

INSPIRING WORLD-CLASS
TEACHING PROFESSIONALISM



Guidance for completing the Student Application Form

12 November 2021

Contents

Contents	1
1. Introduction	1
1.1 Pre-populated information	1
2. Step 1 – Personal Details	1
3. Step 2 – Teacher Qualification	1
3.1 Dual qualifications	1
4. Step 3 – Protection of Vulnerable Groups Scheme (PVG)	2
5. Step 4 – Teacher Induction Scheme (TIS)	2
5.1 Participate in Teacher Induction Scheme.....	2
5.2 Participate in the Flexible Route.....	2
5.3 Important factors to consider for TIS Probationers.....	2
5.3.1 Sponsored student	2
5.3.2 Payment Preference Waiver	3
5.3.3 Island Authorities.....	3
5.3.4 Preference Choices.....	3
5.3.5 Fluency in Gaelic.....	3
5.3.6 Denomination	3
5.3.7 Catholic Teaching Certificate	3
6. Step 5 - Fitness to Teach	3
7. Step 6 – Upload ID Documents	4
8. Step 7 – Disability and Exceptional Circumstances	5
8.1 Disability	5
8.2 Exceptional Circumstances	5
9. Step 8 – Payment of Registration Fee	5
Sort Code.....	6
10. Step 9 - Declaration	6

1. Introduction

Completing the Student Application Form is a simple process that should take around 15 minutes. We advise that you have all your ID documents in the correct format ready for uploading before you begin. See Section 7 for more information about the ID required.

Information marked with an * is mandatory and needs to be entered before you are permitted to move on to the next step of the application.

1.1 Pre-populated information

You will note some information will be pre-populated from information we have received from your Higher Education Institution (HEI):

- Matriculation Number
- Forename
- Surname
- Date of Birth
- Age
- Email Address
- Higher Education Institution (HEI)
- Course
- Eligibility for TIS

2. Step 1 – Personal Details

It is essential the forename and surname details GTC Scotland hold for you match the details your HEI has on their records for the purposes of future processing. If your name has changed, please ensure that you also advise the HEI you are studying with. **Failure to do this may cause a delay in you commencing your probation**

It is important that you provide at least one mobile number in this section as we will, on occasion, send you important information about your application and probation allocation by text.

3. Step 2 – Teacher Qualification

If the Higher Education Institution and Course details present here are incorrect please contact the Early Careers team at studentadmin@gtcs.org.uk

3.1 Dual qualifications

Students with dual qualifications will see their subjects listed at the top of the page.

If you are completing a qualification that makes you eligible for dual qualification, you are given the opportunity to complete your TIS year in both subjects. If you do not wish to complete your TIS year in both subjects, please still complete your application as stands. Once you have submitted it, email studentadmin@gtcs.org.uk informing them that you only

wish to follow one subject, specifying what it is. The changes will then be made by our Early Careers team.

4. Step 3 – Protection of Vulnerable Groups Scheme (PVG)

You will have been required to join the PVG Scheme for your HEI in order to take up your student placement. The selection on this step will default to 'yes' which is the case for the vast majority, if not all, students. It can be changed to 'no' but we would not expect this to be required. If you need more advice regarding this please contact studentadmin@gcs.org.uk

5. Step 4 – Teacher Induction Scheme (TIS)

5.1 Participate in Teacher Induction Scheme

If you are not eligible for TIS this will be set to 'no' and you will be unable to change it.

If you are eligible for TIS but would prefer to take the Flexible Route you can select 'no' here. Please note that once you have changed it to 'no' it is not possible to change it back to 'yes'. Please be certain you definitely wish to opt out of TIS before making this selection.

5.2 Participate in the Flexible Route

The Flexible Route has been designed in order for probationers to have the flexibility to be able to complete their probation over a three-to-five-year period at their own pace. [Read more about the Flexible Route process.](#)

Opting for the Flexible Route means that you will have to find your own employment. The Flexible Route gives you the flexibility to look at vacancies in schools which may be better suited to your location and circumstances.

If you choose to follow the Flexible Route you will need at least 270 days teaching experience to reach the Standard for Full Registration. It can be completed in 190 days (the duration of a school year) if you are on long-term supply, provided the school and Local Authority are willing to sign off on your records.

You are still required to meet the Standard for Full Registration in all areas. Support is available through our virtual school. At the end of the programme you will meet the same Standard you would if you had chosen to go through with TIS.

5.3 Important factors to consider for TIS Probationers

Should you be following TIS you will need to be aware of the following.

5.3.1 Sponsored student

If you are a sponsored student you will be funded by a Local Authority and will return to that authority to do your TIS placement. If this is the case the Local Authority will be prepopulated in your first preference and you will not be permitted to make any further preference choices or select the PWP option. You should be aware if you are a sponsored student but if not, please ask your HEI Administrator.

5.3.2 Payment Preference Waiver

If you select the preference waiver option you can be posted anywhere in Scotland. This flexibility is financially rewarded with Primary probationers receiving £6,000 and Secondary probationers receiving £8,000 over three instalments during your probation. These amounts are before tax and National Insurance deductions.

5.3.3 Island Authorities

There is an option on the application form asking if your preference would be to return to an island Local Authority for your probationary period. If this is the case, put this Local Authority in your preference 1 option followed by your other preferences. Please be advised there is no guarantee that you will be allocated your first preference but it will be noted.

5.3.4 Preference Choices

There are 32 Local Authorities from which you need to choose five preferences. [View a map of Scottish Local Authorities.](#)

Think carefully about your location and circumstances. You may wish to take this as an opportunity to relocate for your probationary year to see more of Scotland. Thinking through practicalities like transport links and commuting times is also a good idea.

For example, if you live in Edinburgh and would prefer not to relocate for your probationary year choose The City of Edinburgh as your first choice authority and the four authorities closest to Edinburgh.

Remember you could be given your fifth choice Local Authority so make sure all your choices are 'doable'. Discussing this and the implications with friends and family can help – you may need their support!

No matter whether you choose **five** preferences or the preference waiver option, you still need to think about the following:

5.3.5 Fluency in Gaelic

By choosing this option you confirm that you are fluent in Gaelic. See C1/2 levels and the Learn Gaelic CLAG link in the application form for more information. There is a section addressing language fluency in our *So you want to teach in Gaelic?* booklet.

5.3.6 Denomination

Denominational approval is needed by the Catholic Church. [Please check the SCES website](#) for the requirements in different Local Authorities.. We cannot guarantee a placement at a denominational school.

5.3.7 Catholic Teaching Certificate

At this point you should indicate whether you have or are in the process of gaining a Catholic Teacher Certificate.

6. Step 5 - Fitness to Teach

As part of the registration process, GTC Scotland will receive certain information from Disclosure Scotland about criminal convictions you have or criminal charges you are

currently facing. However,, we ask you to tell us about these criminal charges or convictions below, as part of your application.

Don't panic if you fall into this category – it is better to be open and honest from the outset.

There is comprehensive guidance on the student application form and [in the Regulation section of our website](#) about what should be disclosed and the information we require about the disclosure.

If you don't declare to ourselves or Disclosure Scotland and we get vetting information back stating a criminal conviction, then questions could be asked about your honesty and subsequent professionalism.

Some criminal conviction information may be exempt from disclosure so will not be included in the information that Disclosure Scotland provides and therefore you do not have to declare it.

In order that you are fully aware of which convictions you do and do not need to tell us about, we would recommend that you review the [Disclosure Scotland Guidance on criminal convictions](#).

In brief, you must tell us about:

1. Criminal charges which have been raised against you but have not yet resulted in a conviction or caution.
2. Unspent convictions or cautions – a conviction which has not yet passed what is known as the 'rehabilitation period' and so it can be disclosed at any level of disclosure. [The guidance here may assist you in assessing whether your conviction is unspent](#).
3. Spent convictions that are listed on the [Disclosure Scotland A1 list](#). If the conviction is on this list, it must always be disclosed. These convictions, although spent will never become protected.
4. Spent convictions listed on the [Disclosure Scotland B1 list](#). A spent conviction for these offences should be disclosed to us **unless** either of the following rules apply:
 - a. You received the conviction more than 15 years ago and were 18 years or over at the date of the conviction.
 - b. You received the conviction more than 7 ½ years ago and were under 18 years at the date of the conviction.

Please note, if you have successfully applied to a Sheriff Court to have a conviction removed from your Disclosure Certificate you do not need to declare this conviction, whether it is on the A1 or B1 list.

If you are unsure of whether you need to disclose something, please seek independent legal advice.

7. Step 6 – Upload ID Documents

All student teachers are required to be a member of the PVG Scheme, as work with children is included in the vulnerable groups category.

You will have joined the PVG Scheme through your Higher Education Institution as part of going out on student placement, However, GTC Scotland requires to make our own checks and as such we will ask you to apply for an Existing PVG (EPVG) certificate when you apply for provisional registration with us.

As part of completing our application you are required to upload three ID documents, one of which must be photographic, which confirms your name, date of birth and current address.

Examples of valid documents include:

- Date of birth and name: birth certificate, passport, national ID card, driver's license
- Photographic: passport, national ID card, photo driver's license
- Current address: a bill, bank statement, credit card statement

We will check these documents and you will receive an email containing a link from Disclosure Scotland inviting you to apply for an EPVG certificate.

It is extremely **important** to note that you must complete your EPVG application within 7 days of receiving the email from Disclosure Scotland. The link will expire after this time and if it has not been used another will need to be sent. Please advise us of any expired links as soon as possible to avoid delays in the processing of your application.

We are a relatively small department dealing with around 4,000 applications, therefore, the link may not be sent to you until several days after you have submitted your application. We advise you keep a close eye on your inbox and also regularly check junk mail in the days following the submission of your application to us in order that you don't miss it.

Always keep your EPVG certificate safe as you will need to recall information from it in the future.

8. Step 7 – Disability and Exceptional Circumstances

Ticking the Disability and/or Exceptional Circumstances boxes does not guarantee you will be placed in your first or second choice Local Authority. A panel will consider your circumstances and make a decision. We try to be as fair as possible.

8.1 Disability

Completion of this part of the application is voluntary and the information given will be dealt with in a confidential manner. The information will be passed to your allocated Local Authority so that they can arrange for any reasonable adjustments to be made.

8.2 Exceptional Circumstances

If you have any exceptional circumstances to tell us about (e.g. you are a carer or have a medical condition) please let us know about this so we can take it into consideration.

9. Step 8 – Payment of Registration Fee

We ask for direct debit details in order to collect the registration administration fee (the current fee is £65) which is due around June/July after you have successfully passed your course. If it is not paid, you will not be registered and will be unable to enter the classroom.

Sort Code

Please remove all dashes from your Sort Code, for example, 30-21-56 would be input as 302156.

10. Step 9 - Declaration

You are required to read and tick this page before submitting your application form.

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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