

# Savile Park Primary School

## Appraisal Policy



<b>Version</b>	<b>12/16</b>
<b>Name of Policy Writer</b>	<b>EducateHR Ltd</b>
<b>Last Radical Revision</b>	<b>October 2013</b>
<b>Last Updated</b>	<b>December 2016</b>
<b>Next Review Due</b>	<b>December 2017</b>

<b>Contents</b>	<b>Page</b>
1. Introduction.....	3
2. Purpose and scope.....	3
3. Confidentiality.....	3
4. The appraisal period.....	3
5. Appointing appraisers – headteacher .....	4
6. Appointing appraisers – other staff.....	4
7. The appraisal process .....	5
8. Appraisal criteria .....	5
9. Objective setting.....	5
10. Headteacher objectives.....	6
11. Teacher objectives .....	6
12. Other staff objectives .....	6
13. Reviewing performance – observation.....	6
14. Reviewing performance – feedback .....	7
15. Annual review .....	7
16. Other evidence.....	8
17. Continuing professional and personal development (CPD) .....	8
18. Appeals .....	9
19. Recommendations on pay .....	9
20. Development and support.....	9
21. Quality assurance – moderation of appraisal statements .....	10
22. Retention.....	10
23. Headteacher report on the operation of the appraisal process.....	10
Appendix 1: Classroom Observation Protocol.....	11
Appendix 2: Teacher Appraisal Review .....	13

## **1. Introduction**

- 1.1 These procedures apply to all employees in the school (teaching and support staff). Nothing in these procedures is intended to contravene the statutory rights, duties and obligations of the headteacher and governing body as set out in the Articles of Government and in discrimination legislation.
- 1.2 The information and data (eg SDP, SIF) that academies collect for appraisals should be capable of being used in a number of different ways, for example, school self-evaluation, school improvement and development planning.
- 1.3 It is important that advice is sought from relevant professionals in the application of this policy.

## **2. Purpose and scope**

- 2.1 Appraisal is intended be a supportive and developmental mechanism designed to ensure that all employees have the skills and support they require in order to carry out their role effectively and, in addition, to enable staff to engage in continued professional development in order to improve their personal performance and practice.
- 2.2 Appraisal is the process for assessing, through a variety of source material which may include:
  - observations
  - the overall performance of an employee (within the context of the individual's job description) and
  - the provisions of the relevant pay and conditions document

and for formulating plans with regard to the individual's future advancement in the wider context of the school's development plan.

- 2.3 The practical purpose of this policy is to ensure that a fair and consistent procedure is applied to all employees, always having regard to the specific nature of their individual employment.
- 2.4 This policy sets out the framework for a clear and consistent assessment of the overall performance of each and every employee in our school, and for supporting their development within the context of the school's overall plan for improving educational provision and performance, and the professional standards expected of teachers and support/associate staff.
- 2.5 This policy applies to all staff employed by the school, except those on contracts of less than one term or those undergoing induction (eg NQTs).

## **3. Confidentiality**

- 3.1 The appraisal process will be treated throughout as a confidential process. It is standard practice that the appraisal report will be accessed only by the appraiser (normally the employee's line manager) and the headteacher (or governing body/other moderator of the whole process) in their role of quality assurance/moderation.

## **4. The appraisal period**

- 4.1 The appraisal period will run for twelve months from 1 September to 31 August *(insert dates: setting out any differences that exist for different categories of staff)*.

- 4.2 Staff employed on a fixed term contract of less than one year will have their performance managed in accordance with the principles underpinning this policy. The precise format and timing of their appraisal will be determined by the duration of their contract.
- 4.3 Where an employee starts their employment part-way through an appraisal cycle, the headteacher (or governing body with regard to appraisal of the headteacher) will determine the length of the first cycle with a view to bringing into line with other staff in the school. For existing employees changing posts within the school, it may on occasion be appropriate to change both the appraiser and the appraisal cycle, eg for maternity leave.

## **5. Appointing appraisers – headteacher**

- 5.1 The governing body will appoint two or three members of the governing body as appraisers for the headteacher and should ensure that they receive appropriate preparation and training for this role.
- 5.2 The governing body should seek to appoint appraisers who have the necessary knowledge and experience to carry out this role and who together reflect the profile of the governing body. Persons appointed as appraisers should not have any personal or pecuniary interest. Governors who are members of the school staff cannot be appointed as appraisers for the headteacher.
- 5.3 The governing body should receive supportive guidance and necessary challenge from an appropriately qualified external advisor when appraising the performance of the headteacher. Possible sources of external advice include education consultants or school improvement officers (or the equivalent) where appropriate.
- 5.4 Relevant high quality advice to governing bodies should include:
- assessing the progress the headteacher has made towards the previous appraisal objectives set by the governing body
  - setting suitable objectives for governors to agree with the Headteacher in relation to the next review cycle
  - determining how the school's appraisal system is contributing to improving the educational experience of pupils at the school.

## **6. Appointing appraisers - other staff**

- 6.1 The headteacher will determine the appraisers for other staff. These will normally include line managers where deemed appropriate. This is consistent with a distributive approach to school leadership and the recognition of these responsibilities through staffing/pay structures. **The delegation of this role will be in its entirety. (school/academy to decide)**
- 6.2 In order to minimise the workload on individuals, the headteacher may wish to place a limit on the number of staff whom any one person would have to appraise (typically this should be no more than 6 staff members).
- 6.3 Line managers should be appropriately trained for this task and should be remunerated in accordance with their responsibilities ie teachers should be paid an appropriate Teaching and Learning Responsibility (TLR) payment.
- 6.4 If, in exceptional circumstances and for professional reasons, the staff member wishes to request a change of appraiser (where this role has been delegated), they may ask the headteacher to appoint an alternative appraiser of comparable or higher status in the staffing

structure than the original nominated appraiser. Any such request must be made in writing stating the reasons.

- 6.5 Should the appraisee request an alternative appraiser he or she should send a written request to the headteacher/chair of governors for consideration. Where such a request is not accepted, the response from the headteacher explaining the reasons for this should be provided in writing and kept together with the appraisee's request.
- 6.6 Where the appraisee works for more than one line manager, the nominated appraiser should consult other line managers (in advance of the appraisal meeting) with regard to establishing potential developmental needs to be explored in the next cycle.

## **7. The appraisal process**

- 7.1 Appraisal is a supportive and developmental process which will be used to inform continuing professional development.
- 7.2 The school wishes to encourage a culture in which all staff take responsibility for improving their own individual performance through appropriate professional development. Professional development will in turn be linked both to school improvement priorities and to the ongoing needs and priorities of individual staff.
- 7.3 Every employee's performance will be formally assessed in respect of each appraisal period. Progression on incremental teacher pay ranges is dependent upon performance.
- 7.4 In assessing the performance of the headteacher, the governing body must consult their external advisor.

## **8. Appraisal criteria**

- 8.1 The appraisal criteria should indicate how success may be formally evaluated at the end of the cycle. These measures should provide clarity about the basis on which the appraiser will assess the overall performance of the appraisee with regard to demonstrating progress towards the achievement of set objectives, including classroom observation and any other evidence.
- 8.2 Such judgements of performance should invariably take into account the appraisee's job description and level of experience, any relevant professional standards and, where the appraisee is eligible, the appropriate pay progression detailed in the STPCD.

## **9. Objective setting**

- 9.1 The objectives set for each member of staff will be Specific, Measurable, Achievable, Realistic and Time-bound (SMART) and will be commensurate with the employee's role and level of experience.
- 9.2 The appraiser and appraisee will seek to agree suitable objectives but, if that is not possible, the appraiser will determine the objectives. These objectives may be revised (by mutual agreement) should circumstances change significantly during the course of the academic year.
- 9.3 The number of objectives agreed with individual staff may be no more than 3 depending upon their job role and responsibilities.
- 9.4 The specific objectives set will ideally, when (or if) achieved, contribute to the school's plans for improving educational provision and performance and enhancing the overall experience of

pupils at the school. This will be effected by quality assuring all objectives against the school improvement plan.

## **10. Headteacher objectives**

- 10.1 Following advice and guidance from their external advisor(s), the governing body will seek to agree objectives with the headteacher which will be set either before, or as soon as practicable after, the start of each appraisal period. Relevant headteacher standards will be used to assess performance

## **11. Teacher objectives**

- 11.1 Objectives for each teacher will be set before, or as soon as practicable after, the start of each appraisal period. Teachers may be assessed within the set of standards contained in the document called "Teachers' Standards" and any other relevant national standards considered by the headteacher to be appropriate eg QTLS etc.

## **12. Other staff objectives**

- 12.1 Objectives for other staff within the school should reflect the minimum standards where appropriate for that area of work. Where national occupational standards exist (eg to support teaching and learning in the classroom) these should be adapted to suit individual requirements and help to raise performance in accordance with the school improvement plan.

## **13. Reviewing performance - observation**

- 13.1 This school believes that observation of professional classroom practice is important both as a way of assessing the performance of teachers and other relevant staff in order to identify any particular strengths and/or weaknesses and of gaining other useful information which can assist school improvement more generally.
- 13.2 The classroom observation agreed in the appraisal meeting should be proportionate and should provide monitoring information for a range of other necessary purposes, such as self-evaluation or a school improvement programme, as well as performance management. Developmental peer observations will remain voluntary and initiated by teachers/support staff and these will not form part of the appraisal process.
- 13.3 There should be a short written record of the observation to include feedback and any subsequent follow-up work. This observation record should be sufficient to meet the needs of both individuals and the school (i.e. summarising the focus, what was learnt from the observation, the essence of feedback given and any subsequent actions or other follow-up envisaged). The employee has the right to append written comments on the feedback document. No written notes other than this record of written feedback will be kept.
- 13.4 All observation will be carried out in a supportive fashion in line with the school protocol attached. An example of an appropriate format for a classroom observation protocol is provided at Appendix 1.
- 13.5 The amount and type of classroom observation will depend on the individual circumstances of the teacher and the overall needs of the school. Such observation will only be undertaken by those holding QTS/QTLS. There will be a maximum of three hours' observation in any cycle,

however, where issues arise, it may be appropriate (following discussion) to revisit the amount of classroom observation originally envisaged.

- 13.6 For example, where it is identified that a teacher appears not to be meeting national minimum teacher standards, a programme of lesson observations (announced and unannounced) may be arranged. It would be hoped that both parties would seek to reach agreement on any such programme.
- 13.7 Headteachers or senior leaders with responsibility for teaching standards may 'visit' a classroom in order to inform their monitoring of the quality of learning and to check that satisfactorily high levels of professional performance are established and maintained. The length and frequency of the 'visit' will vary depending on specific circumstances with no more than **XXX** in a term (subject to concerns being raised).
- 13.8 Teachers (including the head teacher) who have additional duties and responsibilities outside the classroom should also expect to have their performance of those elements of their role assessed in a similar manner.

#### **14. Reviewing performance - feedback**

- 14.1 Staff will receive constructive feedback on their performance at least once throughout the year in interim meetings and formally at the end of the year (or appraisal cycle).
- 14.2 For lesson observations written feedback will be given as soon as practicable, ideally on the day (and certainly no later than 5 working days) after observation has taken place. It is recommended that verbal feedback is given no later than 24 hours after the event.
- 14.3 Feedback (both written and verbal) should highlight particular areas of strength as well as any areas that may need attention.

#### **15. Annual review**

- 15.1 This review is the end point to the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings which will take place at least once. In light of this continuous assessment there should be no surprises at the end of year appraisal. An example of an appropriate format for a teacher appraisal review is provided at appendix 2.
- 15.2 The start of the formal appraisal cycle begins with a meeting of appraiser and appraisee to complete the appraisal report. The appraiser should instigate agreement on a mutually acceptable date and time for a meeting and both appraiser and appraisee should confirm such arrangements as far in advance as possible with written notification being confirmed and finalised no fewer than 10 working days before the scheduled date.
- 15.3 It is anticipated that an hour should be sufficient time for the annual appraisal meeting, but it would be regarded as inappropriate and unacceptable to use lunch breaks, after school and/or PPA time for this purpose.
- 15.4 Future (termly or otherwise) meetings should be scheduled as far in advance as possible and should be set at the end of the review meeting (and any subsequent meetings). The appraiser and appraisee should endeavour to agree an assessment of the overall performance of the latter during the relevant period of time and (if appropriate) explore any issues that may have impacted adversely upon the appraisee's performance.

- 15.5 The annual review of past performance and planning of future objectives would normally take place in a single meeting which should constitute a professional dialogue between appraiser and appraisee. Both parties should be expected to play an active part in this meeting in relation to frank appraisal of current performance and discussion with a view to future development, with both the review of the outcomes of the previous appraisal cycle and the fresh objectives set for the forthcoming year being recorded in a single document.
- 15.6 As soon as practicable following the end of each annual review meeting the appraisee will receive (and ideally agree as well as have the opportunity to comment in writing upon) a written appraisal report. This report should be sent to the appraisee no later than 10 working days following the meeting.
- 15.7 In this school, employees will receive their written appraisal reports by 31 October (31 December for the headteacher).
- 15.8 The appraisal meeting will cover the following areas and the written report will confirm this discussion:
- an assessment of the appraisee's performance of their role and responsibilities against their objectives and the relevant standards over the last cycle
  - details of the employee's objectives for the forthcoming cycle with specific timescales
  - an assessment of the employee's training and development needs and identification of any action that should be taken to address these eg CPD
  - any support for which a need has been identified
  - a recommendation on pay where that is relevant  
*(NB – pay recommendations need to be made by 31 December for head teachers and by 31 October for other staff)*
  - the focus (where appropriate) of lesson observations (for teachers)
  - any other evidence felt relevant to the individual.
- 15.9 Where the appraiser is not the headteacher the appraiser gives the appraisee a copy of the final statement and passes the original to the headteacher for retention. If the appraisee is the headteacher the final report is passed to the Chair of Governors.
- 15.10 In all cases the evaluation of performance and of training and development needs will inform the planning process for the following appraisal period.

## **16. Other evidence**

- 16.1 Other evidence which may be taken into account will normally be in the form of data or written feedback from specific individuals. Those providing evidence should always have direct professional knowledge of the appraisee's work.

## **17. Continuing professional and personal development (CPD)**

- 17.1 All employees have a right to CPD and this can be provided by a number of means: management coaching and support; mentoring; shadowing; attendance on external course(s); enhanced use of ICT; secondments etc. CPD priorities may require to be based on the extent to which the school is currently supported in achieving its priorities.
- 17.2 Any documentation recording details of support and development agreed at the review should be forwarded by the appraiser to the person responsible for planning the training and development of teachers/support staff in the school (and should also be readily accessible to the employee's line manager).



17.3 Suitable account will be taken in any review meeting where provision of the support envisaged (in order to assist employees in fully meeting their objectives) has not proved possible.

## **18. Appeals**

18.1 Employers are required by law to establish procedures for dealing with any grievance staff may have at work and an appraisee can use these procedures to appeal against any entry on their appraisal report, including any changes made to the report during the cycle

18.2 An appeal mechanism is in place should any appraisee regard his or her annual report as unacceptable. Where an appraisee wishes to appeal on the basis of more than one entry on his/her appraisal report this would constitute one appeal hearing.

18.3 Where the headteacher has indicated an intention to moderate one or more of the annual appraisal reports any individual appeal should be deferred until the moderation process has been completed.

18.4 Simple disagreements should be capable of being resolved by discussion between the appraiser and the appraisee without recourse to formal appeal procedures

## **19. Recommendations on pay**

19.1 Appraisers will be required to make a recommendation on pay (including consideration of accelerated progression as and when justified) where the appraisee (in the case of teachers) is on any of the following:

- the main pay range
- the upper pay range
- the pay range for members of the leadership group
- the pay range for leading practitioners
- the unqualified teacher pay range

or where the appraisee (in the case of support staff) is:

- eligible for performance related pay progression

## **20. Development and support**

20.1 Appraisal is a developmental process. It is incumbent upon both the appraiser and appraisee to seek to identify any external factors which may be affecting the appraisee's performance.

20.2 Where concerns are identified with regard to any aspects of a member of staff's performance the appraiser will meet with the appraisee to raise these concerns formally. Any such meeting will:

- give clear feedback to the staff member about the nature and seriousness of the concerns
- give the staff member full opportunity to comment on and discuss those concerns
- seek strategies and agree any support (eg coaching, mentoring, structured observations) that may be provided to help address those specific concerns
- make clear how, and by when, the appraiser will review progress

*(it may be appropriate to revise objectives, and it will be necessary to allow sufficient time for improvement – this will be on a case by case basis and reflect the seriousness of the situation)*

- explain the implications and process if no (or insufficient) improvement is made within the agreed timescale.

20.3 When progress is reviewed, if the appraiser is satisfied that the staff member has made, or is making, sufficient improvement the appraisal process will continue as normal, with any remaining issues continuing to be addressed through that process.

20.4 If no, or insufficient, progress has been made after the agreed review period, the staff member will be notified in writing that the appraisal system will no longer apply and will be invited to a formal review meeting to discuss the next course of action. Once again it is incumbent upon both the appraiser and appraisee to seek to identify any external factors which may be affecting the appraisee's performance.

20.5 Written confirmation of the status of any such meeting will be provided. At least five working days' notice will be given and the employee will be entitled to be accompanied at this meeting by either their union representative or a work colleague.

## **21. Quality assurance – moderation of appraisal statements**

21.1 The headteacher has a duty to ensure that the procedures and processes are applied fairly and consistently across the school and with regard to equal opportunities. The headteacher will set up procedures for monitoring and moderating the appraisal reports.

21.2 **The headteacher or nominated senior manager will review a sample of completed appraisal reports OR the headteacher or nominated senior manager will review all completed appraisal reports** within 10 working days of their completion and where necessary instruct the appraiser to prepare a new report with their appraisee (within 10 working days of being so instructed) prior to it being finalised and retained. The appraisee can add further comments at this stage.

21.3 There may be occasions when it is necessary to review (mid-cycle) what has been agreed in the last appraisal meeting (for example relating to prolonged sickness absence, maternity leave or where reasonable adjustments are required under the Equality Act 2010).

## **22. Retention**

22.1 Appraisal reports will be retained by the headteacher (or, in the case of the headteacher's own appraisal reports, by the chair of governors) in a secure place on school premises for 6 years, after which they will be destroyed.

## **23. Headteacher report on the operation of the appraisal process**

23.1 The headteacher should provide the governing body with an annual written report on the operation of the school's appraisal policy, including an indication of the overall effectiveness of the process with particular regard to the identification of teachers' and support staff's training and development needs.

23.2 The appraisal process should be a standing item on the agenda of every meeting of the governing body. As part of this annual monitoring and reporting process, governing bodies should consider the equal opportunities implications at each and every stage of the process.

## Appendix 1

### Classroom Observation Protocol

#### Introduction

The governing body is committed to ensuring that classroom observation is both supportive and constructive with regard to professional development and that those involved in the process of observation will:

- agree in advance how classroom observations will be carried out
- carry out their role with integrity, courtesy and respect
- evaluate objectively
- report accurately and fairly
- respect the confidentiality of the information gained.

#### Purpose of lesson observations

Classroom observations are used to monitor the quality of teaching and learning as an important part of the appraisal process. They should support a culture of continuous improvement by assisting individuals in developing their professional practice.

The arrangements for classroom observation will be included in the appraisal documentation which will specify:

- the extent of observation (defined in classroom hours)
- the phase of the appraisal cycle in which the observation will take place
- the identity of the individual who will conduct the observation
- the primary purpose and focus of the observation
- any particular aspects of the teacher's performance which will be assessed.

#### Principles for lesson observations

Classroom observation should be agreed, understood and recorded in the appraisal documentation at the start of the review cycle.

The sum total of observation will amount to no more than three hours. However, if concerns arise during the appraisal cycle there is scope to agree to revise the amount of observation as detailed in the appraisal policy.

Classroom observations:

- should be supportive and developmental
- should (where possible) be multi-purpose to minimise the potential burden of observations
- should be undertaken in full accordance with the appraisal policy
- should be preceded by reasonable notice (ideally 5 working days) being given
- should be facilitated by provision of sufficient timetable release time

- should all (as far as is possible) take place at a time agreed between the teacher and observer
- should not take place in PPA time (unless the member of staff wishes to do so)
- should be timetabled to ensure that there is a reasonable amount of time between each observation (irrespective of the findings of those observations)
- should only be undertaken by persons with qualified teacher status (QTS), who have had adequate preparation and training in the appropriate professional skills to undertake observation and to provide constructive and supportive feedback (both oral and written).

## **Feedback**

Feedback following a lesson observation should include a clear judgement on lesson quality and should enable teachers to build on what they are doing well and to feel confident about introducing change where necessary.

Oral feedback will be given as soon as possible after the observation and no later than the end of the following working day. It will be delivered in confidence during directed time in a suitable, private environment. Adequate time will be made available for both preparation and feedback in respect of classroom observation.

Written feedback will be provided within 5 working days of the observation taking place. If, during an observation, issues arise that were not part of the documented focus of the observation, these issues should be discussed during oral feedback and also documented within the written feedback.

The written record of feedback will include:

- the date on which the observation took place
- the identity of the observer
- the subject of the lesson observed
- the length of the lesson.

The teacher has the right to append written comments on the feedback document; no additional documentation will be retained.

All teachers will have access to all written accounts of their lesson observations and copies will be provided on request.

## Appendix 2

### Teacher Appraisal Review

All teachers should be assessed against the set of standards contained in the document called “Teachers’ Standards 2012” and any other relevant national standards considered by the headteacher to be appropriate eg QTLS.

The objectives set for each teacher will, if achieved, contribute to the school’s plans for improving the school’s educational provision and performance and improving the education of pupils.

All objectives should be agreed in accordance with the career expectations of the individual teacher undergoing appraisal.

- Step 1. Part A below (details of objectives) should be completed in the appraisal meeting in September/October at which point in the cycle objectives for the next 12 months are agreed and set.
- Step 2. Part B below (review of progress) should be completed at the interim stage during the course of the appraisal year (normally this will be either a termly review meeting early in the spring and summer terms or a single review meeting mid-cycle).
- Step 3. Part C below (determination of progression) should again be completed (at the end of the appraisal cycle) in the annual appraisal meeting in September/October at which point the previous year’s objectives will be reviewed (to ascertain whether or not pay progression can be recommended) AND Part A (specifying further objectives agreed for the FOLLOWING year) will be completed in order to commence the next cycle.

## Part A – OBJECTIVES FOR THE NEXT 12 MONTHS

Name of Appraisee:		Post Held:	JD reviewed? Yes/No	Academic Year: 2016-2017
Name of Appraiser:		Post Held:	UPR Applicant? Yes/No	Date of Appraisal:
Objective	Success criteria	Evidence including lesson observations	Training and development needs identified	Relevant teacher standards to be demonstrated
1.				
2.				
3.				
Teacher's signature: .....			Date: .....	
Line manager's signature: .....			Date: .....	

## Part B – TERMLY (OR MIDCYCLE) APPRAISAL REVIEW

Name of Appraisee:		Post Held:	JD reviewed? Yes/No	Academic Year: 2016-2017
Name of Appraiser:		Post Held:	UPR Applicant? Yes/No	Date of Review:
Objective	Success criteria	Evidence including lesson observations	Training and development needs identified	Relevant teacher standards to be demonstrated
1.				
2.				
3.				
Termly review(s) or mid-cycle review - comments with regard to progress (so far) towards achieving stated objective and impact of achievement:				
Teacher's signature: .....			Date: .....	
Line manager's signature: .....			Date: .....	

### Part C – ANNUAL APPRAISAL REVIEW

Name of Appraisee:		Post Held:	JD reviewed? Yes/No	Academic Year: 2016-2017
Name of Appraiser:		Post Held:	UPR Applicant? Yes/No	Date of Appraisal:
Objective	Success achieved?	Evidence of success in place?	Ongoing training and development needs?	Agreed teacher standards demonstrated satisfactorily?
1.				
2.				
3.				
Assessment of overall performance: Outstanding / Satisfactory / Unsatisfactory (with regard to agreed objectives set)			Recommendation for pay progression: Yes / No	
Teacher's signature: .....			Date: .....	
Line manager's signature: .....			Date: .....	



**Part A – OBJECTIVES FOR THE NEXT 12 MONTHS**

<b>Name of Appraisee:</b>		<b>Post Held:</b>	<b>JD reviewed? Yes/No</b>	<b>Academic Year: 2017-2018</b>
<b>Name of Appraiser:</b>		<b>Post Held:</b>	<b>UPR Applicant? Yes/No</b>	<b>Date of Appraisal:</b>
<b>Objective</b>	<b>Success criteria</b>	<b>Evidence including lesson observations</b>	<b>Training and development needs identified</b>	<b>Relevant teacher standards to be demonstrated</b>
1.				
2.				
3.				
<b>Teacher's signature: .....</b>			<b>Date: .....</b>	
<b>Line manager's signature: .....</b>			<b>Date: .....</b>	