

## **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](http://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.