of your absence.

Absence longer than 5 working days (7 calendar days) will require a doctor's certificate. Additionally, trainees should follow placement school procedures for the reporting of absences.

Missing Sessions

Trainees absent from sessions, for any reason, should automatically obtain the missing day's session notes. Where the missing sessions are particularly significant, e.g. missing physical education raises safety issues, the trainee may be required to hold discussions with the KNSTE Director, which could lead to the need to do additional work to compensate.

Total Absences

The maximum number of days that may normally be missed during the whole course is 6 days.

Absence more than this will lead to the trainee being asked to replace the extra missing days at the end of the course.

In the case of absences from school to visit other schools, trainees must:

Request permission from the Head Teacher not just the General Mentor and must notify the KNSTE Administration Team. When visiting schools to apply for jobs, trainees must make every effort to visit schools at times when they will miss the minimum of time, for example at the beginning and ends of the day or when timetabled to teach. Trainees should avoid arranging school visits on SCITT days.

If a trainee's attendance is such that it is not possible for school to accurately assess their progress, then they will be deemed to have failed the practice and will be required to re-sit the placement or extend in order to achieve QTS.

Finance

Introduction

This policy sets out the principal terms and conditions of the contract between the Shaw Education Trust operating as Keele and North Staffordshire Teacher Education, hereby referred to as KNSTE and you.

Liability for Payment

You are responsible at all times for any fees or amounts outstanding to KNSTE.

If you are in receipt of student support administered by the Student Loans Company and KNSTE does not receive your full tuition fee payment you will be held responsible for paying the full fee. The failure of Student Loans Company to pay fees does not negate this liability.

It is your responsibility to ensure that you have applied and carried out all the requirements in connection with your application for student finance and notified the appropriate body of any change in circumstances.

You should be aware that you may be charged and thus financially liable for:

- Extended or additional placements

All fees due must be fully discharged before completion of your award or qualification.

If you are a home student, you may apply for a student loan for tuition fees up to £5,750 for the second year of the part time route. The Student Loans Company will pay any amount directly to KNSTE, and you will repay the loan once you are earning over the threshold as outlined by the Student Loans Company.

If you are on the part time route this policy covers the second year of your course only and you will have been required to sign a separate contract for Flex year 1.

You are required to pay your tuition fees either directly to KNSTE (self-funding trainees) or via the Student Loans Company.

KNSTE offers the following payment options to self-funding trainees.

1. Payment in full on 12th September 2025
2. Payment in two equal instalments where the 1st instalment is payable on 12th September 2025 and the 2nd instalment is payable on the 9th January 2026. The amounts would be as follows:
 - a. Part time route – two equal instalments of £2,875
3. Payment in three instalments where the 1st instalment will be payable on 12th September 2025 with the 2nd and 3rd instalment payable on 9th January 2026 and 10th April 2026 respectively.

- a. Part time route – 1st instalment of £2,500, and 2nd and 3rd instalments of £1,625

Methods of Payment

Fee Type	Number of Instalments	Due Dates for Payment 2025-26
Tuition Fees -Sponsored by Organisation or Institution or paid directly by you.	1	Payment in full by 12 th September 2025
Tuition fees paid directly by you (self-funding)	2	<ul style="list-style-type: none"> 12th September 2025 9th January 2026
Tuition fees paid directly by you (self-funding)	3	<ul style="list-style-type: none"> 12th September 2025 9th January 2026 10th April 2026
Tuition fees paid by Student Loans Company	N/A	Payment received directly from SLC

Self-funded trainees will receive an invoice for payment when your fees become due. Instructions for payment will be detailed on the invoice.

NB: The due payment dates above will apply for this academic year only.

Withdrawal from the Course

Dates	Liabe Course Fees	Payment 2025-26
Withdraw between 12 th September 2025 and 9 th January 2026	£1437.50 for those starting in 2025-26 on the Flex 2 route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw between 9 th January 2025 and 10 th April 2026	£2,875 for those starting in 2025-26 on the Flex 2 route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw on or after 10 th April 2026	£5,750 for those starting in 2025-26 on the Flex 2 route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.

The tuition fee payable becomes due immediately on withdrawal. If you are paying fees via a tuition fee loan and the amount payable by the Student Loans Company does not cover the tuition fee liability, you remain liable for all the outstanding fees. The SCITT will recover any outstanding fee directly from you.

Withdrawal from PGCE/QTS

If you withdraw from study for Post Graduate Certificate of Education (PGCE) at any point during the course, you may continue to study for Qualified Teacher Status (QTS). You will remain liable

for the full PGCE + QTS tuition fees of £5,750 for those starting in 2025-26 on the Flex 2 route but will only receive the QTS qualification.

Suspended Study/Change in your Personal Circumstances

If you must suspend your study/take a break from the whole of your programme of study for any reason you will be liable to pay your fees.

The tuition fee payable becomes due immediately on suspended study. In the event that you are paying fees via a tuition fee loan and the amount payable by the Student Loans Company does not cover the tuition fee liability, you remain liable for all the outstanding fees. KNSTE will recover any outstanding fee directly from you.

Suspended study is defined as an absence approved by the SCITT Director, from your programme of study, which is greater than 15 days' duration and no more than 12 months' duration.

If the Trainee is absent for 15 consecutive working days and the provider is unable to contact the Trainee or the named representative, the Provider will invoke a suspension of studies, informing Student Finance England (SFE) through a Change of Circumstance (COC) submission, should one be required. This may have an impact on any maintenance loans and bursaries that have been scheduled for the Trainee. If there is no contact in the following ten working days, the Trainee will be deemed to have withdrawn from the course and the relevant authorities will be informed.

Non-Payment of Fees

Late Payments: If you miss the deadlines for payment without permission from the KNSTE Director, you will not be allowed to return to your school placements or lectures until payment is received. These will be counted as absences and may influence your ability to qualify. If you are permitted to remain (upon receipt of your outstanding payment), the late payment will result in the loss of your right to pay any remaining fees by instalments and a late fee charge will also be applied to your account. The late fee charge is calculated as 5% of the outstanding fee (subject to a minimum charge of £25).

Non-Payment: If you do not pay your fees, you will not be allowed to return to your school placements and any lectures until payment is received. These will be counted as absences and may influence your ability to qualify. If payment is not received by the final deadline without permission from the KNSTE Director, then you will not be awarded any form of qualification until payment is processed and this may result in you not being able to take up a teaching post in the following September and you may be withdrawn from the course.

Please note that the KNSTE Director will only consider giving permission in exceptional circumstances.

KNSTE may take such action (including legal action) as it deems necessary to recover any such fee or charge.

The trainee acknowledges that they will not meet the course objective unless the provider has received all fees in full and, for the avoidance of doubt, further acknowledges that this may affect the trainee's ability to take up a teaching post in the following September.

Provider Obligations

The provider will:

- Use his/her reasonable endeavours to deliver the course in accordance with the KNSTE Handbook and the Sheffield Hallam University collaborative Partnership Provider.
- Along with the placement provider, provide the facilities and the equipment to assist the trainee to meet the course objective.
- Make reasonable adjustments for the trainee if they have additional needs and can provide appropriate supporting evidence. It is important to note that the same reasonable adjustments cannot be guaranteed into employment.
- Ensure that an LM is available to support the trainee during the course, to deal with any concerns and any requirements the trainee may have during the course.
- Notify the trainee of all policies, rules and procedures operated by the provider in respect of the placement (including the Code of Conduct) – these will be available on the KNSTE website.
- Keep any personal data of the trainee secure and only use it for the purposes of administering the course in compliance with the Data Protection Act 2018 and General Data Protection Regulations GDPR 2018.

WHILST THE PROVIDER MAY ASSIST THE TRAINEE IN FINDING EMPLOYMENT THERE IS NO GUARANTEE THAT ACHIEVEMENT OF THE COURSE OBJECTIVE WILL RESULT IN EMPLOYMENT.

PLEASE NOTE THAT THE PROVIDER IS SUBJECT TO REGULATION OF THE OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION, WHO HAS JURISDICTION IN THE EVENT OF A DISPUTE OVER THE CONTENT OF THE MAJORITY OF THIS AGREEMENT.

General

1. Nothing in this agreement shall limit or exclude the provider's liability for:

- Death or personal injury caused by its negligence, or the negligence of its employees, agents, or subcontractors.
- Fraud or fraudulent misrepresentation.
- Breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession)

THE TRAINEE'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE 2.

2. Subject to Clause 1.

- We will not be liable for any consequential loss (including loss of profit or earnings)
- Our total liability to you will not exceed the amount you paid to us in respect of the fees.
- We will not be liable to you for acts outside of our control, which shall include industrial disputes, war, riot, malicious damage, fire, flood, storm or default of suppliers or contractors.
- You shall not, without the prior written consent of the provider, assign or subcontract any of your rights or obligations under this contract.

If a court or any other competent authority finds that any provision of this contract (or part of any provision) is invalid, illegal, or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of this contract shall not be affected.

If any invalid, unenforceable or illegal provision of this contract would be valid, enforceable, and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid, and enforceable.