



Partnership Application Form for Entry to all Initial Teacher Education awards

All parts of this application form must be completed. Incomplete applications will be returned. If you are accepted, you will need to register with the **Disclosure and Barring Service** (formerly CRB). You will be responsible for any payment required by the DBS for this service. A place on the course is subject to a receipt of a satisfactory DBS check.

NOTE: **Please complete this form in BLOCK CAPITALS IN BLACK INK or electronically.**

| | |
|--|------------------------|
| Mr/Mrs/Miss/Ms/other | Surname |
| | First names |
| Date of birth | Nationality |
| Address for correspondence | Postcode |
| Tel. No. (home) | Tel. No. (work) |
| Tel. No. (mobile) | |
| E-mail: (Please ensure your email is clear and accurate. We will use this email to contact you before, during and after your course, so please choose one that you check regularly and will continue to use.) | |

Course or programme applied for: (Please tick the relevant box)

| ✓ | Course title | Description |
|---|--|--|
| | Preparatory Certificate in Education and Training - equivalent to PTLLS | 14 weeks – this part time course is designed to give you a taster of teaching and prepare you to teach. It is the equivalent of the PTLLS qualification and also covers all the requirements of the new Award in Education and Training . A level 3 qualification in your subject area and 5 GCSEs including English are normally expected. |
| | Introductory Certificate in Education and Training - equivalent to CTLLS/CET | Up to 24 weeks – This part time course is designed to follow a defined selection of the national standards in post 16 education & training. It is equivalent to the CTLLS qualification and also covers all the requirements of the new Certificate in Education and Training . It is suitable for anyone who has a limited role in teaching, training and tutoring, or where teaching /training is only a part of your job. This would include working with prepared training materials and delivering single subject training programmes. A level 3 qualification in your subject area and 5 GCSEs including English are normally expected. |
| | Intermediate Certificate in Teaching, Learning and Assessment | One year part time – this award is suitable if you do not need a full teaching qualification such as the Cert Ed/PGCE, but would like to leave the way open to progress to the full award in the future. You need to be undertaking a full teaching role with 75 hours teaching commitment during the year. Teaching is normally paid but under some circumstances voluntary placements may be accepted. A level 3 qualification in your subject area and 5 GCSEs including English are expected. |
| | Certificate in Education (Education and Training) – equivalent to DTLLS/DET | Two year part time – this award is suitable if you are not a graduate but are a teacher/trainer undertaking a full teaching role with 75 hours teaching commitment per year of the two-year course (150 hrs in total). Teaching is normally paid but under some circumstances voluntary placements may be accepted. A level 3 qualification in your subject area and 5 GCSEs including English are expected. |
| | Post Graduate Certificate in Education (Education and Training) – equivalent to DTLLS/DET | Two year part time – this award is suitable if you are a graduate and are a teacher/trainer undertaking a full teaching role with 75 hours teaching commitment per year of the two-year course (150 hrs in total). Teaching is normally paid but under some circumstances voluntary placements may be accepted. Entry requirements for Post Graduate study apply, i.e. you need an honours degree, 5 GCSEs including English and an appropriate qualification in your teaching subject (minimum Level 3 in the National Qualifications Framework). |

All programmes require the ability to communicate fluently, accurately and effectively in professional spoken English.

SECTION 1: What are your teaching subject(s)?

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|--|

SECTION 2: What qualifications do you have in the subject area(s)? Please give specific information with dates, qualifications obtained, etc. (most recent first). You must have a qualification in your teaching subject at National Qualifications Framework Level 3 or above. If it is not clear at what level your qualification is rated, you must provide authoritative confirmation of level.

| Date(s) from/to | Qualifications achieved | Level |
|-----------------|-------------------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

N.B. Copies of any relevant qualifications related to your teaching area must be enclosed.

SECTION 3: EDUCATION (not already identified in related to teaching subject area) e.g. GCSEs, A-Levels etc. Please also indicate grade achieved, e.g. English GCSE grade C). A GCSE or equivalent level 2 award in English is a mandatory requirement of this programme for teacher education.

| Dates from/to | Establishment or organisation | Subjects studied and qualifications achieved | Grade |
|---------------|-------------------------------|--|-------|
| | | | |

SECTION 4: CAREER

Include part-time, day or evening, together with career breaks which may have added to your experience. Any teaching or training activity should appear here.

| Dates from/to | Position | Employer | Brief description of duties |
|---------------|----------|----------|-----------------------------|
| | | | |

SECTION 5: Do you teach already? Yes/No

If you have answered **NO** you may be able to apply for:

- the Preparatory Certificate, which requires no teaching hours;
- the full time programme, for which you will need a teaching placement for **150 hours**;
- a part time programme, for which you will have to secure a teaching placement for **30 hours** (Introductory Certificate) or **75 hours** (Intermediate Certificate) or **75 hours per year** (Cert Ed/PGCE).

If you have answered **YES**, please note that it is a requirement to be teaching a minimum of **30 hours** for the Introductory Certificate and **75 hours per academic year** for the Intermediate Certificate and the two-year programme.

| | |
|--|--|
| How long have you been teaching? (years/ months) | |
| How many hours per week/month? | |
| Where do you teach? | |
| What courses/qualifications do you teach? | |

NOTE:

Teaching must be available in a suitable setting and must meet the criteria set out as appropriate for the award you are applying for. All applicants except for the Preparatory Certificate will be required to complete the Confirmation of Teaching Hours and Mentor Allocation form (Appendix 1 to this form). Alternatively, if teaching hours are not yet guaranteed at this stage, then you are required to complete the Provisional Offer of Teaching Hours form (Appendix 2) which confirms in principle the teaching hours for the programme (voluntary or paid).

SECTION 6: Referees

Names and full addresses of two referees (**not** relatives), one of whom should complete and return the reference form (Appendix 3 at the end of this application form). It is expected that if you currently teach, the supplied reference will be from your teaching institution.

| Referee 1 | Referee 2 |
|----------------------------|----------------------------|
| Name | Name |
| Relationship to you | Relationship to you |
| Address | Address |
| Email | Email |
| Tel. | Tel. |

SECTION 7: Disability

You have the right not to disclose your disability or to request that the existence or nature of your disability be treated as strictly confidential and therefore not shared with relevant staff across the college. However, if your disability impacts upon professional fitness to train/practice standards you are personally responsible for disclosing relevant information about your disability in line with professional accreditation requirements.

The college is committed to making reasonable adjustments to enable students with disabilities to participate fully on the course and in student life. This is most effective when the college is informed of a student's disabilities prior to enrolment, particularly where it is anticipated that because of their disability/ies, the student may face difficulties meeting competence standards and/or professional requirements of the course.¹ If you would like to have a confidential discussion with a member of the college's Disability Advisory Service to understand the demands and professional requirements of the course, concerns about your disability or health problems and whether you are likely to require adjustments and the type of adjustments available, please confirm in the box below.

| | |
|--|--|
| Do you consider yourself to have a disability(ies) | |
| Do you consider yourself to have a health problem(s) that may affect your ability to complete the course? | |
| Please set out details of your disability(ies) or health problem(s) | |
| Please provide details of any special arrangements/adjustments you require | |
| Would a confidential discussion with the college's Disability Advisor be helpful? | |

¹ Appendix 4 contains the Trainee Conduct & Professionalism Agreement that each student is required to sign and comply with throughout the course.
2017-18-teacher-training-application-form-updated

SECTION 8: How did you learn about the course? (e.g. careers guidance, previous student, college website, UCLan website). Please specify:

SECTION 9: Do you require information on childcare facilities offered by the college?

SECTION 10: At which of the following course times would you prefer to attend?

| | |
|--|--|
| Certificate in Education and Training, Preparatory (PET) – Wednesday 3-6pm (Starting January 4 th 2017) | Certificate in Education and Training, Preparatory (PET) – Wednesday 3-6pm (Starting April 26 th 2017) |
| PGCE/Cert Ed with PTLLS/PET Level 4 or equivalent – Tuesday 5.30-8.30pm (starting 5 th September 2017) | PGCE/Cert Ed with no prior teaching qualification – Tuesday 1.30-4.30pm (starting 5 th September 2017) |
| Introductory Certificate in Education and Training - Tuesday 1.30-4.30pm (starting 5 th September 2017) | Intermediate Certificate in Education and Training – Tuesday 1.30-4.30pm (starting 5 th September 2017) |

SECTION 11: Personal Statement in support of your application (relevant to all applicants)

(250 words). This section of your application is as important as your formal qualifications. Please complete it as comprehensively as possible. Please use paragraphs and check your writing for accuracy. **If this statement is not included we cannot process your application.**

Please write about all of the following:

- Why you would like to train as a teacher at this time and what your career intentions are;
- The skills that you would bring to the course which are relevant to teaching/training
- What you hope to gain from the course.

SECTION 12: Declaration

I declare that the information given in this application is correct and is my own work.

Either

- My completed Provisional Offer of Teaching Hours form
- OR**
- My completed Confirmation of Teaching Hours and Mentor Allocation form

is attached (not required for Preparatory Certificate applications).

I have attached copies of my qualifications in relation to my teaching subject area as follows:

| |
|--|
| |
| |
| |

| | |
|------------------|-------------|
| Signature | Date |
|------------------|-------------|

- I have included:
- | | |
|--|---|
| Completed form with personal statement | <input type="checkbox"/> |
| Copies of my certificates | <input type="checkbox"/> |
| Reference | <input type="checkbox"/> OR Reference to follow <input type="checkbox"/> |

Please return this completed application form to:

| |
|--|
| |
|--|

If you would like more in-depth information about any of the above courses, please contact:

| | |
|----------------------------------|--|
| Course leader – part time | |
| Course leader – full time | |
| Administrator | |

Confirmation of Teaching Hours and Mentor Allocation

| | |
|-----------------------------------|--|
| Applicant's name: | |
| College of attendance: | |
| Applicant's email address: | |
| Applicant's signature: | |

PART 1 Confirmation of teaching hours

This is an **Initial Teacher Education** programme and, in order to be eligible, applicants must have teaching practice within the FE & Skills Sector for:

| Programme | Teaching Hours per academic year |
|---|----------------------------------|
| Full time Post Graduate Certificate in Education (Education & Training)/(Maths: Numeracy) | 150 |
| Full time Certificate in Education (Education & Training)/(Maths: Numeracy) | 150 |
| Part time Post Graduate Certificate in Education (Education & Training) (Maths: Numeracy) | 75 |
| Part time Certificate in Education (Education & Training) (Maths: Numeracy) | 75 |
| Intermediate Certificate in Teaching, Learning and Assessment | 75 |
| Advanced Certificate in Teaching Mathematics: Numeracy | 75 |
| Introductory Certificate in Education and Training | 30 |

This form confirms the teaching hours for this academic year and must be authorised by a Senior Manager from the Institution where the teaching is carried out. If teaching is taking place in more than one centre, please obtain the signature of a manager in the Institution where the majority of the teaching is being undertaken. All teaching must provide appropriate opportunities for you to achieve the award.

Please include below full details of teaching you will be undertaking during the academic year. Once your teaching is confirmed, this form must be completed **by 30 September** at the latest, in order to enrol on the programme.

| Name & Type of Institution | Subjects to be taught | Levels to be taught | No. of students | No. of hrs per week | Dates | |
|---------------------------------|-----------------------|---------------------|-----------------|---------------------|-------|----|
| | | | | | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL HOURS for the year | | | | | | |

INSTITUTIONAL SUPPORT: signature required from a Senior Manager at the Institution where employed as a teacher or working on a voluntary basis.

This application has my full support and I am able to confirm that the above will be employed or working on a voluntary basis at this college/school/centre in a teaching capacity:

| | |
|-------------------------------------|-----------------------------|
| Signature of Senior Manager: | Name (please print): |
| Email address: | Date: |
| Position: | Institution: |

PART 2 Confirmation of mentor arrangements

Details of proposed Subject Specialist Mentor (who must be PGCE/Cert Ed/DTLLS qualified) at your place of employment or placement setting.

Your mentor must be willing to undertake mentor training, which includes observation training. Please note that we will contact your mentor to check that they are willing to take on this role and are suitably qualified. A subject specialist mentor is required for all students undertaking Initial Teacher Education.

| | |
|---|---|
| Name of mentor | |
| Job role | |
| Teaching qualification ✓ | PGCE <input type="checkbox"/> Cert Ed <input type="checkbox"/> DTLLS <input type="checkbox"/> |
| Experience of teaching mentee's subject area and level of qualifications being taught | |
| Organisation/place of work | |
| Full work address | |
| Tel. | |
| Email (please write clearly – for use by college and UCLan) | |
| Signature of mentor: | I agree to undertake the mentoring role for this trainee teacher. |
| Date: | |

Notes for mentors

Initial Teacher Education programmes require that every trainee teacher is supported by a subject specialist mentor. This includes setting regular times to work with your mentee and carrying out a minimum of two observations of the mentee during their teacher training. You will need to attend training if you are a new mentor. We very much appreciate your contribution to your mentee's development as a teacher and hope that you find it a mutually beneficial arrangement.

What does being a mentor involve?

1. Participate in mentor training and subject specialist observation training at the college.
2. Work with your mentee during their course to support their induction into the institution /department and advise them on materials, lesson planning, schemes of work and assessment.
3. Discuss subject specific issues and teaching strategies.
4. Set times for regular meetings with your mentee. Your mentee will keep a record of these meetings in their log.
5. Carry out one subject specialist observation per year for part time trainees, or two for full time trainees.
6. Attend mentor meetings during the year to support the process.

**PLEASE COMPLETE AND RETURN TO:
PROGRAMME LEADER**

Appendix 2

UCLan Initial Teacher Education Programmes

Provisional Offer of Teaching Hours

This is an **Initial Teacher Education** programme and, in order to be eligible, applicants must have teaching practice within the FE & Skills Sector for:

| Programme | Teaching Hours per academic year |
|---|----------------------------------|
| Full time Post Graduate Certificate in Education (Education and Training) | 150 |
| Full time Certificate in Education (Education and Training) | 150 |
| Part time Post Graduate Certificate in Education (Education and Training) | 75 |
| Part time Certificate in Education (Education and Training) | 75 |
| Intermediate Certificate in Teaching, Learning and Assessment | 75 |
| Introductory Certificate in Education and Training | 30 |

This form sets out an agreement in principle and must be authorised by a Senior Manager from the institution where the teaching is carried out. If teaching is taking place in more than one centre, please obtain the signature of a manager in the Institution where the majority of the teaching is being undertaken.

For the full time programme this teaching will be an unpaid placement; on the part time programme you should normally be employed as a teacher/trainer. However, under certain circumstances voluntary, unpaid teaching is acceptable. All teaching must provide appropriate opportunities for you to achieve the award.

This form should be completed even if your teaching is dependent upon short term contract/s which will not be finalised until shortly before commencement. In this case, the form should detail anticipated teaching and should be returned with the application form. **Once your teaching is confirmed, you will need to complete a CE2 form by 30 September at the latest, in order to enrol on the programme.**

Applicant's Name: _____

Nominated College of Attendance: _____

Applicant's Signature: _____

Please include below full details of teaching you will be undertaking during the academic year:

| Name & Type of Institution | Subjects Taught | Levels taught | No. of Students | How many hours from Sept 2015 – June 2016? |
|----------------------------|-----------------|---------------|-----------------|--|
| | | | | |
| | | | | |
| | | | | |

INSTITUTIONAL SUPPORT: signature required from a Senior Manager at the Institution where you will be employed as a teacher or working on a voluntary basis.

This application has my full support and I am able to agree in principle that the above will be employed or working on a voluntary basis at this College/Centre in a teaching capacity:

| | | | |
|----------------|--|----------------------|--|
| Signature: | | Name (please print): | |
| Email address: | | Date: | |
| Position: | | Institution: | |

Appendix 3**REFERENCE**

| | |
|----------------------------------|--|
| Name of intending student | |
| Course applied for | |

To Referee:

The above named person has applied for an initial teacher training course with the University of Central Lancashire at College. Please state in your reference the suitability of this person for this course.

| | |
|---|-------------|
| Name of Referee | |
| Contact details | |
| Relationship of referee to applicant | |
| How long have you known the applicant? | |
| Reference | |
| | |
| Signature of Referee | |
| Name (please print) | Date |

Appendix 4

Trainee Conduct and Professionalism Agreement

You are embarking on a course of professional training and need to behave as a professional throughout your course. For part of the time you are a teacher (in your placement setting and while teaching) and for part of the time you are a student (whilst attending your course). However, the professional standards expected of you apply consistently and are higher than if you were on many other courses. You are also required to comply with the regulations and expectations for conduct of the university, the college and your placement institution.

You therefore need to read and agree to the following (you will sign this at the start of your course):

1. I agree to comply with the code of professional practice and all relevant professional standards – see links below.
2. I understand that I am expected to attend the whole course. Absence from the course could jeopardise my chances of successfully meeting the assessment criteria.
3. I will give my tutor and mentor advance notice of and reasons for any reasonable absence from my teaching practice or input sessions.
4. I understand that if I am absent because of illness or some unavoidable reason, it is my responsibility to make up the work I have missed.
5. I am aware that on my placement I am representing the college and the teaching profession, and that my conduct and behaviour reflects on them as well as on me.
6. I will arrive on time to all my teaching practice and course input sessions.
7. I will arrive at all my teaching practice lessons fully prepared, with a completed session plan and all my materials and equipment.
8. I will be responsible for all college/placement materials and equipment used in the teaching practice classroom/workshop and for their safe storage.
9. I will be responsible for maintaining registers for the sessions I teach.
10. I will not arrive at my teaching practice or course sessions under the influence of drugs or alcohol.
11. I will dress appropriately for all my teaching practice sessions, following the dress code of my placement setting.
12. I will show respect to students, staff and fellow course members regardless of race, religion, politics, sexual orientation or gender.
13. I will work co-operatively with my mentor and other tutors to plan, maintain records, collect and mark students' work and prepare for examinations.
14. I will behave respectfully and quietly when observing other teachers' classes and respect confidentiality.
15. I understand that I need to maintain a professional personal internet presence and will adhere to the UCLan partnership social networking guidelines and those of my placement.
16. I understand that I may only record input sessions with the prior permission of the tutor, and that this recording may only be used for personal academic purposes.
17. I will obtain informed consent from my learners before audio or video recording my own teaching (see course handbook).
18. I accept that this list is non-exhaustive and I agree to comply with further requirements providing they are reasonable and within the conduct and/or standards expected of a teacher.

You are also referred to the following key documents and regulations:

- Education and Training Foundation *Professional Standards 2014* <http://www.et-foundation.co.uk/supporting/programmes/professional-standards/>
- Department for Education *Teachers' Standards 2011* (for school teachers) *Part 2 Personal and Professional conduct* https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf
- UCLan *Regulations for the Conduct of Students* https://www.uclan.ac.uk/students/life/assets/aqasu_student_reggs.pdf
Please note particularly the Fitness to Practise procedure https://www.uclan.ac.uk/students/life/files/Fitness_to_Practise_Procedure.pdf and the Code of Practice for Personal Internet available at Schedule C of http://www.uclan.ac.uk/students/life/files/Rules_for_the_use_of_IT_facilities.pdf