

DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



Chartered Teacher Accreditation Route Rules 2007

Chartered Teacher Accreditation Route Rules 2007

Rule Number

- 1 **Definitions**
- 2 **Fees**
- 3 **Procedure of the National Assessment Panel in coming to Decisions**
- 4 **Referral Back After an Appeal to the Council's Appeals Board**
- 5 **Decisions of the National Assessment Panel**
- 6 **Eligibility for and Application for Admission to the Chartered Teacher Programme**
- 7 **Eligibility for and Application for Admission to the Chartered Teacher Accreditation Route**
- 8 **The Advisory Stage**
- 9 **Documentation Constituting a Submission**
- 10 **The Assessment Stage – Initial Submission**
- 11 **The Assessment Stage – Resubmission**
- 12 **Timescales**
- 13 **Notice of Decisions of the National Assessment Panel**
- 14 **Appeals against Decisions of the National Assessment Panel**
- 15 **Relief from Failure to Comply with the Rules**
- 16 **Amendments**

In exercise of the powers conferred upon it under section 4A (1) of the Teaching Council (Scotland) Act 1965, the Council hereby makes the following rules with regard to the Chartered Teacher Accreditation Route and the professional award of the Standard for Chartered Teacher.

1 Definitions

- (1) "Adviser" means a person of appropriate professional standing appointed to a teacher (following completion by the teacher of Module 1 of a Chartered Teacher Programme and submission to the Council of an Accreditation Route application form) for the purpose of providing support and advice to that teacher in preparing the initial part of a claim for the award of the Standard for Chartered Teacher by means of the Accreditation Route;
- (2) "Accreditation Route" means the route whereby a teacher may submit a claim for the professional award of the Standard for Chartered Teacher by virtue of the Accreditation of Prior Learning (APL) or the Accreditation of Prior Experiential Learning (APEL);
- (3) "Applicant" means a teacher who has submitted a claim for the award of the Standard for Chartered Teacher via the Accreditation Route;
- (4) "APL" means the Accreditation of Prior Learning;
- (5) "APEL" means the Accreditation of Prior Experiential Learning;
- (6) "Assessor" means a person of appropriate professional standing appointed by the Council to assess the submission of a claim by a teacher for the professional award of the Standard for Chartered Teacher by means of the Accreditation Route and to serve on the National Assessment Panel;
- (7) "The Council" means the General Teaching Council for Scotland;
- (8) "Days" means calendar days;
- (9) "Module" or "modules" means a module or modules forming part of a programme leading to the award of the Standard of Chartered Teacher;
- (10) "Panel" means the National Assessment Panel;

-
- (11) "Programme Route" means the route whereby a teacher may undertake a structured course of study with one of the accredited providers of Chartered Teacher programmes requiring completion of a total of 12 modules before making a claim for the award of the Standard for Chartered Teacher to the Council;
 - (12) "Required by the Standard" means the total number of 12 modules of a masters programme required in order to achieve the award of the Standard for Chartered Teacher, in regard to which a teacher must complete Module 1 before being eligible to apply for accreditation of the professional equivalent of the remaining 11 modules via the Accreditation Route;
 - (13) "Rules" means the Chartered Teacher Accreditation Route Rules currently in force at the relevant time;
 - (14) "The Standard" means The Standard for Chartered Teacher;
 - (15) "Standing Orders" means the Standing Orders of the National Assessment Panel currently in force at the relevant time.

2 Fees

- (1) The Council shall make a charge for the support, advice and assessment involved in the Chartered Teacher Accreditation Route and the fee payable shall be as prescribed by the Council.
- (2) The above fee may be paid by the applicant in instalments or by standing order over a period of twelve months as prescribed by the Council.
- (3) The total fee must be paid in full before an initial submission is presented to the Council.

3 Procedure of the National Assessment Panel in coming to Decisions

- (1) The National Assessment Panel is the body of Assessors appointed by the Council to assess the submission of a teacher submitting a claim for the professional award of the Standard for Chartered Teacher via the Accreditation Route. The constitution, proceedings and procedures of the Panel shall be governed by the Standing Orders of the National Assessment Panel.
- (2) Any claim submitted by an applicant for the professional award of the Standard for Chartered Teacher via the Accreditation Route shall be referred to the National Assessment Panel for consideration.
- (3) In coming to decisions the Panel shall at all times have regard to:
 - (a) all the documentation stated at Rule 9;
 - (b) in respect of an initial submission – the documentation stated at Rule 10(3) (c)(iv) and (d) and the Assessors' recommendation referred to at Rule 10(3)(d);
 - (c) in respect of a resubmission – the documentation stated at and the Assessor's recommendation referred to at Rule 11(3), together with any report and recommendation by the Independent Panel of Assessors referred to at Rule 5(2)(a) 2.
- (4) At any meeting of the Panel at which an applicant's submission is to be considered:
 - (a) as far as possible, Assessors who have submitted a recommendation either jointly or on an individual basis in respect of an applicant's initial submission or on an individual basis in respect of an applicant's resubmission shall be present;

-
- (b) if, in submitting to the Panel an assessment and recommendation in respect of an initial submission, the two Assessors concerned have been unable to reach agreement, the submission shall be considered by two other Assessors present who have had no previous involvement in the submission;
 - (c) other independent Assessors, who have had no previous involvement in any of the submissions to be considered, shall be present to act as moderators.

Such other Assessors shall moderate those recommendations submitted by Assessors where in respect of an initial submission the two Assessors concerned have been unable to reach agreement or where in respect of a resubmission a recommendation has been made that the resubmission does not meet the Standard.

Such other Assessors shall however withdraw from any meeting of the National Assessment Panel prior to the announcement of the Panel's decisions in respect of the submissions under consideration at the meeting.

4 Referral Back After an Appeal to the Council's Appeals Board

Where, in terms of a resubmission and Rule 13(2)(b)(iv), an appeal against a decision of the Panel is upheld in whole or in part by the Council's Appeals Board and the Board has referred the matter back to the Panel:

- (a) in accordance with the decision of the Appeals Board, together with the reasons for the decision, and any direction of the Appeals Board, and with the Rules and Standing Orders, it shall be open to the Panel or the Convener of the Panel –
 - (i) to invite the applicant to make a further resubmission of his/her claim.

In respect of the further resubmission, a new Adviser and a new Assessor shall be appointed with no involvement in regard to any previous submission by the applicant;
 - (ii) to refer the matter to a Panel of Independent Assessors, with no previous involvement in the case, for consideration,
- (b) the Panel shall pay due regard to the decision of the Appeals Board, together with the full reasons for the decision, and any direction given by the Board as to how the Panel should proceed.

5 Decisions of the National Assessment Panel

- (1) In respect of an initial submission by an applicant, the Panel may make a direction:
 - (a) to award the Standard for Chartered Teacher;
 - (b) to invite the applicant to re-submit his/her claim – in respect of either the Portfolio or Reflective Report, or both, if there is a lack of evidence to support certain aspects of the Standard.
- (2) In respect of a re-submission by an applicant or following consideration conducted under the terms of Rule 4:
 - (a) if the recommendation by the Assessor is not to award the Standard for Chartered Teacher, the Panel may decide to refer the submission to a Panel of Independent Assessors for further consideration –
 - 1 The Panel of Independent Assessors may make a recommendation to the Panel:

-
- (i) to award the Standard for Chartered Teacher;
 - (ii) to award a professional module equivalent short of that required by the Standard;
 - (iii) not to award the Standard for Chartered Teacher.
- 2 A report of the assessment and recommendation of the Panel of Independent Assessors shall be submitted to the Convener of the National Assessment Panel. The final decision shall rest with the National Assessment Panel.
- (b) the Panel may make a direction –
 - (i) to award the Standard for Chartered Teacher;
 - (ii) to award a professional module equivalent short of that required by the Standard;
 - (iii) not to award the Standard for Chartered Teacher.
 - (3) (a) An applicant shall be permitted to make only one resubmission to address any outstanding issues
 - (b) Where however, in respect of a resubmission and Rule 13(2)(b)(iv), an appeal against a decision of the Panel is upheld in whole or in part by the Council's Appeals Board and the Board has referred the matter back to the Panel, the terms of Rule 4 shall apply.
 - (4) In respect of Rules 3, 4 and 5, in the event of two independent Assessors being unable to reach agreement, a third independent Assessor shall be requested to make a decision and a recommendation.
 - (5) Where the Panel invites an applicant to make a resubmission, the applicant shall be entitled to present a resubmission for consideration by the Panel up to three years from the date of service of the Notice of such an invitation. In exceptional circumstances and on cause shown, the Panel may grant an extension to this period.
 - (6) Where the Panel decides to award the Standard for Chartered Teacher or to award a professional module equivalent short of that required by the Standard, the Council shall inform the teacher's employer within ten days following the date of the meeting of the Panel at which the decision was made.

6 Eligibility for and Application for Admission to the Chartered Teacher Programme

- (1) In order to be entitled to embark on the Chartered Teacher Programme, a teacher is required to:
 - (a) hold an initial qualification which is the first degree of a University or other Higher Education Institution, or qualification and/or experience which are deemed equivalent;
 - (b) have a recognised teaching qualification;
 - (c) have full registration with the General Teaching Council for Scotland;
 - (d) have reached the top of the main grade teachers' salary scale; and
 - (e) have maintained a CPD Portfolio.
- (2) An application to embark on the Chartered Teacher Programme shall be made on the application form provided by the Council or via the online form on the Council's website.

-
- (3) Where the applicant meets the criteria stated at (1), the Council shall provide the applicant with a Certificate of Eligibility confirming that he/she is eligible to embark on the programme and to enrol on Module 1 – “Self Evaluation” of a Chartered Teacher Programme accredited by the General Teaching Council for Scotland and approved by Scottish Ministers.

7 Eligibility for and Application for Admission to the Chartered Teacher Accreditation Route

- (1) An applicant for admission to the Chartered Teacher Accreditation Route must have completed successfully Module 1 of a Chartered Teacher Programme as stated at Rule 6(3).
- (2) An application for the Chartered Teacher Accreditation Route shall be made on the application form provided by the Council or via the online form on the Council's website.

8 The Advisory Stage

- (1) Once an applicant has paid the first fee instalment or has established a standing order in respect of payment of the fee as stated at Rule 2(2), the Council shall allocate the applicant to an Accreditation Group comprising applicants for the Chartered Teacher Accreditation Route in the applicant's local area with a view to providing support in beginning to prepare his/her submission.
- (2) Each Accreditation Route Group will be allocated an Adviser by the Council.
- (3) The role of the Adviser is to provide advice and guidance to an applicant concerning the steps to be taken in respect of the planning and development of the Portfolio and Reflective Report and whether he/she has sufficient evidence to support a claim for the professional award of the Standard for Chartered Teacher.
- (4) The Council shall also provide an applicant with access to the Council's online learning environment which is the primary means of support for the Chartered Teacher Accreditation Route.
- (5) Unless in exceptional circumstances and on cause shown, the advisory stage shall be in place for approximately three to four months, during which time an applicant shall complete up to 3000 words of the Reflective Report and submit this to the Adviser for consideration.
- (6) The Adviser will consider and provide a report to the applicant and the Council in respect of the part Reflective Report and shall advise whether or not the part Reflective Report is acceptable in terms of the criteria required by the Standard for Chartered Teacher.
- (7) If the part reflective report is not acceptable to the Adviser:
 - (a) the applicant shall consider with the Adviser how to proceed;
 - (b) if the Adviser advises that changes be made to the part Reflective Report, it shall be up to the applicant to decide whether or not to accept that advice and to make such changes.
- (8) If the applicant decides not to make changes, the Adviser may submit to the Council a recommendation for the award of one professional module equivalent in respect of the part Reflective Report for consideration by the National Assessment Panel, where the Adviser considers that the part Reflective Report merits such an award.
- (9) At the conclusion of the advisory stage, an applicant shall require to decide whether to finalise his/her claim for submission to the Council, including completion of the Reflective Report of approximately 10,000 words in length (plus or minus 10 per cent) and the documentation stated at Rule 9.

-
- (10) The applicant shall intimate to the Council his/her intention to present his/her full submission for assessment not less than six weeks prior to the intended date of submission.

9 Documentation Constituting a Submission

A submission (ie an initial submission or a resubmission) in respect of a claim for the professional award of the Standard for Chartered Teacher shall consist of:

- (1) Portfolio comprising –
 - (a) introduction;
 - (b) commentary setting out the range of experiences selected to demonstrate competence against the Standard; and
 - (c) evidence of the professional actions undertaken matched to the Standard;
- (2) Certificates of authenticity in respect of the professional actions undertaken;
- (3) Reflective Report of approximately 10,000 words in length (ie plus or minus 10 per cent);
- (4) Bibliography.

10 The Assessment Stage – Initial Submission

- (1) The assessment stage commences when an applicant completes and submits his/her claim to the Council.
- (2) The Council shall appoint two Assessors to assess the applicant's submission. Such Assessors shall not have acted as Adviser to the applicant at the advisory stage.
- (3) Role of the Assessors –
 - (a) Each Assessor shall consider the submission on a separate basis.
 - (b) Both Assessors shall then liaise to discuss their conclusions and agree on any questions to be put to the applicant.
 - (c)
 - (i) The first Assessor, acting as the Lead Assessor, shall arrange a visit to meet the applicant to discuss the applicant's submission and to consider his/her Portfolio. At the time of the visit the first Assessor shall collect one copy of the Portfolio for retention by the Council.
 - (ii) The applicant shall be entitled to seven days' clear notice of such a meeting by mutual agreement.
 - (iii) In the course of the visit to meet with the applicant, the first Assessor may consult with the Headteacher of the school in which the applicant is employed and those staff at the school who signed the certificates of authenticity in relation to the submission.
 - (iv) The first Assessor shall submit for consideration by the Panel a report of the meeting with the applicant no less than fourteen days prior to the date of the meeting of the Panel at which the applicant's submission is to be considered.
 - (d) Thereafter both Assessors shall submit for consideration by the Panel:
 - (i) a joint assessment of the applicant's submission;and

-
- (ii) a recommendation as to whether or not the applicant –
- has achieved the criteria required to be awarded the Standard for Chartered Teacher;
 - should be invited to make a resubmission;

no less than ten days prior to the date of the meeting of the Panel at which the applicant's submission is to be considered.

In the event that the views of the two Assessors differ in respect of the assessment of all or part of the submission, they shall each be entitled to submit an assessment and recommendation on an individual basis for consideration by the Panel.

11 The Assessment Stage – Resubmission

- (1) If in terms of Rule 5(1)(b), the Panel has invited the applicant to resubmit his/her claim:
- (a) it shall be the responsibility of the applicant to determine whether shortfall in evidence would be best demonstrated through the completion of a module or modules via the Programme Route or through the submission of additional evidence via the Accreditation Route;
- (b) the applicant shall be entitled to contact the first Assessor who acted as Lead Assessor in relation to the initial submission to obtain advice from him/her as to how the failings identified by the Panel may be addressed in preparing a resubmission.
- (2) The first Assessor shall contact the applicant twice to give further advice on the resubmission but shall take no part in the assessment of the resubmission.
- (3) The second Assessor allocated in relation to the initial submission shall assess the resubmission and shall submit for consideration by the Panel:
- (a) an assessment report of the applicant's resubmission; and
- (b) a recommendation as to whether or not the applicant has achieved the criteria required to be awarded the Standard for Chartered Teacher;
- no less than fourteen days prior to the date of the meeting of the Panel at which the applicant's submission is to be considered.
- (4) In certain circumstances an Adviser and an Assessor with no prior involvement in the initial submission may be appointed by the Council in respect of a resubmission.

12 Timescales

Dates for the following shall be published on the Council's website and made available to teachers, Advisers, Assessors, employers and other interested parties by such other means as the Council considers appropriate:

- (1) intimation of the intention of an applicant to submit a claim for the professional award of the Standard for Chartered Teacher, both in relation to an initial submission or a resubmission – no less than six weeks prior to (2) below;
- (2) the submission (initial submission or resubmission) by an applicant of such a claim – no less than six weeks prior to (3) below;
- (3) meetings of the National Assessment Panel to consider such claims;
- (4) notice of the decision of the Panel to the applicant – within ten days following the date of the meeting of the Panel at which the decision was reached.

13 Notice of Decisions of the National Assessment Panel

Notice of the decision of the Panel shall be served by registered or recorded delivery on the applicant within ten days following the date of the final meeting of the Panel. The Notice shall include:

- (1) in regard to an initial submission, if the Panel has made a direction not to award the Standard for Chartered Teacher –
 - (a) the reasons for that decision;
 - (b) an invitation to resubmit the claim;
 - (c) copies of the documentation referred to at Rule 10(3)(c)(iv) and (d);
 - (d) an analysis of the submission reflecting the views of the Panel;
 - (e) confirmation that an applicant shall be entitled to make only one resubmission to address any outstanding issues;
 - (f) confirmation of the applicant's entitlement to present a resubmission for consideration by the Panel up to three years from the date of service of the Notice.
- (2) in regard to a resubmission or following consideration conducted under the terms of Rule 4 –
 - (a) where the Panel has referred the submission to a Panel of Independent Assessors for consideration, confirmation –
 - (i) of such a referral;
 - (ii) when the applicant's submission will be considered by the Independent Panel;
 - (iii) that the National Assessment Panel will receive a recommendation by the Independent Panel, following receipt of which the applicant will be informed of the final decision of the National Assessment Panel within ten days thereafter;
 - (b) if the Panel has made a direction not to award the Standard for Chartered Teacher or to award accreditation of a number of module equivalents short of that required by the Standard –
 - (i) the reasons for that decision;
 - (ii) a copy of the documentation referred to at Rule 11(3);
 - (iii) a copy of the report of the assessment and recommendation of the Independent Panel of Assessors referred to at Rule 5(2)(a) 2;
 - (iv) confirmation that the applicant has a right of appeal to the Council's Appeals Board against the decision of the Panel in terms of the grounds of appeal stated at Rule 14(2) within a period of twenty-eight days from the date of service of the Notice.

14 Appeals Against Decisions of the National Assessment Panel

- (1) If in respect of a resubmission the National Assessment Panel decides not to award the Standard for Chartered Teacher or to award accreditation of a number of professional module equivalents short of that required by the Standard, Notice of the decision shall be served by registered or recorded delivery on the person concerned within ten days following the date of the meeting of the Panel at which the decision was made. The Notice shall include the reasons for the decision of the Panel.
- (2) The Notice shall also state that the person concerned has a right to appeal to the Council's Appeals Board against the decision of the Panel on the following grounds:
 - (a) material errors or irregularities in the conduct and administration of the Panel;
 - (b) new material evidence which was not and could not have been available to the Panel;
 - (c) the Panel exercised its discretion unreasonably;
 - (d) any other matter which materially affects the validity or legality of the decision of the Panel;

within twenty-eight days from the date of service of the Notice.

- (3) Such an appeal shall be lodged using the appropriate form provided by the Council.
- (4) The appeal shall be heard by the Appeals Board. The decision of the Appeals Board is final and takes immediate effect at the time of its announcement by the Board.

15 Relief from Failure to Comply with the Rules

The Council or Panel may relieve an applicant from the consequences of a failure to comply with a provision in these Rules shown to be due to mistake, oversight or such other excusable cause on such conditions, if any, as the Council or Panel thinks fit.

16 Amendments

The Chartered Teacher Accreditation Route Rules 2007 were approved by the Council on 26 September 2007, on which date they came into force. These Rules were amended by the Council on 3 June 2009 and the relevant amendments came into force on that same date.



M Ferries
Convener

Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

3 June 2009



Anthony Finn
Chief Executive

GTC Scotland aims to promote equality and diversity in all its activities

GTC Scotland

Clerwood House, 96 Clermiston Road,
Edinburgh EH12 6UT
Tel: 0131 314 6000 Fax: 0131 314 6001
E-mail: gtcs@gtcs.org.uk



INVESTORS IN PEOPLE
Scotland

Direct weblinks

Main site:

www.gtcs.org.uk

Probation department:

www.gtcs.org.uk/probation

Probation site for teachers:

www.probationerteacherscotland.org.uk

Registration department:

www.gtcs.org.uk/registration

Chartered teachers:

www.gtcs.org.uk/charteredteacher

Professional recognition:

www.gtcs.org.uk/professionalrecognition

Professional conduct:

www.gtcs.org.uk/professionalconduct

Research:

www.gtcs.org.uk/research

Code: GTCS.....