



## Information Sheet

### Professional Update: Procedure for Supply Teachers Who Retired Before Session 2014-15

#### 1 Replying to the Letter

When you click on the link to reply to the letter you will be asked to do 4 things:

- (i) To give us some personal details so that we record your choices against the correct person.
- (ii) To indicate your intentions regarding supply teaching.
- (iii) To choose the Registration category that is appropriate for your intentions.
- (iv) To add any comment that you wish to make.

#### 2 What the Registration Categories Mean

New categories of registration are being introduced from session 2014-15. This is what they mean:

**Fully Registered (General)** – this is the category required for classroom teaching. All teachers on the GTC Scotland Register will be assumed to be in this category unless they contact us to request Fully Registered (Associate) status or removal from the Register. To maintain Fully Registered (General) status, teachers who have not yet retired and retired teachers who wish to do supply work for more than 5 years must engage in the full version of Professional Update (see below). Retired teachers who wish to do supply work for 5 years or less will engage in the modified version of Professional Update (see below).

**Fully Registered (Associate)** – this category is not suitable for classroom teaching but may be appropriate for teachers in other circumstances, e.g. retired but not engaging in supply work, working in other situations, and so on. To maintain Fully Registered (Associate) status, teachers must engage in the basic version of Professional Update. If you wish to revert to Fully Registered (General) status, you can do so within 5 years of adopting Associate status simply by contacting us at [pld@gtcs.org.uk](mailto:pld@gtcs.org.uk). After 5 years, an agreed programme of professional learning and at least 20 days of attested service is required, and after 10 years the equivalent of a return to teaching course is required.

**Removal from the Register** - Before making this choice, you may wish to look at the conditions for returning to the Register at [www.gtcs.org.uk/registration/registration.aspx](http://www.gtcs.org.uk/registration/registration.aspx) in case you change your mind at a later date. If you wish to proceed with having your name removed from the Register, please contact us at [pld@gtcs.org.uk](mailto:pld@gtcs.org.uk).

#### 3 Versions of Professional Update

**Full Version** – The full version of Professional Update requires an annual update of your Register details (usually through a MyGTCS account), reflection against the appropriate GTCS Standards, maintaining a reflective record with evidence of impact, discussions with your line manager as part of the staff review process, and you and your line manager, and confirming the following statement every 5 years (known as sign off): *“I confirm that I have engaged in ongoing professional learning and reflected against the appropriate GTCS Professional Standards. I have maintained a reflective record of professional learning and evidence of its impact on my thinking and professional actions. I have discussed this with my line manager as part of my Professional Review and Development process.”*

**Modified Version** – The modified version of Professional Update requires an annual update of your Register details (usually through a MyGTCS account), undertaking professional learning as required by the nature of your supply posts, and maintenance of the Standard for Full Registration. Engagement in staff review / PRD meetings, recording of professional learning and evidence of impact are not required but are recommended, and recording can be done in MyGTCS. No sign off is needed as the modified version can only be used for up to 5 years.

**Basic Version** – The basic version of Professional Update only applies to teachers with Fully Registered (Associate) status. It requires an annual update of your Register details (usually through a MyGTCS account), and maintenance in general terms of the Professional Values and Personal Commitment section of the Standards. No recording or sign off is required but MyGTCS provides a recording platform for anyone wishing to use it.