Top Five Reasons Why Form Ds are being returned to Newly Qualified Teachers (NQTs)

To date approximately 10% of Form Ds received have had to be returned for correction. This obviously causes delays for all involved especially NQTs. With this in mind, listed below are the top 5 reasons why Form Ds are being returned to teachers:

1. Only one Professional Support Team Member has signed Section 8 of the form – it is essential that at least two fully trained members of your PST sign and date this section of the form.

2. The Professional Learning Activity (Section 6) was completed either before or after the official start or completion date of the Droichead process – this can only be completed within your Droichead timeframe.

3. Cluster Meetings (Section 5) – NQTs are required to attend one cluster meeting per term in sequential order for the duration of their Droichead process.

   NQTs who fail to complete a cluster meeting in the appropriate term or who have failed to complete the required number of clusters are required to complete a Cluster Meeting Deferral Form (available at www.teacherinduction.ie) and have it verified by their PST.

   NQTs who have failed to attend the required number of Clusters must then arrange to attend same and have the Form D stamped by the Education Centre. In both cases, the Deferral Form should be attached to the completed Form D and re-submitted to the Teaching Council.

4. Teachers are failing to insert their area(s) of interest for their future professional learning activity (Section 7) which has been identified in collaboration with their PST.

5. Section 4 tick box is not ticked.