

Application for Registration for Teachers Qualified in another EU/EEA Member state or Switzerland

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND



Application Form

IMPORTANT:

Before completing the application form, you must read the application guidance notes for teachers who are fully qualified in another EU/EEA member state or Switzerland.

Only complete this form if you are recognised as a fully qualified as a teacher in one of the following countries:

Iceland, Finland, Ireland, Denmark, Netherlands, Luxembourg, Portugal, France, Greece, Czech Republic, Cyprus, Lithuania, Malta, Slovenia, Bulgaria, Norway, Sweden, Germany, Belgium, Austria, Spain, Italy, Liechtenstein, Estonia, Latvia, Hungary, Poland, Slovakia, Romania, Croatia, Switzerland.

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. Proof of EEA nationality (e.g. Passport or ID card)	
5. Documentation in support of a name change (if applicable)	
6. Certificate of teaching qualification	
7. Transcript of teaching qualification (or Diploma Supplement)	
8. Evidence of teaching employment (only required if teaching is unregulated in Member State where you are qualified or you have a non EEA qualification that has been recognised in an EEA Member State – see Guidance Notes) – e.g. copy of employment record issued by local education authority in Member State or references on teaching service on school headed paper and signed by Head Teacher of other senior member of staff.	
9. PVG Scheme Membership Certificate (if applicable)	
10. Overseas Criminal Record Check	
11. Official certified translations of documents 5, 6, 7, 8 (where applicable) and 10.	
12. Your own translation of Birth Certificate	
13. Please tick to confirm that you have read and understood the Application Guidance Notes for Teachers Who Are Fully Qualified In Another EEA Member State	

Membership Number

Registration Number

Date Application Received

Processing Fee Received

EU/EEA

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 provide details of your professional recognition as a fully qualified teacher in another EU/EEA Member State or Switzerland (if you are recognised in more than one EU/EEA Member State please give details of first Member State below and attach details of additional Member States on a separate piece of paper)

Member State

Date of recognition

Subject recognised to teach

Age range recognised to teach

If you have been recognised as a fully qualified teacher in the above Member State on the basis of a teaching qualification obtained **outside** of the EU/EEA please tick here

If teaching is **not** a regulated profession in your Home Member State please tick here and give name of Member State below.

If you are **not** an EU/EEA or Swiss national but are recognised as a fully qualified teacher in another EU/EEA Member State or Switzerland and are applying for registration in Scotland because you have enforceable Community rights please tick here

3. Teaching Qualification

Title of Qualification

Name of University/College

Start Date

Award Date

Age Range (in years)

Subject(s)

4. 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

If required please use separate sheet

5. Referees

Referee from you most recent/current teaching post

Name	
Position	
Tel. No	
Email	

Character Referee

Name	
Relationship	
Tel. No	
Email	

Most recent/current:- School name and address:

Character Referee:- 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.

6. 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

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

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

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

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

Country	Date from	&	Date to	Photocopy of Clearance Enclosed (Yes ✓)

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. Payment Details

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

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 who are fully qualified in another EU/EEA Member State 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

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.

How much does it cost to register?

The total cost of registering with the GTC Scotland as a teacher qualified outside of Scotland is £189.00.

This amount breaks down as follows:

Processing fee	£65.00
PVG Scheme membership	£59.00
Initial Registration Fee	£65.00
	£189.00

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 GTC Scotland 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 GTC Scotland's Registration and Standards Rules. This document can be downloaded at the following link:

<http://www.gtcs.org.uk/home/qualified-outside-of-scotland/teacher-qualified-outside-scotland.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 will contact the competent authority for teaching in your Member State to confirm that you are fully qualified and legally established to teach there and that you meet the requirements for registration. It is important you are aware that your Registration Case Assessor may need to contact you to obtain additional information/documentation to help them assess your case fully and comprehensively.

Once we receive confirmation of your qualification and legal establishment from the competent authority and 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 awarded 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.

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 £65 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 are fully qualified as a teacher in another EU/EEA Member State or Switzerland in one or more of the available categories.
- There are no shortfalls in the professional areas covered by your qualification and those covered by the initial teaching qualification in Scotland.
- We have received a satisfactory referee report to confirm that you have successfully completed an induction period of teaching which is comparable to that required of a teacher qualified in Scotland. This would normally be 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.

Provisional Registration

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

- You are fully qualified as a teacher in another EU/EEA Member State or Switzerland 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 requirement to complete an adaptation period as you have not completed an induction period of teaching which is comparable to that required of a teacher qualified in Scotland.
- There may be shortfalls in the professional areas covered by your qualification and those covered by the initial teaching qualification in Scotland.

Refusal of Registration

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

How we calculate the length of the adaptation period:

If you have satisfactory teaching service in the **relevant subject and sector** within the last 5 years we may be able to reduce the length of the adaptation period that 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) Mathematics and have been teaching mainstream (Secondary Education) Mathematics for 3 years (including certificate classes) successfully, and this is confirmed by your referee, we may be able to waive the adaption period requirement and award full registration.
- 2) If you qualified as a (Secondary Education) Mathematics teacher but since qualifying have been teaching within Primary Education, we would not be able to reduce your adaptation 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).

What next?

If you are Provisionally Registered you will be completing your adaptation period via the flexible route. You can find useful information about completing the adaptation period on the Probationer Teacher Scotland website at www.in2teaching.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 (e.g. university) 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 documents in any language other than English we require a full certified translation. See www.atc.org.uk/ for advice. The only exception to this rule is your Birth Certificate, which you may translate into English yourself.

1. PERSONAL DETAILS

Please complete all sections with your personal details.

Attach Documents:

- Birth certificate
- Personal details page of passport or ID card

Documentation in support of a name change (if applicable)

2. PROFESSIONAL STATUS

Applicants who are nationals of another **EU/EEA Member State** or Switzerland 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. If you are recognised as a fully qualified teacher in more than one EU/EEA Member State please provide details on a separate piece of paper.

If you have been recognised as a fully qualified teacher on the basis of a qualification that was **not** obtained in the EU/EEA or Switzerland you will need to indicate this by ticking the box provided and also provide official documentation to confirm that you have taught in the Member State that has recognised your qualification for at least three years.

If teaching is **not** a regulated profession in your Home Member State you will need to indicate this by ticking the box provided and also provide official documentation to confirm that you have taught in your Home Member State for at least two years during that last ten years.

If you have been recognised as a fully qualified teacher in the EU/EEA or Switzerland but are not an EU/EEA or Swiss national and believe you have enforceable Community rights you will need to indicate this by ticking the box provided.

3. TEACHER EDUCATION

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

For Example:

Title of Qualification	<i>CAP</i>
Name of University/College	<i>Public University of Navarre</i>
Start Date	<i>2007</i>
Completed Date	<i>2008</i>
Age Range (in years)	<i>12 – 18</i>
Subject(s)	<i>Mathematics</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. We can also accept a Diploma Supplement.

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 before you nominate them.

Your referee 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.

If you are nominating a Professional Referee (see below), they 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

If you are nominating a Character referee (see below), they 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 length of your adaptation period. See 'how we calculate the length of the adaptation period' 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 referee
A character referee 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 referee.

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

6. 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.

7. FITNESS TO TEACH

Section D - Overseas Residence

Overseas criminal record checks. 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 you should obtain an overseas criminal record check confirming that you do not have a criminal record in said country. We will require a national check for the specific country e.g. FBI or RCMP checks. If this applies to you, you must obtain this document before you submit your application. Some countries can take several months to issue a certificate.

Attach Documentation

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

9. 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.