



**DEPARTMENT OF ACADEMIC STAFF TRAINING AND DEVELOPMENT  
CHECKLIST FOR TEACHING PRACTICE (TP) SUBMISSION**

**Name of Institution:** .....

**Date of Last Submission made by the Institution:** .....

**A.** All submissions should be made at least **three (3)** months to the commencement of Teaching Practice Supervision and must contain the following:

<b>S/N</b>	<b>Items for Teaching Practice</b>	<b>Tick</b>
i.	Minutes of meeting of the relevant selection Committee (TETFund Interventions Implementation Committee or Academic Board or Committee of Deans and Directors);	
ii.	Names and Grade levels of the supervisors nominated for the Teaching Practice Supervision;	
iii.	Duly signed and stamped TETFund nomination form;	
iv.	Names and Addresses of all Primary Schools where the trainee - teachers to be supervised would be posted during the intervention year;	
v.	Names and contact details of the Head Teachers (Headmasters, Principals, etc.) of the Basic Education Schools where the trainee – teachers to be supervised would be posted during the intervention year.	

**B.** All submissions must:

i.	Be accompanied by soft copies in memory sticks (not CD-ROM) prepared in MS – Excel format in accordance with the <b>approved template</b> of the Fund;	
ii.	Include <b>progress report</b> for the last (previous) intervention;	
iii.	Contain <b>bank statement</b> indicating payments to approved Supervisors in the last intervention;	
iv.	<b>Not be in piecemeal.</b>	

**Name of Checking Officer:**

**Signature/Date:**

