

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 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)	
Email: (please ensure your email is clear and accurate)	

Disclosure and Barring Service

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes

No

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

✓	Course title	Description
	Preparatory Certificate in Education and Training - equivalent to PTLLS	10 - 12 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 years 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.
	Certificate in Education (Mathematics: Numeracy) equivalent to maths specialist DTLLS/DET	* Maths applicants will also need BA/B.Sc /B.Ed. in mathematics or 'A' Level mathematics grade A-E or Level 3 knowledge and skills in Mathematics (ascertained at assessment / interview) and GCSE maths.
	Certificate in Education (English: Literacy) equivalent to English specialist DTLLS/DET	* English: Literacy applicants will require Level 3 knowledge and skills in the English language (ascertained at assessment/interview) and a Level 3 (QCF) qualification in a related subject, as a minimum. If some of the teaching is to be undertaken in a subject other than Literacy/Functional English, this qualification must be in this teaching subject specialism.
	Post Graduate Certificate in Education (Education and Training) – equivalent to DTLLS/DET	Two years 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).
	Post Graduate Certificate in Education (Mathematics: Numeracy) – equivalent to maths specialist DTLLS/DET	* Maths applicants will also need, BA B.Sc /B.Ed. in mathematics or 'A' Level mathematics grade A-E or Level 3 knowledge and skills in Mathematics (ascertained at assessment / interview) and GCSE maths.
	Post Graduate Certificate in Education (English: Literacy) equivalent to English specialist DTLLS/DET	* English: Literacy applicants will also need an honours degree or equivalent (sufficient credits at appropriate levels 4,5,6), Level 3 knowledge and skills in the English language (ascertained at assessment/interview) and a Level 3 (QCF) qualification in their teaching subject specialism, if some of the teaching is to be undertaken in a subject other than Literacy/Functional English.

	<p>Certificate in Education (Education and Training) – equivalent to DTLLS/DET</p>	<p>One year full-time – this award is suitable if you are not a graduate but wish to enter the teaching profession through a full-time award. The full-time programme requires trainees to undertake two full days of teaching placement (voluntary teaching) each week with the remaining three days being used for classroom based learning and private study. A level 3 qualification in your subject area and 5 GCSEs including English are expected.</p> <p>* Maths applicants will also need, BA/B.Sc /B.Ed. in mathematics <u>or</u> 'A' Level mathematics grade A-E <u>or</u> Level 3 knowledge and skills in Mathematics (ascertained at assessment / interview) and GCSE maths.</p> <p>* English: Literacy applicants will require Level 3 knowledge and skills in the English language (ascertained at assessment/interview) and a Level 3 (QCF) qualification in a related subject, as a minimum. If some of the teaching is to be undertaken in a subject other than Literacy/Functional English, this qualification must be in this teaching subject specialism.</p>
	<p>Certificate in Education (Mathematics: Numeracy) – equivalent to maths specialist DTLLS/DET</p>	
	<p>Certificate in Education (English: Literacy) equivalent to English specialist DTLLS/DET</p>	
	<p>Post Graduate Certificate in Education (Education and Training) – equivalent to DTLLS/DET</p>	<p>One year full-time – this award is suitable if you are a graduate and wish to enter the teaching profession through a full-time award. The full-time programme requires trainees to undertake two full days of teaching placement (voluntary teaching) each week with the remaining three days being used for classroom based learning and private study. 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).</p>
	<p>Post Graduate Certificate in Education (Mathematics: Numeracy) – equivalent to maths specialist DTLLS/DET</p>	<p>* Maths applicants will also need, BA / B.Sc / B.Ed. in mathematics <u>or</u> 'A' Level mathematics grade A-E <u>or</u> Level 3 knowledge and skills in Mathematics (ascertained at assessment / interview) and GCSE maths.</p>
	<p>Post Graduate Certificate in Education (English: Literacy) equivalent to English specialist DTLLS/DET</p>	<p>* English: Literacy applicants will also need an honours degree or equivalent (sufficient credits at appropriate levels 4,5,6), Level 3 knowledge and skills in the English language (ascertained at assessment/interview) and a Level 3 (QCF) qualification in their teaching subject specialism, if some of the teaching is to be undertaken in a subject other than Literacy/Functional English.</p>
	<p>Advanced Certificate in Teaching Mathematics: Numeracy – equivalent to standalone maths Level 5 certificate</p>	<p>Approximately one and a half years part-time - this subject specialist maths award is suitable if you already have a teaching qualification such as Cert Ed, PGCE, DTLLS. The programme requires trainees to undertake 75 hours of maths teaching over the duration of the programme. Applicants will need BA/B.Sc /B.Ed. in mathematics <u>or</u> 'A' Level mathematics grade A-E <u>or</u> Level 3 knowledge and skills in Mathematics (ascertained at assessment/interview), a level 3 qualification in a related subject area and 5 GCSEs including English and Maths.</p>
	<p>Advanced Certificate in Teaching English: Literacy – equivalent to standalone English Level 5 certificate</p>	<p>Approximately one and a half years part-time - this subject specialist English: Literacy award is suitable if you already have a teaching qualification such as Cert Ed, PGCE, DTLLS. The programme requires trainees to undertake 75 hours of English teaching over the duration of the programme. Applicants need Level 3 knowledge and skills in the English language (ascertained at assessment/interview), a Level 3 (QCF) qualification in a related subject, as a minimum and five GCSEs at Grade C and above, or equivalent, to include English.</p>

All programmes require the ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent).

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 relation 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, and 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 Advanced Certificate, Maths: Numeracy) 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, 75 hours for the Intermediate Certificate or Advanced Certificate and 75 hours per academic year for 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?	

SECTION 8: How did you learn about the course?

(e.g. careers guidance, previous student, college website, UCLan website). Please specify:

¹ Appendix 4 contains the Trainee Conduct & Professionalism Agreement that each student is required to sign and comply with throughout the course.

SECTION 9: At which of the following course times would you prefer to attend?

Daytime

Evening

SECTION 10:

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 11: 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
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I have included: Completed form with personal statement
Copies of my certificates OR Reference to follow
Reference

Please return this completed application form to:

HE Team Burnley College Princess Way Burnley BB12 0AN

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

Course leader – part time	Claire Brightley c.brightley@burnley.ac.uk 01282 733368
Course leader – full time	Abigail Thomasson a.thomasson@burnley.ac.uk 01282 733189
Course leader – Maths/numeracy English/literacy	Claire Brightley c.brightley@burnley.ac.uk 01282 733368
Administrator	Jacque Duckworth he.admin@burnley.ac.uk 01282 733143

Appendix 1

UCLan Initial Teacher Education Programmes 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)(English/literacy)	150
Full-time Certificate in Education (Education & Training)/(Maths: Numeracy) (English/literacy)	150
Part-time Post Graduate Certificate in Education (Education & Training) (Maths: Numeracy) (English/literacy)	75
Part-time Certificate in Education (Education & Training) (Maths: Numeracy) (English/literacy)	75
Intermediate Certificate in Teaching, Learning and Assessment	75
Advanced Certificate in Teaching Mathematics: Numeracy/English/literacy	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:

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

Please Complete this page if you have been offered potential teaching hours which will be confirmed nearer to the start of the course. please note, it does not apply to applications for Preparatory and Intermediate Certificates.

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 & Training)(Maths: Numeracy) (English:literacy)	150
Full-time Certificate in Education (Education & Training)(Maths: Numeracy)(English:literacy)	150
Part-time Post Graduate Certificate in Education (Education & Training)(Maths:Numeracy) (English:literacy)	75
Part-time Certificate in Education (Education & Training)(Maths:Numeracy)(English:literacy)	75
Intermediate Certificate in Teaching, Learning and Assessment	75
Advanced Certificate in Teaching Mathematics:Numeracy/English:literacy	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.

Applicants 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_regs.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