

INSPIRING WORLD-CLASS  
TEACHING PROFESSIONALISM



## Fee Policy

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## 1 Introduction

As an independent body, GTC Scotland does not receive any grant-in-aid funding from the Scottish Government. To be self-financing, it is necessary for GTC Scotland to charge fees at an appropriate level to cover the costs associated with running the organisation and ensuring its financial sustainability.

GTC Scotland's powers to charge fees are contained in The Public Services Reform (GTC Scotland) Order 2011 (the Order).

This Fee Policy sets out the principles and rules that GTC Scotland applies in setting, charging and collecting fees under the Order.

The objectives of the policy are:

- ❖ Transparent fee setting process;
- ❖ Fees are reasonable and set at a level which reflects costs incurred by GTC Scotland;
- ❖ Long-term financial sustainability of GTC Scotland; and
- ❖ Fee predictability for registrants.

## 2 Fees chargeable by GTC Scotland

A list of all chargeable fees and the level of each fee is published on GTC Scotland's website. Details of the fees currently chargeable are outlined below.

### 2.1 Application assessment fee

For an application for registration to be granted and an applicant included on the Register of Teachers (the Register), GTC Scotland must be satisfied that the applicant meets the required registration criteria.

GTC Scotland carries out an assessment of all applications received from individuals who do not hold a recognised teaching qualification; that is, a teaching qualification awarded by a Scottish Initial Teacher Education provider following a GTC Scotland accredited programme of study.

An application assessment fee is payable by individuals on application to contribute towards the cost of assessment and is non-refundable even where the application is ultimately refused.

GTC Scotland does not currently charge for the assessment of subsequent applications it receives in relation to:

- ❖ professional or additional registration; and
- ❖ enhancing registration (including professional Standard for Headship and professional recognition).

### 2.2 Annual registration fee

The majority of GTC Scotland's income comes from annual registration fees. The annual registration fee is mandatory, and every person seeking to join or remain on the Register is required to pay this fee.

The registration year aligns with GTC Scotland's financial year and runs from 1 April to 31 March. Payment of the registration fee is due from 1 April each year.

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All registrants must pay the full amount of the annual registration fee in one instalment irrespective of how many months they are on the Register in each registration year. This gives GTC Scotland some certainty of its annual income and ability to cover the costs associated with running the organisation.

If a registrant decides to leave the Register part way through a year, no proportion of the annual registration fee will be refunded.

Registrants employed by Local Authorities, independent schools, universities, and colleges must have their fee deducted at source i.e., from their salary. The employer will remit the fee to GTC Scotland.

Registrants employed by any organisation that is not subject to the Deducted at Source (DAS) process must make arrangements to pay their annual registration fee directly to GTC Scotland.

Registrants will be removed from the register if they have not paid their annual registration fee by the required due date. The due date will be specified and communicated by GTC Scotland at the start of each registration year.

## **2.3 Other fees**

### **2.3.1 Letter of Professional Standing**

Scottish teachers that want to work outside Scotland may be required to provide proof of their registration with GTC Scotland. Registrants can request a Letter of Professional Standing (LoPS) from GTC Scotland which states that the individual is registered with GTC Scotland or is eligible for registration and confirms their registration category.

A one-off non-refundable administration fee is payable on application to contribute towards GTC Scotland's cost of providing the letter.

### **2.3.2 Replacement certificates**

All Registrants receive a registration certificate when they are first included on the Register. GTC Scotland can issue replacement certificates if the original is damaged or lost.

A one-off non-refundable administration fee is payable on application to contribute towards GTC Scotland's cost of providing the replacement certificate.

### **2.3.3 Professional Learning Award for Organisations**

GTC Scotland's Professional Learning and Leadership Awards celebrate, promote and encourage professionalism and professional learning at all stages of a teaching professional's career.

GTC Scotland welcomes submissions from organisations that support and promote teacher professional learning. Recipients of the Professional Learning Award for Organisations can use the GTC Scotland Professional Recognition Quality Mark.

A one-off non-refundable administration fee is payable on application to contribute towards GTC Scotland's cost of assessing the submission.

## **3 What the fees pay for**

The services that GTC Scotland must deliver, that is our statutory functions as set out in the Order, are:

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- ❖ to keep the register.
  - ❖ to establish (and to review and change as necessary)
    - the standards of education and training appropriate to school teachers.
    - the standards of conduct and professional competence expected of a registered teacher.
  - ❖ To investigate the fitness to teach of individuals who are, or who are seeking to be, registered.
  - ❖ To keep itself informed of the education and training of individuals undertaking courses for the education and training of teachers.
  - ❖ To consider, and to make recommendations to the Scottish Ministers about, matters relating to:
    - Teachers' education, training, career development and fitness to teach; and
    - The supply of teachers (except matters of remuneration or conditions of service).
  - ❖ To keep such other registers of other individuals working in educational settings as it thinks fit.

The Order also sets GTC Scotland's statutory aims and leaves it with discretion as to other activities that it may carry out in pursuance of these statutory aims.

For example, in addition to our statutory functions, we also choose to:

- ❖ Provide support to students, probationers, probationer supporters and employers;
- ❖ Provide an infrastructure for professional learning through MyPL;
- ❖ Support teacher wellbeing through our health and wellbeing hub; and
- ❖ Provide information, advice and support direct to teachers through Teaching Scotland magazine and a series of professional guides.

The level of income generated from the fees charged by GTC Scotland needs to cover the full cost of our required service delivery in each year and the cost of any investment required in improvement activity.

## 4 How we set the fees

GTC Scotland seeks to find the right balance between the frequency of fee adjustments to ensure financial sustainability of the organisation while providing reasonable predictability for registrants.

Therefore, every five-years GTC Scotland will publish a strategic plan which will be costed and will clearly outline its objectives.

The plan will set out:

- ❖ How GTC Scotland will deliver the statutory functions that it must carry out;
- ❖ How GTC Scotland will use the discretion it has to fulfil its broad statutory objectives.

The plan will be accompanied by key assumptions and will set out the amount that GTC Scotland seeks to recover from fees over the strategic plan period.

Before a strategic plan is approved, GTC Scotland will consult with and invite views from registrants on the strategic priorities and overall resourcing of the strategic plan.

During the strategic plan period, GTC Scotland will seek to use reserves to smooth any in-year changes in cost. However, in exceptional circumstances GTC Scotland may need to increase fees to pay for significant unforeseen costs. GTC Scotland will not consult on such increases, although it will clearly communicate the reasons for them and will provide as much advance warning as possible about potential risks.

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GTC Scotland monitors progress against the Strategic Plan and reports performance each year in its Annual Report and Accounts.

In setting its fees, GTC Scotland aims to:

1. Be fair to registrants;
2. Be stable, ensuring fees do not vary considerably year on year;
3. Collect fees on a simple annual basis (rather than a more frequent basis) to minimise the cost of administration;
4. Ensure a predictable income for GTC Scotland to meet its costs;
5. Be transparent by basing fees on data that can be verified.

*Inspiring world-class teaching professionalism*

## GTC Scotland

*Comhairle Choitcheann Teagaisg na h-Alba*

The General Teaching Council for Scotland is the independent professional body which maintains and enhances teaching standards and promotes and regulates the teaching profession in Scotland. We strive to be a world leader in professional education issues.

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## Websites

GTCS:

[gtcs.org.uk](http://gtcs.org.uk)

Probation site:

[in2teaching.org.uk](http://in2teaching.org.uk)

