

9 December 2016

Dear Colleague

Inquiry into Teachers' Professional Learning and Education

The National Assembly for Wales' Children, Young People and Education Committee is undertaking an inquiry on teachers' professional learning and education, in particular, the readiness of the workforce to implement the new curriculum. It is specifically seeking evidence on:

- Arrangements for continuing professional development for the current workforce;
- The role of initial teacher education;
- The sufficiency of the future workforce.

Invitation to contribute to the inquiry

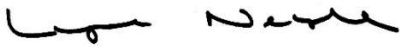
The Committee would like to invite you to submit written evidence to assist with the inquiry. General information regarding consultation procedures, which should be considered carefully before submitting evidence to the Committee, is set out in the Annex.



Responses should be submitted by **Friday 27 January 2017**. It may not be possible to take into account responses received after this date.

If you have any queries, please contact Marc Wyn Jones, Committee Clerk on 0300 200 6565.

Yours faithfully



Lynne Neagle AC / AM
Cadeirydd / Chair



Annex

Submitting Written Evidence to the Committee

Disclosure of Information

1. The Assembly's [policy on disclosure of information](#) is available; please ensure that you have considered these details carefully before submitting information to the Committee. Alternatively a hard copy of this policy can be requested by contacting the Clerk.

Submitting evidence

2. If you wish to submit evidence, an electronic copy of your submission should be returned to: SeneddCYPE@assembly.wales.

Alternatively, you can send it to:

Children, Young People and Education Committee
National Assembly for Wales
Cardiff Bay
CF99 1NA.

3. Submissions should arrive by **20 January 2017**. It may not be possible to take into account responses received after this date.

4. When preparing your submission, please keep the following in mind:

- your response should address the terms of reference;
- the National Assembly normally makes responses to public consultation available for public scrutiny and they may also be seen and discussed by Assembly Members at Committee meetings. If you do not want your response or name published, it is important that you specify clearly this in your submission; and
- please indicate whether you are responding on behalf of an organisation, or as an individual.

Guidance for witnesses providing written evidence for committees

5. The Assembly is committed to providing accessible information to the widest audience possible. This short guide is to assist witnesses who produce written



information for committees. This will enable the Assembly to provide information submitted by third parties in an accessible manner.

- Use plain English and plain Welsh – avoid unnecessary jargon.
- Use a minimum of font size 12.
- Use a clear sans serif typeface, such as Lucida Sans.
- Do not have writing over graphics, pictures or watermarks.
- Colours and contrast – writing should have maximum contrast to the background: dark on light, light on dark.
- Do not use block capitals, and minimise use of bold, underlining and italics.
- If you wish to refer to a published document, please include a hyperlink to that document, rather than the document itself.

6. Where possible, information should be provided in Microsoft Word to ensure accessibility. Where a scan or Pdf is provided, particularly in the case of signed letters or tables of information, the original Word document should be provided along with it.

General

7. The Committee welcomes evidence from those with an interest in this subject. If you are responding on behalf of an organisation, please provide a brief description of the role of your organisation. The Committee welcomes contributions in English and Welsh and we ask organisations with Welsh Language policies / schemes to provide bilingual submissions, in line with their public information policies.

8. The Committee will consider responses to the written consultation and hold oral evidence sessions.

9. For your information, the Committee has invited submissions from a wide range of organisations, a list of which is available on request. A copy of this letter has also been placed on the National Assembly's website with an open invitation to submit views. However, the Committee would be grateful if you could forward a copy of the consultation letter and Annex to any individuals or organisations that you believe might wish to contribute to the inquiry.

