

Application for Registration for Teachers Qualified Outside of Scotland

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND



Application Form

IMPORTANT:

Before completing the application form, you must read the application guidance notes for teachers qualified outside of Scotland.

Please use black ink and write in capital letters throughout.

Application Checklist	Checklist
1. Completed application form	
2. Non-refundable processing fee of £60	
3. Birth certificate	
4. Personal details page of passport	
5. Documentation in support of a name change (if applicable)	
6. Official letter from Ministry of Education in home country confirming age range in years and subject(s) to which your recognition relates (if applicable)	
7. Certificate of initial teacher education qualification (e.g. B.Ed/PGCE)	
8. Official transcript of initial teacher education qualification (e.g. B.Ed / PGCE) NB if your degree was awarded in the UK/EEA we can accept a Diploma Supplement or HEAR document in place of a transcript.	
9. Official documentation from Teacher Education Institute confirming age range in years and subject(s) covered by initial teacher education qualification.	
10. Degree certificate	
11. Official degree transcript NB if your degree was awarded in the UK/EEA we can accept a Diploma Supplement or HEAR document in place of a transcript.	
12. Evidence of any other academic qualifications declared on the application (if applicable)	
13. PVG Scheme Membership Certificate (if applicable)	
14. Overseas Criminal Record Check (if applicable)	
15. Official certified translations of all documents (if applicable)	
16. Please tick to confirm that you have read and understood the Application Guidance Notes for Teachers Qualified Outside of Scotland (see www.gtcs.org.uk)	

Membership Number

Registration Number

Date Application Received

Processing Fee Received

1. Personal Details

Surname

Title

Dr / Mr / Mrs / Ms / Miss

Forename(s)

Other

Former Surname (if applicable)

Gender

Date of Birth

National Insurance Number (if known)

D D M M Y Y Y Y

Address

Town

County

Postcode

Country

Contact Tel. No

Mobile Tel. No

Email

Date of relocation to Scotland

FOR OFFICE USE ONLY

Assessor

New account created on

Registration offered

Y / N

Full/Provisional

Sector

P / S

Provisional (number of days)

Checked by

Checker Signature

Final Decision

2. Professional Status

Please give details of any teacher professional/regulatory bodies with which you are or have been registered either in the UK or overseas.

Name and address of body	Date(s) of Registration	Registration Number

Are you recognised as a teacher in another EU member state? Yes No

If Yes, please indicate

Member State

Subject recognised to teach

Age range recognised to teach

3. Teacher Education

Title of Qualification

Name of University/College

Start Date

Date Awarded

Age Range (in years)

Subject(s)

4. Higher Academic Education

Title of Degree

Name of University/College

Start Date

Completed Date

For language subjects please state full particulars regarding any residence or study abroad.

Country

Dates

Country

Dates

Particulars of any other relevant academic study or qualifications obtained

5. Teaching Experience

Teaching Experience (including present post)

School/College/Other (including address)	F(ull-time) P(art-time) S(upply) V(oluntary)	P(rietary) S(econdary) F(urther Ed)	If Part-Time, state hours per week	Age Range (in years) and Subjects Taught	Dates of Service	
					From	To

6. Referees

Referee from your most recent/current teaching post

Name

Position

Tel. No

Email

School name and address:

Character Referee

Name

Relationship

Tel. No

Email

Name and address:

Please tick this box to confirm: that you are aware your referees will be contacted directly by GTC Scotland upon receipt of your application; that the referee contact details provided are accurate; and your referee is expecting to be contacted.

7. Protection of Vulnerable Groups (PVG) Scheme Membership

Are you a member of the PVG scheme?

Yes

No

Date of scheme membership

PVG Scheme number

Is your PVG Scheme Membership for work with

Children

Adults

8. Fitness to Teach

Section A – Convictions

Have you ever been convicted of an offence in any court (including a military court/tribunal) in the UK or another country? Please note that you must declare any conviction (spent or unspent and including road traffic offences) regardless of how long ago it occurred.

Yes

No

If yes please give details below

Conviction

Date

Outcome

Conviction	Date	Outcome
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section B – Proceedings Pending

Are you currently the subject of a criminal/police/military investigation or are you pending court/tribunal proceedings for an offence in the UK or another country?

Yes

No

If yes please give details below

Conviction

Date

Outcome

Conviction	Date	Outcome
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section C – Other Matters

Have you ever been:

- informed that you are barred or disqualified from working in any way with children or vulnerable adults in the UK or another country?
- the subject of any investigation or proceedings concerning your fitness to practise by any regulatory, licensing or similar body in the UK or another country or are any such proceedings pending?
- the subject of disciplinary action by an employer or a university/college?

Yes

No

If yes please give details below

11. Declaration

- I confirm to the best of my knowledge and belief that the information and documentation that I have given in my application for registration is true, complete and accurate.
- I understand that if any part of my application is found to be fraudulent, The General Teaching Council for Scotland (GTC Scotland) may withhold or remove my registration and/or report the matter to the police.
- I consent to GTC Scotland contacting any person (in the UK or overseas) to gather further information or verify the information that I have provided and establish my fitness to teach. I understand that this means that GTC Scotland may need to pass personal information to any person so contacted. Where a person is approached, I consent to them providing GTC Scotland with any information requested.
- I agree to my application to join the Protecting Vulnerable Groups Scheme being submitted by GTC Scotland on my behalf.
- I confirm that I have read GTC Scotland's privacy policy and understand that GTC Scotland may process my personal information in the ways set out in that policy.
- I declare that if my application for registration is successful, I will comply with all applicable rules, codes and standards that GTC Scotland may set from time to time, including those relating to conduct and professional competence.

Signature

Date

The General Teaching Council For Scotland
Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

Equality Monitoring Form

GTC Scotland promotes equality and diversity because we respect and value difference. We want to ensure that our policies and procedures are free from discrimination and equality monitoring information helps us to do this. We hope you will help us by completing this form but please be aware that doing so is entirely voluntary – any information provided will be removed from your application and will not form any part of the assessment process.

ETHNIC GROUP

Choose ONE section from A to E, then tick ONE box which best describes your ethnic group or background.

A White

- Scottish
- Other British
 - English
 - Welsh
 - Other, please specify
- Irish
- Any other white background, please specify

B Mixed

- Any mixed background, please specify

C Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please specify

D Black, Black Scottish, Black English, Black Welsh or other Black British

- Caribbean
- African
- Any other Black background, please specify

E Other Ethnic Background

- Any other background, please specify

DISABILITY

A disability is broadly considered to be a physical or mental impairment or long term health condition which has a substantial and long term adverse affect on your ability to carry out normal day to day activities. In general, normal day to day activities are things people do on a regular or daily basis such as shopping, reading and writing, having a conversation or using the telephone, carrying out household tasks or walking and travelling by various forms of transport.

Do you consider yourself to have a disability?

Yes

No

Guidance Notes For Teachers Qualified Outside Of Scotland

ALL CANDIDATES MUST READ THIS DOCUMENT CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR REGISTRATION WITH GTC SCOTLAND.

Section A:	Section B
The Application Process	Completing an Application for Registration

Section A: The Application Process

Do I need to register?

All teachers employed in a Scottish local authority school must be registered with GTC Scotland. Many independent schools in Scotland also require teachers to be registered as a condition of employment. Being registered not only allows someone to teach but provides assurances to head teachers, parents and children that the teacher meets a national standard of teaching.

How do I register?

In order to register with the GTC Scotland you will need to complete the application form and return it to us along with a number of supporting documents. Even if you are already a teacher in your own country you will not automatically be eligible to register as a teacher in Scotland. One of GTC Scotland's Registration Assessors will assess your qualifications in line with our registration requirements and advise you of the outcome of your application for registration. This guide is intended to provide you with all the information you will need to complete the application process.

If you would like to obtain registration as a **Further Education Lecturer do not complete this application**. Please see www.gtcs.org.uk/home/fe-lecturer.aspx for full details of the registration process for Further Education Lecturers.

How much does it cost to register?

The total cost of registering with the GTC Scotland as a teacher qualified outside of Scotland is £179.00.

This amount breaks down as follows:

Processing fee	£60.00
PVG Scheme membership	£59.00
Initial Registration Fee	£60.00
	£179.00

You will only be required to pay for PVG Scheme membership and the Initial Registration Fee if your application for registration is successful.

*If you are already a member of the PVG Scheme you will only be required to complete a 'short scheme check' at a cost of £18.00. However, if any new information appears on the short scheme check you will be required to have a full record check at an additional cost of £41.00.

The Protection of Vulnerable Groups (PVG) Scheme:

The PVG Scheme is a Scottish Government requirement which dictates that anyone working with vulnerable groups (children clearly fall into that category) must be scheme members. The GTCS has a duty to ensure that all teachers on the register are suitable and fit to teach and therefore our rules state that applicants for registration must be Scheme members. The cost of becoming a Scheme member is £59, this cost is dictated by the Scottish Government and GTC Scotland has no influence over it.

Education in Scotland:

Initial registration can be offered in the following categories:

1. **Primary Education:** teaching the full primary curriculum to children aged 3-12.
2. **Secondary Education:** teaching in the following separate subjects to children aged 12-18:

Art & Design	Biology with Science
Business Education	Chemistry with Science
Classics	Community Languages
Computing	Drama
Economics	English
Gaelic	Geography
Geology	Greek
History	Home Economics
Latin	Mathematics
Media Studies	Modern Foreign Languages*
Modern Studies	Music
Philosophy	Physical Education
Physics with Science	Psychology
Religious Education	Sociology
Technological Education	TESOL

*The following languages are available: French; German; Italian; Mandarin; Russian; Spanish.

It is not possible to obtain registration in any other category even if you are recognised in that category in your home country. For example, it is not possible to obtain registration as a teacher in (Secondary Education) Modern Foreign Languages (Polish) as it is not taught in schools in Scotland and therefore is not listed above.

GTC Scotland will assess your application and offer you registration in the category, or categories, your qualifications meet our registration requirements for.

What are the Registration Requirements?

The registration requirements can be viewed in full in the Statement of Principles and Practice – Applicants Qualified Outside Scotland and the Registration and Standards Rules. These documents can be downloaded at the following link:

<http://www.gtcs.org.uk/home/qualified-outside-of-scotland/teacher-qualified-outside-scotland.aspx>

The subjects underlined in the list above have specific academic requirements which must be met. Please view the requirements before you submit an application, they can be viewed on our website at the following link: www.gtcs.org.uk/registration/eligibility.aspx

Assessment Process

We check that you've submitted all the correct documentation and write to your nominated referee(s) to obtain a report. We'll also send you a PVG application form for completion. Once this has been returned to us we assess your qualifications to make sure that you meet the requirements for registration. It is important you are aware that your Registration Assessor may need to contact you to obtain additional information/documentation to help them assess your case fully and comprehensively.

Once we receive your referee report(s) we will send you out a final decision. If your application has been successful it will state the subject(s) and sector you are being offered registration in. It will also set out whether you have Full or Provisional Registration and that your offer is subject to confirmation that you are a PVG Scheme Member or an Existing PVG Scheme check.

If you are offered registration it is at this point we will process your PVG application and take the payment for £59.00.

Once your PVG certificate is received we will conclude your application and set up a registration account for you.

You will need to pay your initial registration fee of £60.00 by the stated deadline to obtain your registration number and certificates. If you do not take up your offer of registration within the stated deadline your offer of registration will no longer be valid and you will need to submit a new application in order to register with GTC Scotland.

What does the outcome of my assessment mean?

Full Registration

This type of registration has been offered because:

- You meet the teacher education and academic study requirements for registration in one or more of the available categories.
- We have received satisfactory referee reports on your mainstream teaching within the last five years which has been relevant to the category in which we have been able to offer you registration and has covered at least 270 days full-time equivalent service (or 190 days of continuous service in 1 school) during which you have met the Standard for Full Registration.
- You hold QTS and Induction Status with a UK General Teaching Council.

Full Registration is not available to any candidate who does not hold QTS & Induction Status with a UK General Teaching Council. All candidates without this status will be required to complete a minimum of 60 days probation in a Scottish school.

Provisional Registration

Most applicants will be offered provisional registration, this means that you will be required to complete a probationary period of up to 270 days prior to obtaining Full registration with GTC Scotland. This type of registration has been offered because:

- You meet the teacher education and academic study requirements for registration in one or more of the available categories.
- We have received satisfactory referee reports on your teaching service or a character reference but we have been unable to waive the probationary requirements as your qualifications and/or teaching experience do not meet our Standard for Full Registration in the subject/sector we have been able to offer you registration in.
- You may/may not hold QTS and Induction from a UK General Teaching Council.

Refusal of Registration

If your application for registration is refused this means that unfortunately you do not meet the academic study and/or teacher education requirements for registration with GTC Scotland. You will receive full reasons for this decision in writing.

How we calculate probation:

If you have satisfactory teaching service in the **relevant subject and sector** within the last 5 years we may be able to reduce the probationary period you are required to complete. Please note that only service given after the award of your initial teacher education qualification will be considered, placements etc do not count.

We use referee reports on your teaching service to establish if a reduction can be applied. For example;

- 1) If you have applied for registration in (Secondary Education) English and have been teaching mainstream (Secondary Education) English for 3 years (including certificate classes) successfully, and this is confirmed by your referee, but you do not hold QTS and Induction Status with a UK General Teaching Council we could apply the maximum reduction to your probationary period- meaning you would be required to complete 60 days probation in a Scottish School
- 2) If you qualified as a (Secondary Education) Mathematics teacher and hold QTS & Induction Status with a UK General Teaching Council, but since qualifying have been teaching within Primary Education, we would not be able to reduce your probationary period as you have not been teaching in the relevant subject/sector.

The number of days satisfactory and relevant teaching service you have completed within the last 5 years which is confirmed by referee reports will be reduced from the maximum possible number of days (270). If you do not have QTS and Induction Status the maximum possible reduction is to 60 days.

What next?

If you are Provisionally Registered you will be completing your probation via the flexible route. You can find useful information about completing the probationary period on the Probationer Teacher Scotland website at www.probationerteacherscotland.org.uk.

Looking for teaching posts in Scotland see www.myjobscotland.gov.uk. Please note that GTC Scotland has no remit over employment issued and cannot help you find a teaching post.

Useful Links:

SCQF Credit Points	www.scqf.org.uk
The level of your qualification	www.naric.org.uk
Translation companies	www.atc.org.uk
Scottish Qualifications	www.sqa.org.uk
About the curriculum	www.ltscotland.org.uk
Training to teach in Scotland	www.teachinginScotland.com

Section B- Completing the Application Form and Supporting Documentation

IMPORTANT INFORMATION REGARDING THE REQUIRED DOCUMENTS:

Failure to send in all the required documentation will result in your application being delayed. It may also lead to your application being closed and destroyed. If this happens you will be required to re-apply and you will be treated as a new applicant who will be required to complete another application form, provide supporting documentation and pay the non-refundable processing fee. DO NOT SUBMIT YOUR APPLICATION UNTIL YOU HAVE ALL OF THE REQUIRED DOCUMENTS.

- If there is any document you have been unable to obtain you must provide a written statement from the Institution to confirm this. You must also email Registration@gtcs.org.uk or call 0131 314 6000 and ask to speak to a member of the assessing team before submitting your application. We will advise you what to do and how the missing documentation will affect your application.
- Only provide **photocopies of all required documents**. If, for any reason, we require originals you will be advised of this once your application has been processed. We do not require the copies to be certified, but please ensure you send a good copy on standard A4 paper where information is clear and pages are complete.
- For all documents in any language other than English we require a full certified translation. See www.atc.org.uk/ for advice.

1. Personal Details

Please complete all sections with your personal details.

Attach Documents:

- Birth certificate
- Personal details page of passport
- Documentation in support of a name change (if applicable)

2. Professional Status

If you are or have been registered with another professional/regulatory body for teachers either in the UK or overseas (for example The General Teaching Council for England, Wales or Northern Ireland, The Ontario College of Teachers etc) you must provide full details.

Applicants who are **EU/EEA nationals** will be assessed in line with relevant European legislation. It is important that you provide us with information regarding your recognition as it may affect the outcome of your case.

Attach Documents:

- Official letter from Ministry of Education in home country confirming age range in years and subject(s) to which your recognition relates (if applicable).

3. Teacher Education

You must list full details of your teaching qualification in this section.

For Example:

Title of Qualification	<i>PGCE</i>
Name of University/College	<i>Manchester Metropolitan University</i>
Start Date	<i>01/09/2007</i>
Completed Date	<i>30/06/2008</i>
Age Range (in years)	<i>3-7</i>
Subject(s)	<i>All primary curriculum subjects</i>

Attach Documents:

- Certificate of initial teacher education qualification.
- Official transcript of initial teacher education qualification. A transcript is a year by year breakdown of the modules/courses you completed and marks obtained during your qualification. If you do not have this document you should contact your university to request it. NB if your degree was awarded in the UK/EEA we can accept a Diploma Supplement or HEAR document in place of a transcript.
- Official Documentation from Teacher Education Institute confirming age range in years and subject(s) covered by initial teacher education qualification.

3. Higher Academic Education

You must fill in full details of your academic qualification(s) in this section. Please note if you have completed a concurrent degree and initial teacher education qualification such as a Bachelor of Education and have listed this qualification above you do not need to provide the details again here.

Title of Degree	<i>Bachelor of Arts</i>
Name of University/College	<i>University of Wales</i>
Start Date	<i>01/09/2003</i>
Completed Date	<i>30/06/2007</i>

Residency Requirements for Modern Foreign Languages-

If you have completed the residency requirements for registration in a modern foreign language you will need to submit evidence of this. This may be in a number of formats: on your degree transcript; a letter from your university; a reference from an employer you worked for or a family you lived with. Please see our website for full details of the residency requirements.

Other Relevant Qualifications may include HND/HNC qualifications, Post-graduate qualifications, or modules completed.

Attach Documents:

- Degree Certificate
- Official degree transcript. NB if your degree was awarded in the UK/EEA we can accept a Diploma Supplement or HEAR document in place of a transcript.
- Evidence of any other academic qualifications declared

5. TEACHING EXPERIENCE

Please provide a record of your teaching service. If you need to, please use a separate sheet of paper. Please fill in all the boxes on the table.

If you are a newly qualified teacher or have not completed any teaching service since the award of your teaching qualification please leave this section blank.

6. REFEREES

What is expected of your referees?

Your nominated referees will be sent a referee report form when we receive your application for registration so it is important that you have discussed this with your referees before you nominate them. Your referees will have a time limit of 56 days within which to respond to our request. You will not receive an offer of registration until a satisfactory referee report is received.

Your Professional Referee will need to comment on the following areas:

- Curriculum Knowledge, Understanding and Development
- Teaching Methods and Assessment Strategies
- Classroom Organisation and Behaviour Management
- Professional Responsibilities, Values and Personal
- Commitment to the Teaching Profession

Your Character reference will need to comment on the following areas:

- Your Character
- Your suitability to work with children
- Referees in support of your application are required. Please contact us if you are not sure who to nominate.

Professional Reference:

If you have been teaching within the last 5 years we require a referee report on your current or most recent teaching service to process your application for registration.

Professional References on relevant teaching service may be considered towards reducing the probationary period of your offer of registration. See 'how we calculate probation' above. If you have more lengthy or relevant service at a different school you can nominate an additional referee from this school on a separate sheet of paper. The Registration Assessor will decide whether it is necessary to contact this referee during the assessment process.

If you have not completed any teaching service since the award of your teaching qualification or within the last 5 years we will require a character reference.

Character Reference:

Character references are not required where you have nominated a professional reference. A character reference is someone who can comment on your character and suitability to teach. This could be a course leader/university lecturer, current employer, volunteer supervisor, or person whom you have known for a long time. Please note you cannot nominate any member of your family as a character reference.

We are unable to accept open testimonials so there is no need to submit these with your application.

7. PROTECTION OF VULNERABLE GROUPS SCHEME (PVG)

The PVG Scheme is a Scottish Government initiative to ensure that those working with vulnerable people are properly security checked.

Already a Scheme Member?

Attach Documents:

- Copy of your PVG Scheme certificate.

If your PVG Scheme Membership is for work with children you will be required to go through an Existing PVG Scheme check as part of your application for registration. We will send you the necessary application form when we receive your completed application for registration.

If your PVG Scheme Membership is for work with adults only you will be required to go through a full PVG Scheme member check as part of your application for registration. We will send you the necessary application form when we receive your completed application for registration.

Not a Scheme Member?

We will send you the relevant PVG Scheme application form when we receive your completed application for registration.

You should not initiate an application to join the PVG Scheme or an Existing PVG Scheme Membership check yourself.

8. FITNESS TO TEACH

You must read all sections carefully and provide full details where applicable.

Section D- Overseas Residence

Attach Documentation

- Police Clearance(s) for any country you list in Section D.

10. PAYMENT DETAILS

Please provide your card details for the non-refundable processing fee of £60.00. Only the following cards are accepted: **Visa, Mastercard, JCB, Switch, Solo, Delta, Maestro.**

If you are unable to pay by credit/debit card you can also enclose a cheque made payable to GTC Scotland with your application.

11. DECLARATION

You must read the declaration carefully and sign and date this section of the application form or it will not be possible to process your application for registration.