

**BA Teaching & Learning in Primary/Early Years Education QTS**

# Letter of Endorsement

Name of prospective trainee  
(please complete):

- I undertake to ensure that the trainee's current setting will work in full partnership with Sheffield Hallam University to guarantee a specific and personalised training environment, which will enable them to reach the professional standards required to gain QTS.

This includes:

- provision for the trainee to be released from TA duties for one half-day per week (usually a Thursday afternoon) in order to undertake university tasks, school- based tasks relevant to the course, visit other settings, attend university and undertake directed learning tasks as necessary.
- a guarantee that fortnightly meetings are held between the trainee and their appointed mentor.\*
- I consider the above-named to be a suitable candidate, both academically and professionally, to undertake the BA top-up Teaching and Learning with QTS.
- The above named is working at this setting for a minimum of 20 hours per week on a paid and/or voluntary basis.

\* Please note: The appointed mentor must undertake/have undertaken Sheffield Hallam-specific mentor training. Cover costs are provided for this. Our Partnership team can be contacted for available training dates on 0114 225 5990 or [educationplacements@shu.ac.uk](mailto:educationplacements@shu.ac.uk)

Print Name:

Position Held:

Name of Setting:

Signature:

Date: