



Droichead - Suggested Records - Post-primary

For quality assurance, schools are asked to retain records, in line with their data protection policy.

Droichead: The Integrated Professional Induction Framework states that:

“1.1.7.2 In maintaining records, the PST should respect the privacy of others and the confidentiality of information garnered during the course of the process. They should also be mindful of ethical and data protection considerations, anonymising data where appropriate and taking any measure necessary to restrict access to sensitive information”.

“1.1.7.3 Where an NQT who has completed some or all of the Droichead process leaves a school, they should be given a copy of the relevant records which the school holds in relation to that process”. (Teaching Council, 2017, p.6)

Professional Support Team (PST)	Newly Qualified Teacher (NQT)
Confirmation Email: a copy of this email from Teaching Council which gives approval to commence the Droichead process	Confirmation Email: from Teaching Council which gives approval to commence the Droichead process
Droichead Outline Plan per NQT	Droichead Outline Plan per NQT
Agenda/minutes of meetings. For example: Initial Meeting with NQT Records of Professional Conversations Meeting to conclude the Process Review & Reflect Document	Agenda/minutes of meetings. For example: Initial Meeting with NQT Records of Professional Conversations Meeting to conclude the Process Review & Reflect Document
Induction Activities: Droichead Standards Induction Plan Observation Templates Needs Analysis Templates Action-Planning Templates	Induction Activities: Droichead Standards Induction Plan Observation Templates Needs Analysis Templates Action-Planning Templates
Taisce: PST records engagement in Taisce through professional Conversations	Taisce: NQT keeps a portfolio of key learning moments
Cluster Meetings (CM): Copy of Certificate(s) of Completion for each CM attended	Cluster Meetings (CM): Certificate(s) of Completion for each CM attended
Form D: Prior to making the joint declaration with the NQT, the PST should ensure all elements of Form D have been completed.	Form D: Prior to making the joint declaration with the PST, the NQT should ensure all elements of Form D have been completed & all relevant documentation attached.

