

NAME 00001
STREET 00004
CITY
COUNTY
POSTCODE



21 April 2014

Dear Registrant

Professional Update comes into effect from August 2014. There are a number of things you should do to be ready for Professional Update and this letter and leaflet are designed to help explain them to you. You may have read about Professional Update on the GTC Scotland website, in our e-newsletters, or in Teaching Scotland magazine. You may also have received information from your employer, or attended an event organised by GTCS Scotland, your employer or your professional association, held to explain more about Professional Update.

Engagement in the Professional Update process will become a requirement for all fully registered teachers from August 2014. You will find enclosed a leaflet which details the key principles of Professional Update, outlines the steps in the process and provides links to further information.

GTC Scotland has been piloting Professional Update since August 2012, working with teachers in local authorities, independent schools, universities and Education Scotland. A working group comprising representatives of unions, employers, government, parents, universities, Education Scotland and GTC Scotland has met regularly to agree the way forward, produce guidelines and review progress. We have used the findings of this pilot work to develop the process which will be rolled out nationally from August 2014.

We believe that Professional Update, which is premised on supportive and rigorous Professional Review and Development (PRD) and sustained professional learning, will contribute to the future quality of the education profession. The process builds on and develops existing good practice and comprises the following interlinked features:

- An annual update of contact information to GTC Scotland;
- Engagement in professional learning, including continuing engagement in PRD processes;
- Ongoing self-evaluation against an appropriate GTC Scotland Professional Standard;
- Discussion of this engagement and its impact, as part of the PRD process;
- Maintenance of a professional learning record and portfolio of evidence of impact; and
- 5-yearly confirmation of engagement in this process with GTC Scotland.

From/...



From August 2014, all registered teachers are required to engage in the ongoing process outlined above, with the 5-yearly sign-off process being implemented on a rolling basis, based on GTC Scotland registration numbers, as detailed in the table below:

| | |
|-----------|--------------------------------------|
| 2014/2015 | Registration years ending in 9 and 4 |
| 2015/2016 | Registration years ending in 0 and 5 |
| 2016/2017 | Registration years ending in 1 and 6 |
| 2017/2018 | Registration years ending in 2 and 7 |
| 2018/2019 | Registration years ending in 3 and 8 |

As your registration number is **12 3456**, you will be required to complete the Professional Update sign off process for the first time in session **2017/2018**. Your GTC Scotland registration year is the first two digits of your registration number.

Teachers (including supply teachers) working in local authorities, independent schools and universities will receive further information from their employers about how they can record their professional learning and complete the Professional Update sign off in line with local procedures.

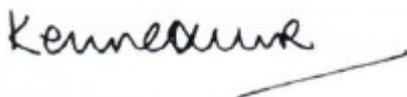
We plan to pilot Professional Update with a small number of registered teachers in the college sector in session 2014 / 2015. Registered teachers working in the college sector due to complete the 5-yearly sign-off will be able to defer this process until the completion of the pilots, and can contact us at: professional.update@gtcs.org.uk to do so.

We have developed additional guidance for teachers who are not employed in these contexts to ensure that they are able to engage in the process and maintain registration with GTC Scotland. This includes retired teachers, teachers about to retire, teachers working in the college sector, national bodies, working outwith the education system, working abroad and not currently working. If this applies to you, you will find further information on our website at: www.gtcs.org.uk/professional-update

Finally, further information on each aspect of the process can be found in the leaflet and on the GTC Scotland website: www.gtcs.org.uk/professional-update. Our magazine, Teaching Scotland, will continue to feature articles on Professional Update as we approach August 2014, including detailed information on each aspect of the process, case studies and links to support resources.

Thank you for your participation in Professional Update. If you have any queries about the information contained in this letter please e-mail professional.update@gtcs.org.uk.

Yours sincerely



Kenneth Muir
Chief Executive