

**IMPORTANT: LETTER FROM GTC SCOTLAND TO RETIRED TEACHERS
ENGAGED IN SUPPLY WORK : IMPLICATIONS OF PROFESSIONAL UPDATE
FOR YOU**

August 2014

Dear Colleague

You are receiving this letter as we have asked each local authority to send it to all retired teachers on their supply database. Please accept our apologies if you receive more than one copy. This may happen if you do supply work with several local authorities. We have developed a modified version of Professional Update for teachers who retired before the introduction nationally of this process in August 2014. It takes account of the significant knowledge, experience and skills of retired teachers who engage in supply work.

When you click on the link to reply to this letter you will be asked: (1) to give some personal details, (2) to tell us your current intentions regarding supply teaching, and (3) to choose a category of registration. A special arrangement has been made for teachers who retired before the introduction of Professional Update: if you select one of the options in section (2) indicating that you wish to continue with supply teaching, then we will automatically delay your Professional Update sign-off until session 2018-19, no matter which sign-off year you were allocated in the letter you received from us in April.

The way in which Professional Update affects you will depend on how long you intend to engage in supply teaching:

- If you are certain that you will not be doing supply work beyond session 2018-19, then you will be able to engage in the modified version of Professional Update and you will not require to sign off in 2018-19. At that point (or earlier if you stop supply teaching before then) you may opt for Fully Registered (Associate) status if you wish to stay on the GTC Scotland Register, or you can request removal from the Register.
- If it is possible that you will continue with supply teaching after session 2018-19, then you will need to engage in the full version of Professional Update from August 2014, as a sign-off will be required by 31 October 2019 at the latest.

Your local authority will be able to provide further information on arrangements for supply teacher engagement in the Professional Update process.

We have attached the following documents to give you as much information as possible:

- (i) an information sheet which outlines what you have to do next, what the categories of registration mean, and what the different versions of Professional Update involve;
- (ii)/...

- (ii) a paper giving full information about retired teachers and supply work which has a flowchart summarising the procedure;
- (iii) a reply form that can be used if you wish to reply to this letter by post, although we recommend responding by clicking on the link given below.

It is important that you respond to this letter by **31 October 2014**. To do this, please click on this link: <http://bit.ly/gtcs-pu-survey>

Alternatively, you can contact us as described in the paragraph below.

Our website has extensive information on Professional Update in general and can be accessed at: www.gtcs.org.uk/professional-update

If you feel that this letter does not meet your individual circumstances, then please write to us at the address shown, or email professional.update@gtcs.org.uk and we will do our very best to assist you.

Yours faithfully

A handwritten signature in black ink that reads "Kenneth Muir". The signature is written in a cursive style and is positioned above a horizontal line that extends to the right.

Kenneth Muir
Chief Executive