

INSPIRING WORLD-CLASS
TEACHING PROFESSIONALISM



Making a Direct Submission in MyPL

August 2022

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1 Background

Professional Update (PU) is premised on the impact of a teachers or lecturers professional learning and how this contributes to the future quality of the education profession and is the process by which teachers maintain their registration. The process confirms that teachers and lecturers have maintained high standards and helps to ensure the future quality of professional learning and teaching skills across Scotland's schools, colleges and more widely across the education profession.

Engagement in the PU process has been a legislative requirement of registration for fully registered teachers since August 2014 and lecturers by August 2022.

As with all its functions, GTC Scotland is committed to working with regards to the interests of the public in the development and implementation of the PU process.

2 Purposes and Principles of Professional Update

Key purposes

The **key purposes** of Professional Update for teachers and college lecturers are:

- ❖ to maintain and improve the quality of teachers and college lecturers, as outlined in the relevant Professional Standards, and to enhance the impact that they have on the learning of children, young people and adults;
- ❖ to support, maintain and enhance teachers' and college lecturers' professionalism and reputation in Scotland.

3 Features of Professional Update and Direct Submission

Professional Update is a requirement of to remain on the Register of teachers. Teacher working outwith a system which has been validated by GTC Scotland need to complete the Professional Update process by making a Direct Submission.

The Direct Submission process allows teachers and lecturers to present the impact of their professional learning in relation to the Professional Standards, the meet requirements of Professional Update and context they work in to a GTC Scotland panel via an online form.

Registrants confirming their PU via Direct Submission should:

- ❖ **Update contact information by registered teachers and lecturers.** This can be done through your MyGTCS account. It is a condition of registration with GTC Scotland that all registered teachers and lecturers ensure that address contact details are up to date.
- ❖ **Engage in career-long professional learning** Teachers and college lecturers engage in professional learning to stimulate their thinking and professional knowledge and to ensure that their practice is critically informed and up to date.
- ❖ **Engage in ongoing self-evaluation against appropriate Professional Standards** in order to reflect on their professional knowledge, skills and actions, and plan their development needs and relevant future professional learning.

Teachers should make use of the revised GTC Scotland Professional Standards which came into effect on 2 August 2021 for this process. It should be noted that the Standard for Full Registration continues to be the baseline Professional Standard for competence for the teaching profession in Scotland.

Professional Standard for Lecturers in Scotland's Colleges are designed as a benchmark for learning and teaching, and to enhance and promote professional learning.

- ❖ **Maintain a reflective record of professional learning and associated evidence of impact on thinking and professional actions.** This should involve recording the most significant professional learning activities to explore how it has developed thinking and/or practice and the impact this has had on the you as a teacher or lecturer and/or learners.

4 Making a Direct Submission

The process of Direct Submission has the following key stages:

1. Log into your [MyGTCS](#) account to update your details and access MyPL.

As part of the Professional Update process, we recommend that you keep your personal and employment details up to date.



2. Enter you login details.

- Once logged in you will see MyPL icon on your MyGTCS Homepage. Click on the MyPL icon to be taken to the homepage of MyPL. (If this is not visible, please contact gtcs@gtcs.org.uk with your registration number.)



Personal Details

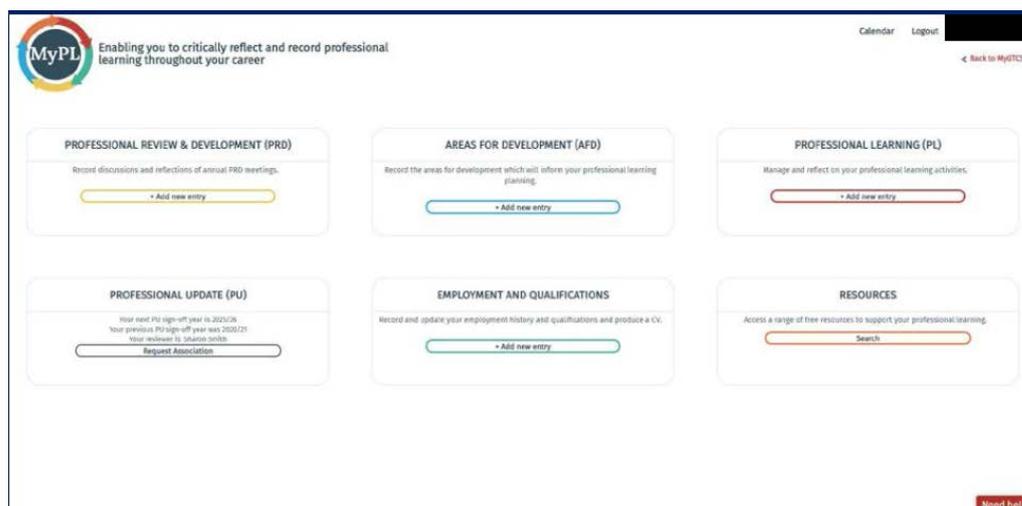
Messages

Click here to open your MyPL record

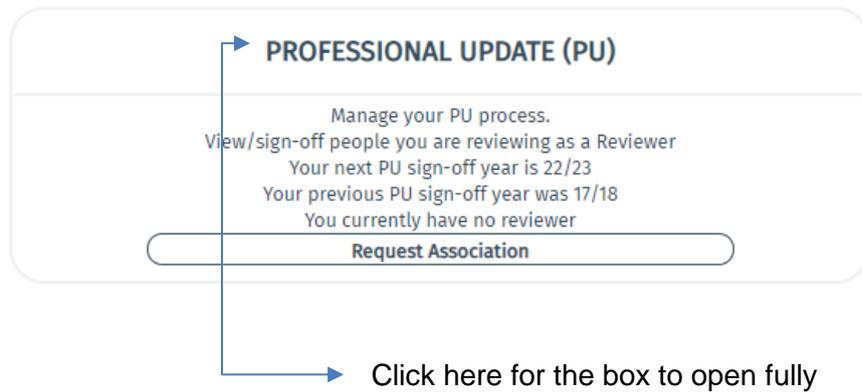


You can watch the walkthrough now or you can go back to it.

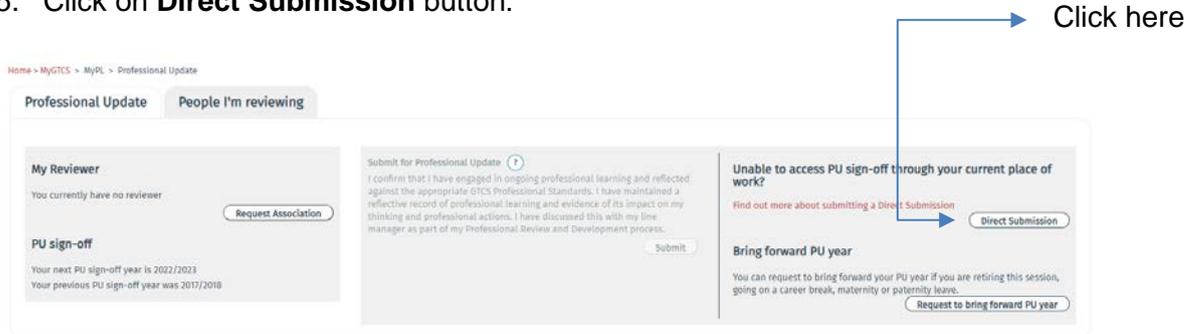
In order to complete your Professional Update via Direct Submission (to submit for your 5-yearly confirmation) you will need to focus on: Professional Learning, Areas for Development and Professional Update.



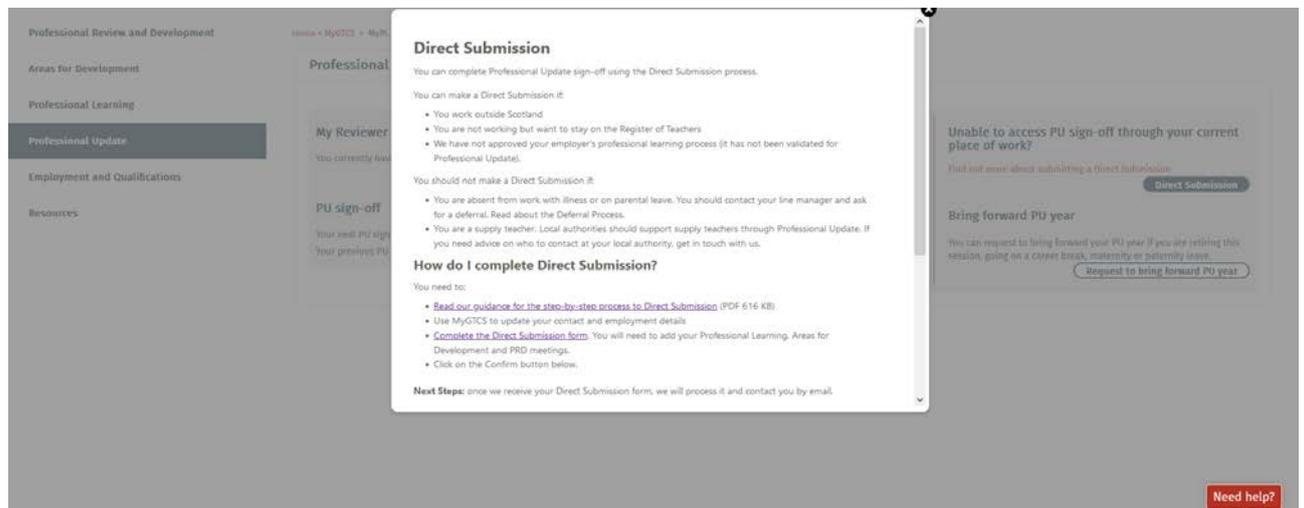
4. You should click on the **Professional Update** section:



5. Click on **Direct Submission** button:



A pop-up confirmation box, like below, will appear on your screen.



Please read this to ensure you should be doing a Direct Submission.

- Complete the Direct Submission Form. While completing this form, you will need to add your Professional Learnings, Areas for Development and PRD (see *guidance on completing the online form on section 5 below*).

Direct Submission Form

Teachers who work outwith a validated establishment for Professional Update (PU) can maintain full registration through engagement in PU through a Direct Submission (DS).

The PU requirements for DS are the same as those required of teachers working within a validated system. Individuals will be required to:

- Annually update personal details, including employment details, in their MyGTCs account;
- Engage in ongoing professional learning, as appropriate to post/context;
- Self-evaluate against the appropriate GTC Scotland Professional Standards (or Professional Standard within their context);
- Maintain an ongoing reflective professional learning record and associated evidence of impact, and
- Complete the five-yearly confirmation by following the direct submission process.

If you need help in completing this form please use the guidance document.

Once you have completed all of the relevant questions, please click the submit button below.

Next steps: The GTC Scotland Direct Submission panel will consider your submission and will offer feedback in due course.

* Required

Personal details

1. Name: *

2. Registration number: *

- Once you have completed the form and clicked Submit, please go back to the Direct Submission pop-up on MyPL and click Confirm.

This box is your confirmation that you wish to complete PU by Direct Submission. Once you click Confirm, an email will be sent to GTC Scotland advising us that you wish to complete by direct submission. Your screen on MyPL will change, informing you that your Submission has been requested.

GTC Scotland Direct Submission Panel reviews the direct submission and either confirms PU sign off or requests a resubmission offering feedback on areas that require further attention (see below guidance on completing the online form).

5 Completing the Direct Submission Application Form

The following advice is offered to support you to complete your direct submission application.

Section 1 Personal Details

Please supply personal details so we can communicate effectively with you.

Section 2 Updating your personal details

As part of Professional Update, it is essential you provide an annual update of your details held on the register by GTC Scotland including checking your personal and employment details are up to date.

Section 3 Professional Learning

Please give a brief description of two or three significant professional learning experiences you have engage with in the last academic session.

The following questions/statement aim to support your reflections across this section:

How is this professional learning related to your practice?

How have you developed as a professional because of this professional learning?

Please demonstrate how these professional learning experiences are linked to Professional Standards.

- *How did I use the Professional Standards to inform and support me when planning my Professional Learning and Development?*
- *How did I use the Professional Standards to support me to identify areas of learning and development to enhance my knowledge, understanding and practice?*
- *How did I use the Professional Standards to support my self-evaluation process in preparation for a Professional Review and Development discussion?*

Please demonstrate how you have considered the professional values as part to enhance your professionalism.

- *How are the Professional Values reflected in my Professional Actions?*
- *How have my professional values been developed and informed by knowledge and experience?*
- *How do I critically reflect on my assumptions, beliefs and values?*

Please reflect on your professional learning activities and provide a brief description of the impact this has had on your thinking and practice and your learners.

-
- *As a result of my professional learning, how has my practice developed to improve outcomes for all learners? How do I know? What evidence of impact do I have? What does this tell me about my practice?*
 - *How do I critically reflect on my learning with a focus on impact and how do I share this with my colleagues to lead improvement across the school and/or wider community? What evidence do I have of this impact?*
 - *How do I know the impact of my teaching on learners? How will I systematically gather and analyse evidence of impact?*
 - *What impact has my professional learning had on my colleagues or others in my educational community?*

Section 4 Areas for Development

Please identify two of three Areas for Development for you for the forthcoming academic session.

- *What are the next steps for the development of this area and your future professional learning?*
- *How will your thinking and practice be informed by Professional Standards?*
- *How do you intend to further develop this area in the future?*
- *What further professional learning will you engage with and your planned professional actions?*

Section 5 Professional Review and Development

Have you had a PRD?

If you have had a PRD – discussion with a line manager to review and support your professional learning, please give a brief outline of the main points of the professional discussion.

6 Next steps in the Direct Submission Process

After you submit your Direct Submission form, you will be offered to either print or save you responses as a pdf, GTC Scotland strongly advises you do this so you can upload to your MyPL record.

Your submission is put forward to the GTC Scotland Direct Submission Panel. You will be advised by email thereafter whether your sign-off has been confirmed or whether more information is needed for the Panel to confirm your Direct Submission. Where more information is required, you will be provided with any individual feedback requesting resubmission.

If you should require any further support with a Direct Submission through MyPL, please do not hesitate to contact us at gpcs@gpcs.org.uk

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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