

*This policy should be read and interpreted in conjunction with the General Teaching Council for Scotland Registration and Standards Rules as they may be amended, updated or substituted from time to time (the “Rules”).*

### 1 Introduction

If you are or become provisionally registered with the General Teaching Council for Scotland (GTC Scotland) in any subject or sector of registration, you are required to complete a period of probation and to demonstrate that you meet the Standard for Full Registration relative to that subject and/or sector in order to then be granted full registration.

Probationary service can be undertaken in one of the following two ways:

- The **Teacher Induction Scheme (TIS)** – this is a Scottish Government scheme administered by GTC Scotland (in partnership with the Scottish Government Education Department) which provides a guaranteed one year training post to every eligible student with a teaching qualification from one of Scotland’s universities. The TIS is a structured programme of induction to the teaching profession which, amongst other things, provides: a maximum class time commitment, set time for professional development and access to support throughout. The Scottish Government, in conjunction with partners (including the Convention of Scottish Local Authorities), has set the employment and other conditions that apply to the TIS.
- The **Flexible Route** - this is a less structured, more flexible way to complete your probationary service. This would be the route that would be followed if you have withdrawn from or opted out of the TIS, are not eligible to join the TIS or want to complete your probationary service somewhere other than a Scottish local authority school. Please note that the responsibility for securing a position or placement to complete probationary service where the Flexible Route is followed rests with you, not GTC Scotland or any other person.

Further information about both of the above probationary service routes is available from our websites ([www.gtcs.org.uk](http://www.gtcs.org.uk) and [www.probationerteacherscotland.org.uk](http://www.probationerteacherscotland.org.uk)) or by contacting us directly.

### 2 Place and type of probationary service

- (a) Probationary service must be carried out in an educational establishment that GTC Scotland is satisfied matches your category of provisional registration and for the secondary or further education sectors, the service must also match the subject in which provisional registration is held.

For the purposes of the above, GTC Scotland will interpret “educational establishment” as meaning:

- A school providing primary or secondary education (whether independent, grant-aided, self-governing or local authority);
- A further education college or institution;
- A local authority school providing nursery education; and
- An independent, grant-aided or self-governing school providing nursery education in which you have been allocated to teach a timetabled, pre-school class.

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An educational establishment may be located inside or outside Scotland. Where the educational establishment is located outside Scotland, the term “local authority” that has been used above will be interpreted as “state” or the equivalent within the particular country or territory concerned.

- (b) In terms of the secondary and further education sectors, at least 55 per cent of the probationary service teaching timetable must match the subject in which provisional registration is held.
- (c) GTC Scotland must be satisfied that the probationary service provides a reasonable opportunity to meet the competencies set out in the Standard for Full Registration or the appropriate standard with reference to your category of registration.
- (d) Probationary service must be completed on the basis of full time, part time, permanent or temporary employment.

### **3 Length of probationary service**

Provided that no extension is imposed in accordance with the provision below, the period of probationary service required is as follows:

- (a) If you are participating in the Teacher Induction Scheme, for the first subject and sector of registration, 190 working days based on a full time, continuous period of employment which is subject to the Teacher Induction Scheme conditions (as laid down by the Scottish Government, see the Introduction section above).
- (b) If you are participating in the Flexible Route, for the first subject and sector of registration, 270 working days. This period may be reduced to 190 working days if GTC Scotland is satisfied that the probationary service is being carried out under conditions equivalent to that set out for the Teacher Induction Scheme at (a) above. In addition, if you have qualified as a teacher outside Scotland and have evidenced teaching service to GTC Scotland’s satisfaction at the time of registration, the period of probationary service required may be reduced to a minimum of 60 working days.
- (c) For any second or further subject or sector of registration, 135 working days. This period may be reduced to 95 days if the probationary service is completed in one educational establishment.

The period of probationary service completed will be calculated with reference to days actually worked. Any days of absence will not be credited.

The period of probationary service required will be extended by 60 working days if GTC Scotland receives a recommendation (in the manner required by GTC Scotland) from a head teacher who holds full GTC Scotland registration (or, alternatively, an individual approved by GTC Scotland as having the appropriate skills and knowledge to provide that recommendation) for extension or competence reasons. Such a recommendation would be made and would be accepted by GTC Scotland where the probationer concerned has not yet demonstrated that he/she has met all of the competencies set out in the Standard for Full Registration but it is considered appropriate to give him/her more time to do so. Extension of the period of probationary service would be made in these circumstances in accordance with the terms of the Fitness to Teach and Appeals Rules.

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#### 4 Time Limits

The following time limits apply to provisional registration:

- (a) If you are participating in the TIS, or participated in the TIS and then transferred on to the Flexible Route at any time after 1 April in the calendar year in which your TIS was due to commence, you must have completed your probationary service and obtained full registration within 3 years of the date on which provisional registration was first granted to you for the first subject and sector of registration.
- (b) If you are participating in the Flexible Route and do not fall within (a) above, you must have completed your probationary service and obtained full registration within 5 years of the date on which provisional registration was first granted to you for the first subject and sector of registration.
- (c) For any second or subsequent subject or sector of registration gained through GTC Scotland's professional registration route, you must have completed your probationary service and obtained full registration relative to that subject and/or sector within 3 years of the date on which provisional registration was first granted to you in that subject or sector.

If you have successfully applied to a Fitness to Teach Panel (or, historically, the Disciplinary Sub-Committee or Professional Standards Panel) to have your provisional registration restored to you in any subject or sector (see part 6 below for some examples of when this may be required), the time limit within which you must have completed your probationary service and obtained full registration will be set on a sliding scale based on the number of days of probationary service that you require to complete as at the date of your re-registration. These time limits are set out in the table below.

Period of probationary service to be completed	Time Limit
190 to 270 days	3 years from date of re-registration
95 to 189 days	2 years from date of re-registration
94 days or fewer	1 year from date of re-registration

If you believe that there are exceptional circumstances preventing your achievement of full registration within the time limit that applies to you in terms of the above, please notify GTC Scotland of these circumstances in full in writing and an extension of the time limit expiry date will be considered. You may make no more than two applications for such an extension. GTC Scotland's decision on these matters will be final.

If your registration has been removed because your time limit has expired, in accordance with the Rules, you have a right to ask for that removal decision to be reviewed by a Registration Panel. Please note from the Rules that you must have grounds to ask for such a review – in summary, these must be either that GTC Scotland has failed to act in accordance with the Rules, or has made an error in law or in fact, that has had a significant impact on the decision made.

If:

- (a) your name has been removed from the Register because your time limit has expired; or
- (b) your name has been removed from the Register for any other reason (for example, non-payment of the registration fee) and, in the meantime, the applicable time limit has expired,

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and you then wish your name to be re-registered, you must make a “subsequent registration application” which will be subject to the provisions set out in part 6 below.

## 5 Recommendations for Full Registration

In order to be eligible for full registration at the end of the required period of probationary service, GTC Scotland must be satisfied that:-

- (a) Progress through the period of probationary service has been appropriately recorded and monitored through GTC Scotland’s Probationer Profile System (or an equivalent method or system that has been approved by GTC Scotland).
- (b) A Final Profile has been submitted (in the manner required by GTC Scotland) by a head teacher who holds full GTC Scotland registration (or, alternatively, an individual approved by GTC Scotland as having the appropriate skills and knowledge to provide that recommendation) recommending full registration because he/she is satisfied that you have met either (i) the Standard for Full Registration; or (ii) for the further education sector, the appropriate standard with reference to that category of registration. Any such recommendation must follow an observation of your teaching by that head teacher (or approved individual) in whose educational establishment you have taught for a minimum of 20 working days.

## 6 Subsequent Registration Applications

If you submit an application for registration subsequent to your provisional registration having been cancelled by order of a Fitness to Teach Panel (or, if this occurred in the past, a Professional Standards Panel) or as a result of a time limit having expired (see part 4 above), an application must be made in the form required by GTC Scotland. Subject to you being otherwise eligible for registration in accordance with the criteria set out in the Rules, the application must then be considered by a Fitness to Teach Panel at a hearing. The Panel’s role in considering any such application is to determine whether or not you are now fit to teach meaning that your registration may be restored. The Panel will hear submissions from you in making its decision and will expect to be provided appropriate evidence in support of the application.

Where your registration was cancelled by order of a Fitness to Teach Panel (or, if this occurred in the past, a Professional Standards Panel), the reasons why this decision was made will be relevant to the Panel in making its decision about whether you are now fit to teach but it must be emphasised that a subsequent registration application is not an appeal from, or review of, the original findings and determination. Panels will therefore not “go behind” the original finding and determination and, in making its decision, will instead focus on:

- The competence matters that led to the cancellation of provisional registration and the reasons given by the original Panel for the decision;
- Whether you accept and show insight into those matters;
- Whether the matters are capable of being resolved and, if so, whether you have done so or shown the willingness and ability to do so; and
- What steps you have taken to keep your professional knowledge and skills up to date.

Where you have submitted a subsequent registration application because your time limit has expired (see part 4 above), the Panel’s focus will principally be on the last bullet above.

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The Panel should be provided appropriate confirmatory evidence with regards to the last two bullet points listed above in particular.

If you are re-registered following the hearing, you will be required to complete a further period of probationary service which will be set in accordance with this policy. This period of probationary service will be subject to the terms of this policy. In order to be granted full registration, you will need to meet the requirements described in this policy and set out in the Rules.

**September 2012**