

Application for Registration in Additional Support Needs (Teachers employed in Independent Schools prior to 1 October 2017)

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND



Application Pack Contents and Guidance

IMPORTANT:

This form is for ASN teachers employed at their current school prior to 1 October 2017.

Please do not submit your application until you have all of the required documents. Failure to provide all the required documentation will result in your application being delayed.

Guidance Notes appear at the end of this application form and we highly recommend that you read these before completing the form.

Please use black ink and write in CAPITAL letters throughout.

Application Checklist		Checklist
1	Completed application form.	
2.	Non-refundable processing fee of £65	
3	Birth Certificate	
4	Personal details page of passport	
5	Documentation in support of a name change (if applicable)	
6	PVG Scheme Membership certificate (if appropriate)	
7	Overseas Criminal Record Check (if applicable)	
8	ASN award certificate (if you have completed an ASN award, e.g. PGCert, PGDip)	
9	Transcript of ASN award (if you have completed an ASN award)	
9	Degree (or equivalent qualification) certificate	
10	Nomination of referee	
11	Certified Translation of documents (if applicable)	

Date Recieved

Registration Number

1. Personal Details

Surname

Title

Dr / Mr / Mrs / Ms / Miss

Forename(s)

Gender

Male / Female

Address

Town

Postcode

Date of Birth

(DD/MM/YYYY)

NI No. (if known)

Contact Tel. No.

Mobile Tel. No.

Email Address

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Assessor

ASN Registration Offered

Y / N

Date of Reg

Full/Provisional

Eligible

Y / N

No. Days Probation

2. ASN Award (if applicable)

Title of Qualification

Name of University/College

Date Awarded

List here the modules studied within the course (use a separate sheet if necessary):

Subject	Year(s)	Subject	Year(s)

3. Relevant Professional Experience

School/College/Other (address)	Subjects Taught	Dates of Service

4. Referee

You **must** nominate a referee from your **current teaching post** as part of your application for registration.

Current School Reference

Name:

Position:

Tel.No.:

Email:

Current School Reference Address

Please tick this box to indicate that you are aware your referee will be contacted directly by GTCS upon receipt of your application, that the contact details are accurate and that your referee is expecting to be contacted.

5. Protection of Vulnerable Groups (PVG) Scheme Membership

Are you a member of the PVG Scheme?

Date of Scheme Membership

PVG Scheme Number

Is your PVG Scheme Membership for work with adults?

Is your PVG Scheme Membership for work with children?

6. Fitness to Practice

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

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

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

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

Yes

No

If yes please give details below

Details

Date

Outcome

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

we will require a national police check from the specific country (e.g. FBI check for USA or RCMP check for Canada). If this applies to you, you must obtain this document before you submit your application.

Please provide details of this overseas residence below and copy of police clearance.

Country

Date from & Date to

Photocopy of clearance enclosed

Country	Date from & Date to	Photocopy of clearance enclosed

7. Payment Details

Card Type

Card Number (16 digits on front of card)

Issue Date (Switch only if 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)

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.

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) or ask us for a printed copy.

9. 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 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 ASN 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

Please return this application form to:

Claire Williamson
GTC Scotland
Clerwood House
96 Clermiston Road
EDINBURGH
EH12 6UT

Or

claire.williamson@gtcs.org.uk

Who is this application for?

- Teachers employed as ASN teachers in their current Independent School prior to 1 October 2017.

If you are in any doubt about whether your role is that of a teacher, clarification of the duties of a teacher can be found in Part 2 Section 2 of the Scottish Negotiating Committee for Teachers (SNCT) Handbook (http://www.snct.org.uk/wiki/index.php?title=Part_2).

If you took up your post from 1 October 2017 onwards you will need to meet GTCS' standard requirements for ASN registration – see our website for further information (<http://www.gtcs.org.uk/registration/additional-support-needs-registration.aspx>).

Section 2 – ASN Award

If you have an ASN award (e.g. PG Cert in Inclusive Education) please provide details here.

Section 3 – Relevant Professional Experience

Please provide details of your ASN teaching service to date.

Section 4 – Referee on Current Post

Please nominate an appropriate referee at your current school – this should be the Head Teacher or appropriate Line Manager. If your job title is not Teacher you should also provide a brief description of your role.

Section 5 – PVG Scheme Membership

We will send you the appropriate PVG application for completion. If you are already a member of the PVG Scheme please provide a copy of your PVG Scheme Membership Certificate. If your membership is for working with children we will send you the Existing PVG Scheme Membership Update application form – the fee for this application is £18.

Section 6 – Fitness to Practice

If the overseas Police clearance requirement applies in your own case please ensure that you only submit your application once you have obtained the required documentation. If you are experiencing difficulties in obtaining this please contact GTCS for advice, including details of the efforts you have made to obtain the documentation.

Section 7 – Payment Details

These will be used to process the £65 processing fee.