

# Application for Registration for College Lecturers UK and Rest of World (not EU or Switzerland)

THE GENERAL  
TEACHING COUNCIL  
FOR SCOTLAND



## Application Form

### **IMPORTANT:**

You must submit all the required documentation at the same time as your application form and processing fee. Failure to do this will result in your application being closed. [NB: If this happens you will be required to submit a new application for registration and another £65 non-refundable processing fee].

Please send photocopies only. We cannot always return original documentation.

Application Checklist	Checklist
1. Completed application form	
2. Non-refundable processing fee of <b>£65</b>	
3. Certificate of initial teacher education qualification – e.g. PGCE Further Education	
4. Official transcript of initial teacher education qualification (i.e. a list of modules completed) – this should include details of your teaching practice. If you completed an in-service initial teacher education qualification you should also provide documentation to confirm this.	
5. Official documentation from the Teacher Education Institution confirming age range <b>in years</b> covered by initial teacher education qualification.	
6. Official certified translations of all documents (if applicable)	
7. Overseas Criminal Record Check (if you were born overseas and lived there until adulthood or have spent more than 3 months outside the UK in the last 10 years).	
8. Documentation in support of a name change	
9. Birth certificate	
10. Personal details page of passport	

Membership Number

Registration Number

Date Application Received

Processing Fee Received

**UK/ROW FE**

## 1. Personal Details

Surname  Title

Forename(s)  Other

Former Surname  Gender

(if applicable)

Date of Birth

D D M M Y Y Y Y

National Insurance Number (if known)

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  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

## 3. Teacher Education

Title of Qualification

Name of Education Institute  
Attended

Start Date

Date Awarded

Age Range (in years)


## 4. Teaching Experience

### Teaching Experience (including present post)

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

## 5. Referees

If you have taught within the last 10 years please nominate an appropriate referee who can comment on your most recent teaching service.

If you have held more than one teaching post during the last ten years you may nominate additional referees to comment on this service. It may be possible for this to be considered towards the probationary period in Scotland.

If you have not taught within the last 10 years please leave this section blank.

**NB:** Further advice about the nomination of referees can be found on our website:

<http://www.gtcs.org.uk/home/qualified-outside-scotland/application-registration-references.aspx>

### Referee Details

Name

Position

Tel. No

Email

### School name and address

<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"/>	<input type="text"/>

Please tick this box to confirm: that you are aware your referee 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.

## 6. Protection of Vulnerable Groups (PVG) Scheme Membership

Are you a member of the PVG scheme?

Yes

No

Date of joining scheme

PVG Membership number

Is your PVG Scheme Membership for work with

Children

Adults

## 7. 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
<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
<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/

## 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

Are you aware of any aspect of your conduct that might raise a question about your fitness to teach?

Yes

No

If yes please give details below

Details	Date	Outcome

## Section D – Overseas Residence

If you:

- were born overseas and lived overseas until adulthood; or
- have spent a continuous period of 3 months or more outside the UK in the last 10 years,

please provide details of this overseas residence below

Country	Date from	Date to

## 8. Data Protection Notice

We believe it is very important to respect your privacy and keep your personal information secure. To see how we use your information, please read our privacy policy on our website ([www.gtcs.org.uk](http://www.gtcs.org.uk)) or ask us for a printed copy.

## 9. Payment Details

### **NON-REFUNDABLE PROCESSING FEE:**

The **£65 non-refundable processing fee** can be paid by cheque (please make it payable to: **GTC Scotland**) or credit or debit card. **Please note we only accept the following: Visa, Mastercard, JCB, Switch, Solo, Delta, Maestro.**

Card Type

Card Number (16 digits on the front of the card)

Issue Number (Switch only, where applicable)

Cardholder Name (for security purposes)

Card Security Code (last 3 digits printed on the signature strip)

Start Date (MM/YY)

Expiry Date (MM/YY)

Contact Number (in case of difficulties)

### **Please Note**

The card details provided will not be kept on record and are kept securely in a locked location until ready to be processed. After the payment has been processed and confirmed, these details are then confidentially destroyed. The payments are processed by staff in the Registration Services team. These members of staff have been background checked and are counter-signatories for Disclosure Scotland.

### **Alternative Payment Method**

If you do not wish to enter your debit/credit card details above, you can make payment by cheque. Your cheque should be made payable to "The General Teaching Council for Scotland".

**Please ensure your Full Name and Date of Birth is written on the reverse of the cheque.**

## 10. 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

### 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

Please return this application form to:

Registration  
GTC Scotland  
Clerwood House  
96 Clermiston Road  
EDINBURGH  
EH12 6UT

Or

[Registration@gtcs.org.uk](mailto:Registration@gtcs.org.uk)



# Guidance Notes For Further Education Lecturers Qualified in the UK or Rest of World (not EU/EEA or Switzerland)

**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

Once we receive your referee report we will send you a final decision letter. If your application has been successful this will set out whether you have Full or Provisional Registration and that your offer is subject to receipt of a valid PVG Scheme Record.

If you are offered registration we will then process your PVG application and take the payment for the £59 PVG application fee. Once your PVG Scheme Record is received we will conclude your application and set up a registration account for you. NB if you are already a member of the PVG Scheme your offer will be subject to completion of an Existing PVG Scheme member application and receipt of a PVG Scheme Record Update. The fee for the Existing PVG Scheme member application is £18.

You will need to pay your initial registration fee of £65 by the deadline stated in your final decision letter in order to obtain your registration number and certificate. 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 requirement for registration in one or more of the available categories.
- We have received satisfactory referee reports on your teaching service within the last ten years, relevant to the category in which we have been able to offer you registration, covering at least 190 days satisfactory full-time equivalent service.

#### Provisional Registration

This means that you will be required to complete a probationary period of up to 190 days prior to obtaining Full Registration with GTC Scotland. This type of registration has been offered because:

- You meet the teacher education requirement for registration in one or more of the available categories.
- We have received a satisfactory referee report on your teaching service but we have been unable to waive the probationary requirements as your teaching service does not meet our teaching service requirement for Full Registration in the relevant registration category; or
- You have not taught within the last 10 years in an area relevant to your registration category.

## Refusal of Registration

If your application for registration is refused this means that you do not meet the teacher education requirement for registration with GTC Scotland. You will receive full reasons for this decision in writing.

### How we calculate probation:

If you have given relevant satisfactory teaching service within the last 10 years we may be able to reduce the probationary period that you are required to complete.

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

- 1) If you have qualified as a College lecturer and have been teaching in a Further Education College for 3 years successfully we may be able to waive the probationary period and award full registration.
- 2) If you qualified as a College lecturer but since qualifying have been teaching within Secondary Education, we would only be able to reduce your probationary period by a maximum of 121 days as you have not been teaching in the relevant subject/sector.

The number of days' satisfactory and relevant teaching service completed within the last 10 years, confirmed by referee reports, will be deducted from the maximum possible number of days (190).

### 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.in2teaching.org.uk](http://www.in2teaching.org.uk).

See [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk) for teaching vacancies. Please note that GTC Scotland has no remit over employment issues and cannot help you find a teaching post.

### Useful Links:

SCQF Credit Points	<a href="http://www.scqf.org.uk">www.scqf.org.uk</a>
Qualification level	<a href="http://www.naric.org.uk">www.naric.org.uk</a>
Translation companies	<a href="http://www.atc.org.uk">www.atc.org.uk</a>
Scottish Qualifications	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a>
Scottish curriculum	<a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a>
Training to teach in Scotland	<a href="http://www.teachinscotland.scot">www.teachinscotland.scot</a>

### **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 relevant institution to confirm this. You must also email [Registration@gtcs.org.uk](mailto: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](http://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.

### 3. Teacher Education

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

For Example:

Title of Qualification	<i>PGCE Post Compulsory Education and Training</i>
Name of University/College	<i>University of Sunderland</i>
Start Date	<i>01/09/2010</i>
Completed Date	<i>30/06/2011</i>
Age Range (in years)	<i>16 to adult</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 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 covered by initial teacher education qualification.

### 4. 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.

### 5. Referees

#### **What is expected of your referee?**

Your nominated referee 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 referee(s) before you nominate them. Your referee(s) 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

Please contact us if you are not sure who to nominate.

#### **Professional Reference:**

If you have been teaching within the last 10 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. See the 'how we calculate probation' section for more information. If you have more lengthy or relevant service at a different College or School you can nominate an additional referee from this College or School on a separate sheet of paper. The Case Assessor will decide whether it is necessary to contact this referee during the assessment process.

**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 £65.00. Only the following cards are accepted: **Visa, Mastercard, JCB, Switch, Solo, Delta, Maestro.**

### **Please Note**

The card details provided will not be kept on record and are kept securely in a locked location until ready to be processed. After the payment has been processed and confirmed, these details are then confidentially destroyed. The payments are processed by staff in the Registration Services team. These members of staff have been background checked and are counter-signatories for Disclosure Scotland.

### **Alternative Payment Method**

If you do not wish to enter your debit/credit card details above, you can make payment by cheque. Your cheque should be made payable to "The General Teaching Council for Scotland".

**Please ensure your Full Name and Date of Birth is written on the reverse of the cheque.**

## 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.