

NATIONAL TEACHING COUNCIL



# TEACHER TRAINING LOG BOOK

## Form

Form 1: Personal Information

Form 2: Training History





# Personal Information

Registered Number							
1. Full Name	(Title) (Surname) (Middle) (First)	2. Date of Birth	( dd / mm / yyyy )	3. Gender [ ] Male [ ] Female			
4. Present Address	( Telephone number: _____ E-mail: _____ )						
5. Present Job Title		6. Date of First Appointment	( mm / yyyy )				
7. Rank		8. Date of Last Promotion	( mm / yyyy )				
9. School Name	(EMIS Code: )	10. Class	[ ] KG, [ ] Primary, [ ] JHS, [ ] SHS, Voc./Tech. [ ]				
11. District Name		12. Circuit Name					
13. Academic History and Column for Prof. Qualification	Name ( Graduate School / University / College / SHS )		From ( mm / yyyy )	To ( mm / yyyy )			
14. Employment History	School Name		Position / Rank Held		From	To	
	( EMIS Code: )						
	( EMIS Code: )						
	( EMIS Code: )						
	( EMIS Code: )						
	( EMIS Code: )						
	Others (Except for teaching job)	Period ( mm/yyyy ~ mm/yyyy )		Name of Organization		Postion	
		~					
		~					
15. Summary of Training History in this academic year (Except for SBI/CBI/DBI)		Institution	Period ( mm / yyyy )	Training Name		Training Code	
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						





# Training History

Registered Number		Name	
License Number :			
Training Record			
1. Training Name		2. Training Code	
3. Training Content			
4. Period	( dd / mm / yyyy ) - ( dd / mm / yyyy )	5. Implementation Institution	
6. Trainer's / Facilitator's Name		7. Trainer's / Facilitator's / HT's Signature and date	
8. Trainer's / Facilitator's / HT's Comments	(If you have any comments for the participant...)		
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1. Training Name		2. Training Code	
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## Training History



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8. Trainer's / Facilitator's / HT's Comments	(If you have any comments for the participant...)		

# Training Code Table (Teaching Career)

Minimum Years	Career Level	Training Courses for Each Level	Training Code
1-3 [2]	Newly Qualified Teacher	Mandatory trainings:	NT01
		i. Orientation	NT02
		ii. Induction training	NT03
		SBI/CBI/DBI	NT04
		Mandatory trainings:	NT05
		Any Other Trainings	NT20
4	Rank 1	i. Use of reflective logs in teaching	R1-01
		ii. Motivation for self-directed study and needs	R1-02
		iii. Assessment for professional planning and growth	R1-03
		iv. Teaching and learning strategies- creative approaches, group work, questioning, talk for learning.	R1-04
		v. ICT integration in teaching and learning.	R1-05
		vi. Cluster-based INSET or Department-based INSET (CBI/DBI)	R1-06
		vii. Any Other Trainings	R1-20
4	Rank 2	1. Orientation	R2-01
		2. Intensive Training	R2-02
		3. School Based INSET (SBI)	R2-03
		4. Cluster-based INSET or Department-based INSET (CBI/DBI)	R2-04
		5. ICT (Standard)	R2-05
		6. Data Management (Basic)	R2-06
		7. Subject Content Matter (Standard)	R2-07
		8. Classroom Management (Standard)	R2-08
		9. Any Other Trainings	R2-20
4	Rank T3	1. Guidance and Counselling (Standard)	R3-01
		2. Leadership (Standard) : Leadership for Change	R3-02
		3. Mentoring and Coaching (Standard)	R3-03
		4. School Management (Standard)	R3-04
		5. Data Management (Standard)	R3-05
		6. Subject Content Matter (Advanced)	R3-06
		7. School Curriculum Development (Standard)	R3-07
		8. Pedagogy (Advanced)	R3-08
		10. Classroom Management (Advanced)	R3-09
		11. School Based INSET (SBI)	R3-10
		12. Cluster-based INSET or Department-based INSET (CBI/DBI)	R3-11
		13. ICT (Advanced)	R3-12
		14. Any Other Trainings	R3-20
4	Rank T4	1. Guidance and Counselling (Advanced)	R4-01
		2. Leadership (Advanced) : Leadership for Change	R4-02
		3. Mentoring and Coaching (Advanced)	R4-03
		4. School Management (Advanced)	R4-04
		5. Writing Technique (Basic)	R4-05
		6. Local Administration (Basic)	R4-06
		7. Monitoring and Evaluation (Basic)	R4-07
		8. Project Management (Basic)	R4-08
		9. Data Management (Advanced)	R4-09
		10. School Curriculum Development (Advanced)	R4-10
		11. School Based INSET (SBI)	R4-11
		12. Cluster-based INSET or Department-based INSET (CBI/DBI)	R4-12
		13. Any Other Trainings	R4-20
4	Rnak T5	1. Writing Technique (Standard)	R5-01
		2. Local Administration (Standard)	R5-02
		3. Monitoring and Evaluation (Standard)	R5-03
		4. Project Management (Standard)	R5-04
		5. Comprehensive Leadership (Basic)	R5-05
		6. Educational Policies (Basic)	R5-06
		7. National Curriculum Development (Basic)	R5-07
		8. School Based INSET (SBI)	R5-08
		9. Cluster-based INSET or Department-based INSET (CBI/DBI)	R5-09
		10. Any Other Trainings	R5-20
-	Rank T6	1. Writing Technique (Advanced)	R6-01
		2. Local Administration (Advanced)	R6-02
		3. National Administration	R6-03
		4. Education Governance	R6-04
		5. Monitoring and Evaluation (Advanced)	R6-05
		6. Project Management (Advanced)	R6-06
		7. Programme Management	R6-07
		8. Comprehensive Management	R6-08
		9. Comprehensive Leadership (Standard)	R6-09
		10. Comprehensive Leadership (Advanced)	R6-10
		11. Educational Policies (Standard)	R6-11
		12. Educational Policies (Advanced)	R6-12
		13. National Curriculum Development (Standard)	R6-13
		14. National Curriculum Development (Advanced)	R6-14
		15. School Based INSET (SBI)	R6-15
		16. Cluster-based INSET or Department-based INSET (CBI/DBI)	R6-16
		17. Any Other Trainings	R6-20

# Training Code Table (Management Career)

Minimum Years	Career Level	Training Courses for Each Level	Training Code
1-3 [2]	Newly Qualified Teacher	1. Induction Training	NT01
		2. Orientation by CS or DEO	NT02
		3. Orientation by Head of School or HoD	NT03
		4. School Based INSET (SBI)	NT04
		5. Cluster-based INSET or Department-based INSET (CBI/DBI)	NT05
		6. Any Other Trainings	NT20
4	Rank 1	1. Pedagogy (Basic)	R1-01
		3. ICT (Basic)	R1-02
		4. Subject Content Matter (Basic)	R1-03
		5. Classroom Management (Basic)	R1-04
		6. School Based INSET (SBI)	R1-05
		7. Cluster-based INSET or Department-based INSET (CBI/DBI)	R1-06
		8. Any Other Trainings	R1-20
4	Rank 2	1. Orientation	R2-01
		2. Intensive Training	R2-02
		3. School Based INSET (SBI)	R2-03
		4. Cluster-based INSET or Department-based INSET (CBI/DBI)	R2-04
		5. ICT (Standard)	R2-05
		6. Data Management (Basic)	R2-06
		7. Subject Content Matter (Standard)	R2-07
		8. Classroom Management (Standard)	R2-08
		9. Any Other Trainings	R2-20
4	Rank M3	1. Guidance and Counselling (Standard)	R3-01
		2. Leadership (Standard) : Leadership for Change	R3-02
		3. Mentoring and Coaching (Standard)	R3-03
		4. School Management (Standard)	R3-04
		5. Data Management (Standard)	R3-05
		6. Subject Content Matter (Advanced)	R3-06
		7. School Curriculum Development (Standard)	R3-07
		8. Pedagogy (Advanced)	R3-08
		10. Classroom Management (Advanced)	R3-09
		11. School Based INSET (SBI)	R3-10
		12. Cluster-based INSET or Department-based INSET (CBI/DBI)	R3-11
		13. ICT (Advanced)	R3-12
		14. Any Other Trainings	R3-20
4	Rank M4	1. Guidance and Counselling (Advanced)	R4-01
		2. Leadership (Advanced) : Leadership for Change	R4-02
		3. Mentoring and Coaching (Advanced)	R4-03
		4. School Management (Advanced)	R4-04
		5. Writing Technique (Basic)	R4-05
		6. Local Administration (Basic)	R4-06
		7. Monitoring and Evaluation (Basic)	R4-07
		8. Project Management (Basic)	R4-08
		9. Data Management (Advanced)	R4-09
		10. School Curriculum Development (Advanced)	R4-10
		11. School Based INSET (SBI)	R4-11
		12. Cluster-based INSET or Department-based INSET (CBI/DBI)	R4-12
		13. Any Other Trainings	R4-20
4	Rank M5	1. Writing Technique (Standard)	R5-01
		2. Local Administration (Standard)	R5-02
		3. Monitoring and Evaluation (Standard)	R5-03
		4. Project Management (Standard)	R5-04
		5. Comprehensive Leadership (Basic)	R5-05
		6. Educational Policies (Basic)	R5-06
		7. National Curriculum Development (Basic)	R5-07
		8. School Based INSET (SBI)	R5-08
		9. Cluster-based INSET or Department-based INSET (CBI/DBI)	R5-09
		10. Any Other Trainings	R5-20
-	Rank M6	1. Writing Technique (Advanced)	R6-01
		2. Local Administration (Advanced)	R6-02
		3. National Administration	R6-03
		4. Education Governance	R6-04
		5. Monitoring and Evaluation (Advanced)	R6-05
		6. Project Management (Advanced)	R6-06
		7. Programme Management	R6-07
		8. Comprehensive Management	R6-08
		9. Comprehensive Leadership (Standard)	R6-09
		10. Comprehensive Leadership (Advanced)	R6-10
		11. Educational Policies (Standard)	R6-11
		12. Educational Policies (Advanced)	R6-12
		13. National Curriculum Development (Standard)	R6-13
		14. National Curriculum Development (Advanced)	R6-14
		15. School Based INSET (SBI)	R6-15
		16. Cluster-based INSET or Department-based INSET (CBI/DBI)	R6-16
		17. Any Other Trainings	R6-20



