

SECONDARY APPLICATION GUIDANCE FOR THE GRADUATE TEACHER PROGRAMME SEPTEMBER 2012

Important Information for September 2012 Applicants

- Applicants must register via the TDA website using the Online Registration form which is available via the following [Link](#)
- The TDA will notify the Consortium of your registration
- The Consortium will send an acknowledgement via email which will include a supplementary information form for you to complete, application guidance notes and details of the selection process for 2012/13
- Please ensure that you secure regular access to your emails and notify the Consortium if you do not receive an acknowledgement within 3 / 4 working days of submitting your online registration form. The Consortium cannot be held responsible for failed receipt
- The TDA Portal will close on **8 March 2012** (at 23:59pm)
- Completed applications (see checklist on page 7) must be received by the Consortium in **hardcopy** no later than **10 am on Tuesday 13 March 2012**
- Applications will be checked on receipt but will only be considered **after** the closing date
- All Applications will be accepted subject to TDA Allocations

PLEASE RETURN COMPLETED APPLICATIONS TO:

The Recruitment & Retention Team, Room 505, East Cliff JDO, PRESTON, Lancs
PR1 3JT

Please read the guidance notes to assist you when completing your application.

Your application form is an important part of the selection process. The following advice should help you to complete your application as effectively as possible.

Applicants are reminded that the application form and any/all communication with the Consortium will form part of the selection process. Your application should therefore be completed in full and with care, demonstrating a good command of the English language using correct grammar and spelling.

Before you begin please check that you have the following available:

- Copy of GCSE English Language certificate
- Copy of GCSE Maths certificate
- Copy of Degree certificate and transcript

(NB: for entry to Initial Teacher Training (ITT) Level 2 Adult Literacy and Numeracy qualifications are **not** regarded as having Grade C equivalence).

You **must include photocopies** of the above when returning your application (please **do not** send originals **or** any other certificates at this time). If you are shortlisted you will be invited to an Application Seminar where we must see the **original** certificates for verification.

Note: We can only accept **actual** certificates for verification; "**provisional statement of results**" slips are **not acceptable**. If you have lost or misplaced your original GCSE certificates please contact the relevant exam board for a copy certificate or a certified statement of results. Alternatively you can contact AQA on Tel: 0161 953 1180. Please arrange this as early as possible as this process takes approximately 28 working days. *We are unable to validate certificates which have been laminated or are contained in a frame.*

Section 1: Personal Details (Name and Address): Enter your full name (including any previous names), address (including postcode) and contact details. *Note: Please notify the Consortium of any changes to the above information immediately.*

National Insurance Number (NI): Please ensure that you enter your NI number. Documentary evidence will be required at interview to confirm that applicants have the right to work in the UK.

Section 2: A-Level or Equivalent: Give details of any A-Level (or equivalent) qualifications you have obtained. *Please do not submit copies of these.*

Section 3: Other Relevant Qualifications: Please give details of any other relevant qualification you have obtained which will support your application (i.e. BTEC / Coaching Qualifications / Professional Qualifications). *Please do not submit copies of these.*

Section 4: Training: Please indicate the Age Range you are applying for. Please specify the subject you are applying for which must be the main subject of your degree (at least 50%) and be contained within the list of subjects the Consortium will consider (see website: [Link](#)).

Section 5: Professional Statement: You may add to / amend or replace the Professional Statement submitted via the TDA Online Portal. Your professional statement is a key element of your application. It is an opportunity for you to tell us why you feel that you have the potential to Teach. Please refer to the additional guidance notes on the website [Link](#). The panel will

consider the quality and content of your professional statement during shortlisting; this may be of particular significance where places are competitive. The professional statement will also be used to assess applicant's potential and suitability to teach.

You **must** submit your Professional Statement as a Word Document. Please ensure that you structure your sentences and paragraphs correctly and format the document appropriately using **Arial font size 12**.

Section 6: If you have previously withdrawn from a QTS programme you will need to prove to the Consortium that you would be able to gain QTS if you were given a further opportunity to train as a teacher. We will need you to provide a letter from the institution where you were training, explaining the circumstances of your withdrawal and also a statement from yourself to demonstrate why you consider that you would be successful on this occasion. The TDA will not accept applications from candidates who have failed in earlier attempts to gain QTS unless there were exceptional circumstances.

Section 7: Previous Applications with this Consortium: If you have previously had an application considered by this Consortium which was unsuccessful it will be necessary for you to provide additional evidence of your development from your previous application. Please also address any guidance received from the Consortium as feedback.

Section 8: Please identify how you were made aware of **this** Consortium

Section 9: School Support: The Consortium welcomes applications from suitable candidates **with or without** the support of a school. If you have already secured the support of a school please enter the full details. The school is not required to do anything at the moment we will only contact them if you are shortlisted. You are required to give details of any personal connection with any member(s) of staff / governors, or any prior connection with the supporting school you have identified. The Consortium will consider each application on an individual basis and reserves the right to refuse the award of a training place at that school. In all cases the Consortium will employ additional quality assurance mechanisms to ensure objectivity throughout the training and in the assessment for the Award of QTS.

Section 10: References: Please complete this section in full (even if you have already submitted the details via the TDA Online Registration Form

Please provide the names of **two** suitable referees who are able to support your application (including Telephone Number and Email address). One referee *should* be your current/most recent employer, or course tutor. One *should* be from an educational setting. Please check that the persons you have nominated are willing to provide a reference if approached. (**Note:** We do **not** accept references from friends or family members).

References are used to support selection judgements and as part of the Consortiums safer recruitment practices and will be sought for all shortlisted applicants unless requested otherwise. If your application is successful and you have asked us not to contact your referee(s), confirmation of the award of a place on the programme will be delayed until appropriate references are received.

Section 11: Employment Background: Please select one category from the list provided which reflects your current/most recent employment, or best suits your employment background. (*This section is used for statistical analysis / data monitoring purposes and does not form part of the selection process*).

Section 12: Criminal Background: ALL shortlisted candidates will be checked against the Barred Lists prior to being invited to interview. An Enhanced CRB disclosure will be undertaken for all successful applicants.

Places on the GTP are **exempt** from the provisions of the Rehabilitations of Offenders Act 1974 under the Exemptions Order. You are therefore required to declare **any and all** convictions, cautions (including verbal cautions), reprimands, final warnings or bind-overs which have been incurred, including any that would be regarded as 'spent' under the Act in other circumstances.

If you have ever been:

- the subject of a bar, partial bar, warning or other action by the Secretary of State or the Independent Safeguarding Authority in relation to working with children?
- convicted of, or cautioned for, a criminal offence or do you have any criminal charges/proceedings pending against you? *You should include police caution (written or verbal), reprimand, warning or penalty and motoring offences (except fixed penalty traffic offences).*
- subject to any disciplinary sanctions imposed by any other professional or regulatory body in this country or abroad or are you currently the subject of investigation by such body?

Or, if there is a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?

Please give details specifying: date of proceedings / conviction, Court, nature of offence and sentence / sanctions imposed. Place in a sealed envelope marked **Confidential**. This information will not be disclosed during the selection process but the information provided will be considered prior to a place being offered.

Section 13: Monitoring Data: This information is collected for statistical and monitoring purposes only and will be treated as confidential.

Section 14: Declarations: When you register with the Consortium you will be giving us permission to process data about you. Please read the declaration statement carefully. Sign and date the form to confirm that the information you have supplied is complete and truthful and that you agree to the information being processed and used by the Consortium for the purposes of verification, recruitment & selection and monitoring. The Consortium needs to process data about you in order to carry out its normal administration. That is we collect, store, use and disclose the data for any purposes connected with selection and training and for other legitimate reasons.

You are also required to confirm that:

- you understand that by deliberately giving false or incomplete answers you will be disqualified from consideration to the programme, or if awarded a place, it may be withdrawn without notice.
- the information in your application and any subsequent information associated with your application and the award of a place on the Graduate Teacher Programme will be retained and may be shared with the Consortium's partners, Ofsted, TDA, and other statutory bodies responsible for initial teacher training

Entry Requirements for ITT: (1.3; 1.4; 1.5 & 1.6)

Qualifications (ITT Requirements 1.1 & 1.2): Primary applicants are required to hold a GCSE qualification at Grade C or above (or a recognised equivalent) in English Language, Mathematics and Science [R1.1](#) which must have been awarded prior to the closing date. *A photocopy of each certificate **must** be included with your application*

Applicants are also required to hold a suitable first or second class honours degree which is in a subject relevant to the Phase you are applying to teach [R1.2](#). *A photocopy of your degree and the transcript of your degree **must** be included with your application*

Please Note: *We will be unable to accept or process your Application if you can not provide evidence that you hold the required qualifications.*

[R1.3](#) Applicants who are successful at the shortlisting stage, and pass the English and Mathematics Assessment at the Application Seminar, will be invited to attend an interview. The interview panel, which will normally consist of two people, will be looking for applicants to confirm and expand on the evidence provided within their application form and to demonstrate their potential and suitability to teach.

[R1.4 Proof of Identity, CRB Enhanced Disclosure \[Link to CRB\]\(#\):](#) All applicants invited for interview will be checked against the Barred Lists and will be required to provide proof of identity and complete an application for an Enhanced CRB clearance.

At interview you will be required to produce the following documents:

- Birth Certificate, and if your name now is different to that on your Birth Certificate you will need to provide additional evidence (i.e. marriage certificate or legal notice of name change)
- Confirmation of National Insurance number
- Photographic ID i.e. Passport / Driving Licence photo card (*paper copy must also be provided*)
- 2 documents which confirm your current address i.e. Utilities Bill / Bank Statement etc (both documents *must have been issued within the 3 months prior to the interview date*)

Disclosure of Criminal Background: Places on the GTP are **exempt** from the provisions of the Rehabilitations of Offenders Act 1974 under the Exemptions Order 1975 ([link to Act](#)). (See Guidance for Section 11)

[R1.5 Suitability for Provisional Registration with the General Teaching Council for England \(GTCE\):](#) Applicants who are accepted onto an ITT course must be assessed as suitable for Provisional Registration with the GTCE.

The Consortium and the GTCE will make independent decisions regarding suitability. If an applicant is deemed to be unsuitable for admission to the programme, that applicant would not be offered a place (even if the other body deemed them to be suitable). (*Note: this requirement is correct at 1 November 2011*)

[R1.6 Fitness to Teach:](#) In accordance with DfE Circular 13/93 and TDA guidance: Able to Teach (April, 2004) ([Able to Teach](#)) the Consortium has a duty to ensure all entrants to Initial Teacher Training (ITT) have the health and physical capacity to teach and will

not put children and young people at risk of harm and must confirm that they have met the Secretary of State's requirements for physical and mental fitness to teach.

Applicants who are invited for interview will be asked to complete the Consortium's **Fitness to Teach Questionnaire** which is **confidential** and will be assessed independently by an Occupational Health Adviser only if a conditional place is awarded. (*Note: this requirement is correct at 1 November 2011*)

Equality Policy: The Consortium encourages and welcomes **ALL** applicants and gives fair consideration to all applications, treating them solely on the basis of merit, ability and potential. The selection process is designed to ensure fairness, consistency and equality of opportunity and access to training.

Under its Equality Policy the Consortium seeks to ensure that no applicant receives less (*or more*) favourable treatment because of age, disability, race, religion and belief, sexual orientation, gender / gender reassignment, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable. *Note: This information is collected for monitoring purposes only and will be treated as confidential.*

Disclosure of Disabilities: The Consortium encourages applicants to disclose disabilities and / or specific learning needs early to allow us to offer the maximum support and to enable us to put in place "reasonable adjustments" to meet specific need(s). Disclosure of a disability will not result in a disabled applicant being treated less (*or more*) favourably than another for a reason related to their disability and without justification.

Falsification or Misrepresentation: Your signature confirms that the information you have supplied is complete and truthful and that you understand that, to prevent and detect possible fraud, we may share this information with other appropriate organisations for verification: and that to give false information would lead to you being disqualified from consideration or, if awarded a place, may result in your dismissal.

Data Protection Act 1998 ([Link to DPA](#)) – Fair Processing Notice: personal data in this form will be used in accordance with Lancashire County Council's notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000. The information you supply about yourself as part of the application process is handled according to the requirements of the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000.

To comply with statutory and government requirements we must provide data (which may include contact details) to other organisations such as (but not exclusively) The Training and Development Agency for Schools (TDA), The General Teaching Council for England (GTCE), The Department for Education (DfE), OfSTED or to agents acting on behalf of such organisations. Relevant personal data may also be supplied by the Consortium to the University of Cumbria and to other Local Authorities and schools providing all or part of the programme.

The Consortium takes the protection of all personal data extremely seriously and is committed to a policy of protecting the rights of all individuals in relation to the handling and processing of their personal data.

Before returning your completed application please ensure that:

- All** sections have been completed
- The declarations have been signed and dated

The following documents **must** be submitted in **hardcopy** and received by the Consortium no later than **10 am on Tuesday 13 March 2012**:

- the completed TDA Online Registration Form
 - the completed Consortium Additional Information Form
 - a photocopy of your English and Maths GCSE certificate. Provisional statements of results' slips are **not** acceptable. If you have lost or misplaced your original certificates please contact the relevant exam board for a copy certificate or a certified statement of results, or contact AQA on Tel: 0161 953 1180 immediately – *this process takes approximately 28 working days*
 - a photocopy of your degree certificate and transcript
 - if any of your qualifications were gained overseas you must also include a validation letter from [UK NARIC](#)
 - your Professional Statement (submitted as a Word Document).
- Please ensure that there is sufficient postage to ensure safe delivery of your application (a normal first class stamp is **not** sufficient)
 - Please retain a copy of your full application - **if short-listed you will need to bring 2 additional copies of each form and your Professional Statement with you to the Application Seminar.**

Please Note: We will be unable to accept or process your application if either form is missing or incomplete, or if the required documents have not been included. Your application will be returned to you. ***This may result in your application missing the deadline.***

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