



**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:

S/N	Items for Teaching Practice	Tick
i.	Minutes of meeting of the relevant selection Committee (TETFund Interventions Implementation Committee or Academic Board or Committee of Deans and Directors) with the list of nominees arranged in order of priority;	
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 approved template of the Fund;	
ii.	Include progress report for the last (previous) intervention;	
iii.	Contain bank statement indicating payments to approved Supervisors in the last intervention;	
v.	Be made online via the ASTD Portal https://beneficiary.tetfund.gov.ng/login	
vi.	Not be in piecemeal.	

Name of Checking Officer:

Signature/Date