

**DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS**



Online ITE Profile

Information for students

May 2014

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1.0 Introduction

This information sheet has been developed for students undertaking courses of Initial Teacher Education in Scotland. Its aim is to provide you with answers you need to enable you to complete your ITE profile and submit it to your student tutor for approval.

Note: Any queries you have relating to the content of the profile should be directed to your student tutor in the first instance and not to GTC Scotland.

2.0 How do I access the profile?

The profile sits with GTC Scotland’s personalised and secure web space – MyGTCS. You may have accessed this around April time to get information about your induction scheme preferences, and then again in May to get details of your induction allocation.

You can login to MyGTCS here:

<https://www.gtcs.org.uk/GTCS-login.aspx>

3.0 What does the profile look like?

Your ITE profile is available from the Profiles tab at the top of your MyGTCS homepage.

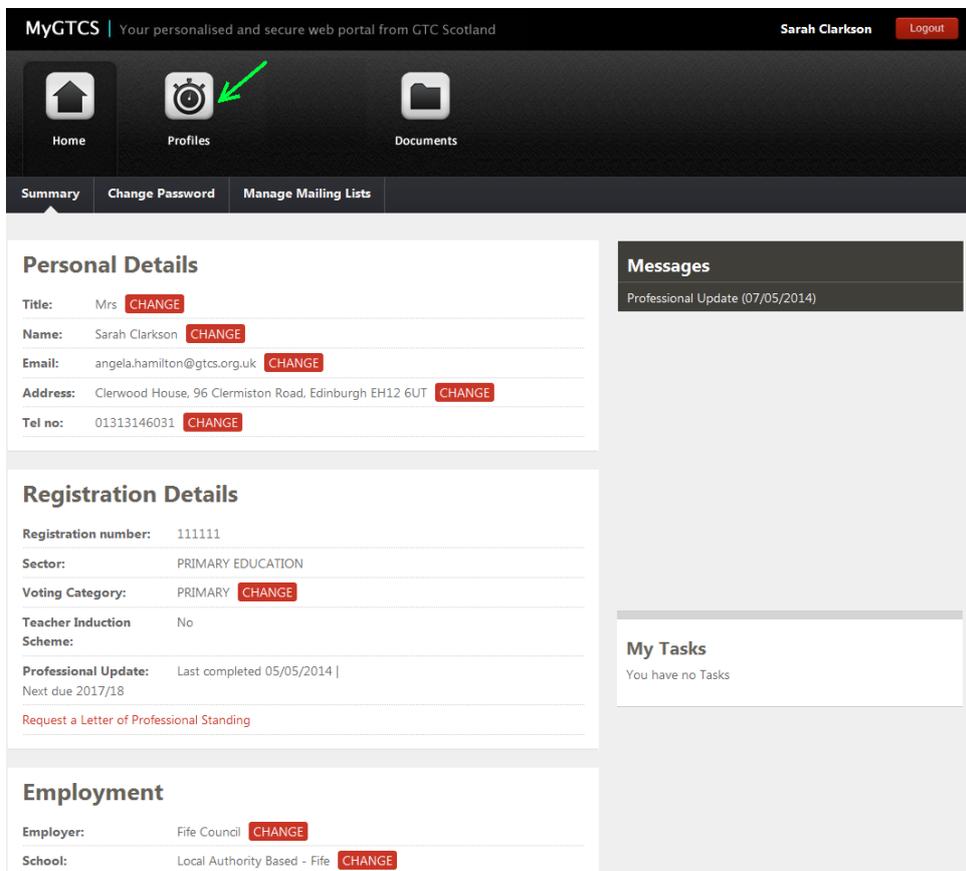


Fig 1: MyGTCS homepage

The link to the ITE (Student) profile will sit under the Profiles tab at the top of the screen (green arrow).

Clicking on this link will open up the ITE (Student) profile homepage. This is a series of web forms which display the same information as the existing paper version of the profile.

There will be separate screens (pages) for each of the following:

4.1 Profile homepage

The profile homepage contains a section where you can enter details of your programme, tutor and university. It also contains links to all the other profile sections.

When you select your university from the drop down list and click the 'Update Details' button, the logo of the university will display throughout the rest of the profile screens.

The screenshot shows the 'Initial Teacher Education Profile' page. At the top, there is a dark navigation bar with 'Home' and 'Profiles' icons. Below this is a sub-menu with 'Initial Teacher Education', 'Teacher Induction Scheme', and 'Guidance Notes'. The main content area is titled 'Initial Teacher Education Profile'. It contains a form with the following fields: 'Programme: PGDE', 'Tutor Name: Ian Ennis', and 'University: University of Strathclyde, Humanities and Social Sciences'. A red 'UPDATE DETAILS' button is located below the form. To the right of the form is the University of Strathclyde logo and the text 'University of Strathclyde Humanities & Social Sciences'. Below the logo are 'print' and 'Print' links. The main content area also includes a welcome message, a link to a podcast, and a 'Profile Sections' heading with links for 'Strengths' and 'Development Needs'. A red 'SUBMIT PROFILE TO TUTOR' button is at the bottom of the form area.

Fig 2: The profile homepage

To add to either section, click on the links under the Profile Sections heading:

Profile Sections

- [▶ Strengths](#)
- [▶ Development Needs](#)

4.2 Strengths

This section allows you to view and record your strengths.

Strengths

[Return to profile home page](#)

You should use this section to keep a record of your key strengths. These are identified by you, your tutor or teachers/partners you have worked with in schools.

In order to submit your profile you must add at least one record under each of the three areas of the **Standard for Provisional Registration**:

1. Professional Values and Personal Commitment
2. Professional Knowledge and Understanding
3. Professional Skills and Abilities

[Download the Standards for Registration](#)

IMPORTANT: Strengths are to be reflected against the Standard for Provisional Registration.

[Add Strength](#)

| Area of Standard | Evidence of Strengths | Tools |
|---|--|---|
| Professional Values and Personal Commitment | I have kept a reflective log of the impact of my p | Edit Delete |

[Return to profile home page](#)

Fig 3: The strengths summary screen

To add a strength you should click on the 'Add Strength' link and enter the following information:

- Area of the Standard – select from the options available
- Evidence of strengths – free text field

Multiple records can be added to this section.

Note: In order to submit your profile, you must add at least one record under each of the three areas of the Standard for Provisional Registration.

Add Strength

[Return to profile home page](#)

In order to submit your profile you must add at least one record under each of the three areas of the [Standard for Provisional Registration](#)

1. Professional values and personal commitment
2. Professional knowledge and understanding
3. Professional skills and abilities

print

Print

[Download Standard for Provisional Registration](#)

IMPORTANT: Strengths are to be reflected against the [Standard for Provisional Registration](#)

* Indicates required information

Area of the Standard *

Please Select -->

Evidence of strengths *:

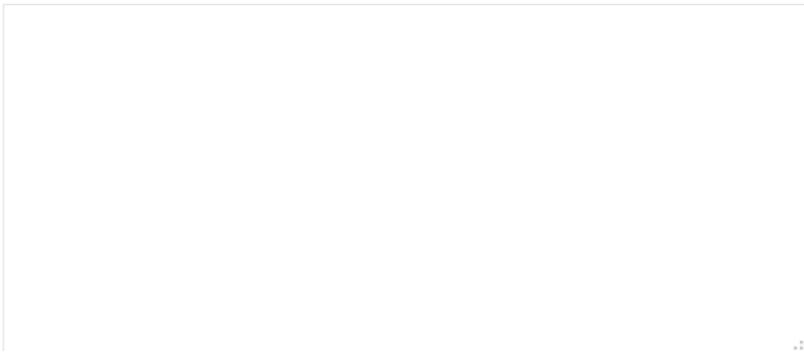


Fig 4: Adding a strength

4.3 Development Needs

This screen allows you to view and record your development needs. Please note that this should be done using The Standard for **Full** (not Provisional) Registration.

Initial Teacher Education

Development Needs

[Return to profile home page](#)

You should use this section to keep a record of your development needs. These are identified by you, your tutor or teachers/partners you have worked with in schools.

You should add at least one record under each of the three areas of the **Standard for Full Registration**:

1. Professional Values and Personal Commitment
2. Professional Knowledge and Understanding
3. Professional Skills and Abilities

[Download the Standards for Registration](#)

IMPORTANT: Development needs are to be reflected against the Standard for Full Registration.

My Development Needs

[Add Development Need](#)

You have no Development records

[Return to profile home page](#)

Print

Fig 5: Development needs summary

To add a development need click on the 'Add Development need' link and enter the following information:

- Area of the Standard – select from the options available
- Development need – free text field
- Actions – free text field

Multiple records can be added to this section.

Note: In order to submit your profile, you must add at least one record under each of the three areas of the Standard for Full Registration.

5.0 Submitting the profile

You can submit your profile at any time as long as you are happy that it is complete and as long as the key strengths and developments sections meet the criteria (as above).

When you click the 'submit' button (located on the profile homepage) you will be asked to enter your tutor's email address and then press 'submit':

Initial Teacher Education Profile

Programme: PGDE | Tutor Name: Ian Ennis

[Return to profile home page](#)

Submit to Tutor

Enter the email address of your tutor below. A copy of your profile will then be emailed to your tutor.

If your tutor agrees with the content in your profile they will submit it to GTC Scotland and you will get an email to let you know when they have done this.

Your tutor will contact you directly if they need you to make any changes to your profile. If this is the case you will need to submit it again.

Tutor email address:

Confirm tutor email address:

SUBMIT

[Return to profile home page](#)



print
Print

When a profile is submitted, the system does several things:

- It sends an email to the tutor asking them to confirm that you have met the Standard for Provisional Registration. The email will contain a PDF version of your profile that the tutor can read. Details of this email are in Appendix 1.
- If the tutor agrees with the information in the profile, they can choose to click the 'approval' link contained in the email. (Appendix 2).
 - Clicking this link makes the profile inactive i.e. no further edits can be made, and submits it to GTC Scotland.
 - You will be sent an automated email advising you that your profile has been submitted to GTC Scotland
- If the tutor disagrees with the profile information or wants parts of it changed then they can email you directly and suggest changes to be made.
 - You will have to make the changes and resubmit your profile to your tutor.

6.0 Moving into the Induction Year

The benefit of moving to an automated system is that it provides the opportunity to create a direct link between a student's ITE profile and their TIS profile. For students who go on to the Teacher Induction Scheme, the development needs (targets and action) from their ITE profile will automatically be transferred

over to their TIS profile at the point when their local authority induction manager allocates their supporter and headteacher. The information will then become the starting point for the TIS profile.

7.0 Contacts

For questions relating to the administration of the system please contact:

- The Professional Learning and Development Department (pld@gtcs.org.uk)

Technical questions should be forwarded to:

- Angela Hamilton, e: angela.hamilton@gtcs.org.uk

Appendix 1: Draft content of email to tutor

Dear tutor name

One of your students, <student name>, has completed and submitted their Initial Teacher Education profile. This profile should have been completed further to discussions with you.

You can view a copy of the profile by clicking on the attached PDF file.

Please note that the section entitled 'Statement of other achievements and qualities' is for the student's reference only.

What to do next?

If you agree that the student has met the Standard for Provisional Registration you should click on the link below. This link is unique to the student associated with this profile. When you do this, the profile will become inactive and the student won't be allowed to make further changes. The profile will also be submitted to GTC Scotland.

If you would like any further changes made to the profile, please contact the student directly to discuss what changes you recommend. The student will then have to submit the profile again and you will receive a new email, with the updated profile, and a new unique link.

Declaration

Please note that by clicking the link below you are agreeing that you are the student's tutor and you confirm that the student has met the Standard for Provisional Registration. Any false submissions will be subject to the appropriate disciplinary procedures.

Submit Profile

Click on this link to submit the profile [Submit Profile](#)

Thank you

Professional Learning and Development Department

GTC Scotland

ITEProfile_29622_08_04_20116343785539xxxxxxx.pdf
113K [View](#) [Download](#)

Appendix 2: Email to students on submission of their profile by their tutor

Dear <student name>

Your tutor <tutor name> has now submitted your ITE (Student) profile to GTC Scotland. No further changes can be made to your profile.

The areas for development highlighted in your profile will be transferred to your TIS (Teacher Induction Scheme) profile over the summer, ready for you when you start your induction post in August.

If you would like to discuss any aspect of your probation year, please email pld@gtc.org.uk stating your 6 digit GTCS registration number and we will get back to you.

Yours sincerely

Professional Learning and Development Department GTC Scotland