# Assessment Only Route for Primary to QTS

# Application Form 2018-2019

CVPA SCITT cannot evaluate your application unless you have provided evidence that you have the necessary academic qualifications and that the school provides a suitable environment for assessment to enable you to reach the Teaching Standards for the award of Qualified Teacher Status (QTS).

CVPA SCITT cannot approve your application until all declarations have been signed and all necessary information and supporting documents received.

Please read the CVPA SCITT Guidance notes before completing the application form.

All documents and completed application form should either be posted to CVPA SCITT or signed, scanned and emailed to:

**Post:** Chepping View Primary Academy SCITT **Email:** [**jkettle@cvpa.school**](mailto:jkettle@cvpa.school)

Cressex Road

High Wycombe

Buckinghamshire

HP12 4PR

The application must include:

|  |  |
| --- | --- |
| **Documents** | **🗸** |
| Documentation to show that you have achieved a standard equivalent to grade 4 / C in the GCSE examinations in English, maths and science. |  |
| Documentation to show that you have a UK first degree or equivalent qualification. |  |
| References/testimonials from 2 schools you have taught in prior to applying for the AO route, including names and contact details. |  |
| At least 2 lesson observations, written to the Teachers’ Standards, for lessons recently taught by the candidate within the age range in which QTS assessment is sought. These can be completed using a school lesson observation form or the CVPA SCITT form which can be downloaded from the AO section of the website. |  |
| A signed Partnership Agreement from a school willing to support you in working towards QTS (available to download from the website). The agreement needs to be signed by both the candidate and the school. |  |
| All sections of this application form have been completed by the relevant parties, ie the candidate and the supporting partner school. |  |
| **Applicant Declarations**   * **I confirm that all the information I have provided on all documents is accurate.** * **I understand that information in this application may be stored on a database and made available to the Department for Education.**   **Signature**: **Date:** | |

If the candidate is to be a volunteer in the supporting partner school where they will undertake the AO route, then CVPA SCITT will carry out the required DBS check, prohibition check, health check and Child Disqualification Declaration form. Please see the AO Guidance notes for charges relating to these.

**Section A : To be completed by the candidate**

**Please ensure that all sections are completed fully and accurately.**

Details of ethnic group, age, gender and any disability enable CVPA SCITT and the DfE to monitor equal opportunities and is **not used as part of the decision making process.**

# Personal Details

Title (tick one): Dr ❑ Mr ❑ Mrs ❑ Miss ❑ Ms ❑ Other

Forename(s):

Surname:

Former surname:

*(if applicable)*

Reason for change of surname:

*(if applicable)*

Current address including postcode:

Email address:

Telephone numbers: Home:

Mobile:

Date of birth:

Current age: Years Months

Gender: Male ❑ Female ❑

National Insurance number:

Country of birth:

Nationality:

Does the candidate have a disability: Yes ❑ No ❑ Prefer not to say ❑

**If yes**, please outline the nature of the disability and whether the candidate is in receipt of a disability grant:

**Ethnic Group**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please select one of the following options: | | | | | |
| White British |  | Black or Black British, Caribbean |  | Asian or Asian British, Indian |  |
| White Irish |  | Black or Black British, African |  | Asian or Asian British, Pakistani |  |
| White Scottish |  | Other Black background |  | Asian or Asian British, Bangladeshi |  |
| Irish traveller |  | Mixed, White & Black Caribbean |  | Chinese or other ethnic background – Chinese |  |
| Other white background |  | Mixed, White and Black African |  | Other Asian background |  |
| Other ethnic background |  | Mixed, White and Asian |  | Not known |  |
|  |  | Other mixed background |  | Information refused |  |

# GCSE or Equivalent Qualifications

Please give details of **GCSE or equivalent qualifications** and when they were obtained.

All entrants to the primary teaching AO route must have attained the standard required for GCSE grade 4 / C in English, mathematics and science. If the candidate does not hold GCSE grade 4 / C or above, an equivalence test will need to be taken. See the AO Guidance notes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Qualification and Awarding Body or Details of Alternative Test or Assessment** | **Grade** | **Date of Award**  **or Assessment** | |
| **Month** | **Year** |
| English |  |  |  |  |
| Mathematics |  |  |  |  |
| Science |  |  |  |  |

# Other GCSEs and A-levels or equivalent qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Qualification/Awarding Body/**  **Other Form of Assessment** | **Grade** | **Date of Award** | |
| **Month** | **Year** |
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**Higher Education**

AO entrants must hold a UK degree or equivalent. If you are unsure whether a qualification is degree-equivalent, seek advice from NARIC.

Institution of study:

Degree-awarding body:

*(if different)*

Country of study:

Title of course:

Main subject: Percentage of course: %

*(approximately)*

Subsidiary subjects: Percentage of course: %

Percentage of course: %

Percentage of course: %

Percentage of course: %

Qualification obtained:

Degree class: ❑ First Class Honours ❑ Upper Second ❑ Lower Second

❑ Third ❑ Pass ❑ Ordinary

Date of study: From: To:

*(Month/Year)* *(Month/Year)*

Date of award:

**Qualifications other than from the UK**

* GCSE-equivalent school results: enclose a copy of the results certificate or transcript, plus any relevant supporting statements, eg NARIC statement of equivalence.
* Bachelors degree (or equivalent): enclose a copy of the degree plus any relevant supporting statements, eg NARIC statement of equivalence.
* Overseas teaching qualification (if the candidate has completed teacher training overseas): enclose a copy of the teaching qualification plus any relevant supporting statements, eg NARIC statement of equivalence. If the teacher is registered as a teacher in the overseas country, include a copy of the teacher registration or licence.

**I wish to apply for Primary QTS:**

Age phases – indicate one: ❑ 3-7 ❑ 5-11 ❑ 7-11

You must also show some knowledge and understanding of the age ranges immediately before and after the ones you are teaching. How have you addressed this requirement?

**Teaching Experience**

**Current teaching timetable in the school supporting the application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year Group** | **Pupil Numbers** | **Subject(s) Taught** | **Hours Per Week** | **Details of National Curriculum, Public Examinations** | **Overall Responsibility for the Class?** |
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**Has the candidate taught in other schools in the UK or overseas? If yes, please identify them on the following pages.**

**School 1**

Name and address of the school, including postcode/country as applicable:

Telephone: Fax:

Email:

Local authority:

Dates of employment at this school: From: To:

Did the candidate have sole responsibility for classes? Yes ❑ No ❑

Ofsted/ISI inspection report

Date of most recent inspection:

Overall effectiveness grade: Achievement and standards grade:

Teaching and learning grade: Leadership and management grade:

Number on roll: Age range: Forms of entry:

Please tick the box(es) that best describe the school:

❑ Primary ❑ Secondary ❑ Middle

❑ Special ❑ Non-Maintained Special ❑ Independent Other:

*(please specify)*

❑ Mixed ❑ Boys Only ❑ Girls Only

Is the school a:

❑ Teaching School ❑ Specialist School

If specialist, state subject:

**School 2**

Name and address of the school, including postcode/country as applicable:

Telephone: Fax:

Email:

Local authority:

Dates of employment at this school: From: To:

Did the candidate have sole responsibility for classes? Yes ❑ No ❑

Ofsted/ISI inspection report

Date of most recent inspection:

Overall effectiveness grade: Achievement and standards grade:

Teaching and learning grade: Leadership and management grade:

Number on roll: Age range: Forms of entry:

Please tick the box(es) that best describe the school:

❑ Primary ❑ Secondary ❑ Middle

❑ Special ❑ Non-Maintained Special ❑ Independent Other:

*(please specify)*

❑ Mixed ❑ Boys Only ❑ Girls Only

Is the school a:

❑ Teaching School ❑ Specialist School

If specialist, state subject:

**School 3**

Name and address of the school, including postcode/country as applicable:

Telephone: Fax:

Email:

Local authority:

Dates of employment at this school: From: To:

Did the candidate have sole responsibility for classes? Yes ❑ No ❑

Ofsted/ISI inspection report

Date of most recent inspection:

Overall effectiveness grade: Achievement and standards grade:

Teaching and learning grade: Leadership and management grade:

Number on roll: Age range: Forms of entry:

Please tick the box(es) that best describe the school:

❑ Primary ❑ Secondary ❑ Middle

❑ Special ❑ Non-Maintained Special ❑ Independent Other:

*(please specify)*

❑ Mixed ❑ Boys Only ❑ Girls Only

Is the school a:

❑ Teaching School ❑ Specialist School

If specialist, state subject:

**Supporting Statement from the candidate**

# Reflect on how well you feel you meet the Teachers' Standards and the AO criteria. Give details of any training still in progress. Explain how working in different schools has contributed to your overall understanding of effective teaching and learning.

**Section B : To be completed by the Partner school**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Yes** | **No** |
| The candidate must pass both the literacy and numeracy tests after the application and before acceptance onto the AO route. |  |  |
| If employing the candidate, the Partner school should confirm safer recruitment procedures have been followed, including verification of identity, taking up references, establishing the candidate’s right to work in the UK, review of employment history. |  |  |
| If employing the candidate, a DBS enhanced disclosure with list check has been carried out by the school or is in progress, and a police check for periods spent living overseas if appropriate.  NB: the enhanced DBS check must be re-done if the candidate changes role within the school, eg from TA to unqualified teacher.  Number of the enhanced DBS check for the candidate in the role of a teacher:    Date of issue: |  |  |
| The candidate:   * Has the intellectual and academic capabilities needed to meet the required Teachers’ Standards. * Possesses the appropriate qualities, attitudes and values expected of a teacher. * Can read effectively and is able to communicate clearly and accurately in Standard English both orally and in writing. |  |  |
|  |  |
|  |  |
| The candidate has at least 2 years’ teaching experience. (This may include teaching experience overseas but excludes support work eg as a TA.) |  |  |
| If the candidate originally qualified to teach overseas, has the school checked that s/he has taught in the maintained sector in England for long enough to gain the experience needed to meet the Teachers’ Standards fully? |  |  |

**Previous QTS Assessment**

CVPA SCITT will not accept candidates who have previously failed QTS assessment or withdrawn from a QTS programme unless there are exceptional circumstances. The school and CVPA SCITT must be provided with a written explanation from the previous provider outlining the reasons for withdrawal. The school must also provide evidence that the candidate is now more likely to succeed.

Has the candidate failed / withdrawn from a QTS course? Yes ❑ No ❑

If yes, give the name of the previous course and provider:

Has the previous provider given a written explanation? Yes ❑ No ❑

*(If yes, attach it to your application).*

Why do you think the candidate is now more likely to succeed?

# Candidate's Training

Please outline the training received by the candidate, with dates, from all the schools in which the candidate has taught.

**Supporting Statement from the Placement school**

Summarise why you believe the candidate is ready for assessment, giving details of the candidate's recent performance, shown through lesson observations and measured against the Teachers' Standards, and contributions to the school as a whole. Please submit two recent lesson observations with the application.

**AO Criteria A2.2**

Has the candidate secure evidence of successful teaching across the age range to be focused on in the assessment? ❑ Yes ❑ No

The permitted combinations of age range are:

* Ages 3-7
* Ages 5-11
* Ages 7-11 (Primary)

**AO Criterion A1.5**

Has the candidate taught in at least 2 schools, early years and/or further educational settings? At least one of these experiences should be a state sector school to enable the candidate to meet all the Teachers’ Standards.

❑ Yes ❑ No

If the school has identified targets to be met by the candidate before s/he is ready for the AO route, give brief details here:

**Representative of the Senior Leadership Team (Professional Tutor) at the school, responsible for overall co-ordination and monitoring of the AO route for this candidate:**

Name:

Position:

Organisation:

# Senior Leadership Team Representative (Professional Tutor): Skills Audit

1 = Very confident and experienced in the context of initial teacher training eg School Direct, HEI, PGCE.

2 = Good knowledge, some experience from initial teacher training, NQT induction and/or staff development.

3 = Some knowledge and/or experience but I need training and guidance on this to become fully effective in training a candidate for the AO.

4 = New to me. I will need training and guidance on this.

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| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
| My familiarity with the Teachers’ Standards. |  |  |  |  |
| My knowledge of subject teaching in the age range to be focused on with the candidate. |  |  |  |  |
| My familiarity with current national initiatives in educational policy and practice. |  |  |  |  |
| My experience in observing lessons against the Teachers’ Standards. |  |  |  |  |
| My experience in judging lessons against the Ofsted inspection criteria. |  |  |  |  |
| My experience in giving feedback based on a review of a teacher’s performance. |  |  |  |  |
| My experience in negotiating individual targets to improve a teacher’s or a trainee’s performance. |  |  |  |  |
| My experience in providing support for a teacher or trainee who is encountering difficulties in becoming an effective teacher. |  |  |  |  |
| My knowledge of how to develop a trainee teacher’s subject knowledge for teaching and learning. |  |  |  |  |
| My experience of being a lead/school-based trainer/professional tutor for any trainees undergoing primary teacher training. |  |  |  |  |
| My experience of being an induction mentor for NQTs. |  |  |  |  |
| My experience of being a mentor for a PGCE/School Direct or BEd trainee or other trainee programmes for primary teacher training. |  |  |  |  |
| Has the Professional Tutor undertaken any mentor training? If yes, indicate through which institution. | | | | |
| Give details of the Professional Tutor’s experience relating to the above. | | | | |
| I think my training needs for my work ahead of mentoring the candidate through the AO route are: | | | | |

**Mentor responsible for providing in-school guidance and monitoring:**

Name:

Position:

Organisation:

# Mentor: Skills Audit

1 = Very confident and experienced in the context of initial teacher training eg School Direct, HEI, PGCE.

2 = Good knowledge, some experience from initial teacher training, NQT induction and/or staff development.

3 = Some knowledge and/or experience but I need training and guidance on this to become fully effective in training a candidate for the AO.

4 = New to me. I will need training and guidance on this.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
| My familiarity with the Teachers’ Standards. |  |  |  |  |
| My knowledge of subject teaching in the age range to be focused on with the candidate. |  |  |  |  |
| My familiarity with current national initiatives in educational policy and practice. |  |  |  |  |
| My experience in observing lessons against the Teachers’ Standards. |  |  |  |  |
| My experience in judging lessons against the Ofsted inspection criteria. |  |  |  |  |
| My experience in giving feedback based on a review of a teacher’s performance. |  |  |  |  |
| My experience in negotiating individual targets to improve a teacher’s or a trainee’s performance. |  |  |  |  |
| My experience in providing support for a teacher or trainee who is encountering difficulties in becoming an effective teacher. |  |  |  |  |
| My knowledge of how to develop a trainee teacher’s subject knowledge for teaching and learning. |  |  |  |  |
| My experience of being a lead/school-based trainer/professional tutor for any trainees undergoing primary teacher training. |  |  |  |  |
| My experience of being an induction mentor for NQTs. |  |  |  |  |
| My experience of being a mentor for a PGCE/School Direct or BEd trainee or other trainee programmes for primary teacher training. |  |  |  |  |
| Has the Professional Tutor undertaken any mentor training? If yes, indicate through which institution. | | | | |
| Give details of the Professional Tutor’s experience relating to the above. | | | | |
| I think my training needs for my work ahead of mentoring the candidate through the AO route are: | | | | |

**Declarations**

**Supporting School**

I confirm on behalf of: **(School Name)**

that: **(Candidate’s Name)**

will be employed as a teacher/working voluntarily as a teacher at this school for the duration of the AO programme up to and including the date of final assessment.

I declare that:

* I have checked the certificates and other relevant qualifications documents and confirm that the candidate meets the entry requirements for the programme applied for.
* If employed by the school, the appropriate health checks, prohibition check, DBS check and Child Disqualification Declaration form have been completed by the school prior to registration on the AO route.
* The candidate is, in the opinion of this school, a suitable person to be a teacher.
* The school will provide the guidance and support required to prepare for assessment.
* The school will inform CVPA SCITT of any changes to the plans or provision for the AO programme.
* The school will inform CVPA SCITT if any cause for concern arises, so that appropriate action may be taken.
* The Headteacher and governing body of the school where the candidate will work have confirmed that they support this application and agree to the arrangements set out in this application.
* The Headteacher and governing body agree to the Partnership Agreement accompanying this application form and to the costings.

**Signed - Headteacher:**

**Print Name:**

**Position if not Headteacher:**

**Date:**

**Signed – Chair of Governors:**

**Print Name:**

**Date:**

# Candidate

I declare that:

* The information about my qualifications, background and experience in this application is true.
* I understand the terms and conditions of my acceptance onto the programme, the CVPA SCITT Partnership Agreement and my preparation for assessment, and agree to abide by them.
* I agree that the information in this application may be made available to the visiting tutor and accredited-provider assessor to enable them to assess me against the Teachers’ Standards for the award of QTS.
* I agree that the information in this application and CVPA SCITT tutor reports may be made available to Ofsted to enable them to carry out their quality assurance role of the Assessment Only Route.
* I do not already have Qualified Teacher Status.

**Signed - Candidate:**

**Print Name:**

**Date:**