

## Partnership Application Form for Entry to all Initial Teacher Education awards

Congratulations on choosing to apply for a teacher education qualification. All our courses are offered in partnership with the University of Central Lancashire, who have a long history of providing high quality teacher education.

- This application form can be used to apply for any of our courses.
- To help you select the right course to apply for, information on the range of courses can be found on page 3.
- There are a number of sections for you complete. All parts of this application form must be completed. Unfortunately, any incomplete applications cannot be processed and will be returned.

To help make sure you complete all sections you may like to use this checklist:

		✓
<b>Contact information</b>	Please ensure your contact details are clear and accurate	
<b>Disclosures and barring information</b>	Please read this information carefully	
<b>QTLS</b>	Please read this information carefully	
<b>Select your programme:</b>	Please read carefully the information about each programme and select the one you wish to apply for by ticking the relevant box	
<b>SECTION 1:</b>	<b>What is your teaching subject(s)?</b> Name the subject(s) you are teaching or would like to teach.	
<b>SECTION 2:</b>	<b>Do you teach already?</b> Please answer the questions about your current teaching role and hours	
<b>SECTION 3:</b>	<b>What qualifications do you have in the subject area(s) you wish to teach?</b>	
<b>SECTION 4:</b>	<b>Education history</b> (not already identified in related to teaching subject area)	
<b>SECTION 5:</b>	<b>Career/employment history</b>	
<b>SECTION 6:</b>	<b>Personal Statement</b> in support of your application (relevant to all applicants)	
<b>SECTION 7:</b>	<b>Referees:</b> please name 2 people who are prepared to act as a referee. A full written reference is required from one of your referees (see Appendix 3)	
<b>SECTION 8:</b>	<b>Disability Disclosure</b>	
<b>SECTION 9:</b>	<b>Marketing:</b> How did you learn about the course?	
<b>SECTION 10:</b>	<b>Childcare:</b> Do you require information on childcare facilities offered by the college?	
<b>SECTION 11:</b>	<b>Class times:</b> At which of the course times would you prefer to attend?	
<b>SECTION 12:</b>	<b>Declaration:</b> Please sign to declare that the information given in this application is correct and is your own work	
<b>Appendix 1</b>	<b>Part 1</b> Confirmation of Teaching Hours <b>Part 2</b> Mentor Allocation	
<b>Appendix 2</b>	<b>Reference:</b> Please ask one of your referees to write a full reference for you using the form provided	
<b>Appendix 3</b>	<b>Trainee Conduct and Professionalism Agreement:</b> Please read the agreement that you will sign at the start of your programme.	

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

**CONTACT INFORMATION**

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)		
<b>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.)</b> College Privacy Policy Link Ctrl <a href="https://www.runshaw.ac.uk/wp-content/uploads/2019/11/Privacy-Notice-Students-1.pdf">https://www.runshaw.ac.uk/wp-content/uploads/2019/11/Privacy-Notice-Students-1.pdf</a>		
How did you hear about the course?		

**DISCLOSURES AND BARRING INFORMATION:**

If you are accepted onto a teacher education programme, 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.

**DISCLOSURE**

The College has a duty of care to all learners. In view of this, all applicants are required to declare any criminal convictions (including fixed penalty driving offences). All information given will be treated as sensitive data under the General Data Protection Regulation.

**Please note that you must disclose any offence, whether these took place within or outside the UK, regardless of whether or not these appear on a DBS check.**

	YES	NO
• Do you have any criminal convictions (including fixed penalty driving offences)?		
• Are you currently the subject of any disciplinary investigation?		
• Have you ever had a disciplinary finding made against you?		
• Have you ever left an organisation before any outcome of a disciplinary or other investigation was known?		
• Have you ever had your employment terminated for unprofessional behaviour or misconduct?		
• Have you previously been enrolled on a teacher training programme that you did not complete or were excluded from?		

If you have answered **YES** to any of the above, you will be requested to provide full details. You will be required to complete a disclosures form, which must be placed in a sealed envelope marked **confidential**.

**IMPORTANT**

Before applying it is very important that you are clear about your future status, and the difference between QTS and QTLS. UCLan teacher education qualifications **do not** confer QTS status.

On achievement of the Certificate in Education or PGCE awarded by UCLan, qualified teachers in the Education and Training sector will be eligible to apply for QTLS (Qualified Teacher Learning and Skills) status through the [Society for Education and Training](#) (SET). It is not normally possible to gain QTLS in less than 6 months from the end of the course, as applicants must demonstrate their post-qualification development.

**Please read the information about each programme and select the one you wish to apply for:** (Please tick the relevant box)

✓	Course title	Description
	<b>Preparatory Certificate in Education and Training</b> - equivalent to PTLLS	<b>10 - 12 Weeks</b> – this part time course is designed to give you a taster of teaching and prepare you to teach. It is the equivalent of the former <b>PTLLS</b> qualification and covers all the requirements of the Level 3 <b>Award in Education and Training</b> . A level 3 qualification in your subject area and 5 GCSEs including English are normally expected. The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.
	<b>Introductory Certificate in Education and Training</b> - equivalent to CTLLS/CET	<b>Up to 24 weeks</b> –this part time course is designed to follow a defined selection of the national standards in 14+ education & training. It is equivalent to the former <b>CTLLS</b> qualification and covers all the requirements of the Level 4 <b>Certificate in Education and Training</b> . 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. Your teaching may be paid or undertaken as a voluntary placement. A level 3 qualification in your subject area and 5 GCSEs including English are normally expected. The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.
	<b>Intermediate Certificate in Teaching, Learning and Assessment</b>	<b>One-year part time</b> – 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. Your teaching may be paid or undertaken as a voluntary placement. A level 3 qualification in your subject area and 5 GCSEs including English are expected. The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.
	<b>Certificate in Education (Education and Training)</b> – equivalent to DTLLS/DET	<b>Two-year part time</b> – this award is suitable if you are <b>not a graduate</b> but are a teacher/trainer undertaking a full teaching role with at least 75 hours teaching commitment per year of the two-year course (150 hrs in total). Your teaching may be paid or undertaken as a voluntary placement. A level 3 qualification in your subject area and 5 GCSEs including English are expected. The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.
	<b>Post Graduate Certificate in Education (Education and Training)</b> – equivalent to DTLLS/DET	<b>Two-year part time</b> – this award is suitable if you are <b>a graduate</b> and are a teacher/trainer undertaking a full teaching role with at least 75 hours teaching commitment per year of the two-year course (150 hrs in total). Your teaching may be paid or undertaken as a voluntary placement. 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). The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.
	<b>Certificate in Education (Education and Training)</b> – equivalent to DTLLS/DET	<b>One-year full time</b> – this award is suitable if you are <b>not a graduate</b> 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. The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.
	<b>Post Graduate Certificate in Education (Education and Training)</b> – equivalent to DTLLS/DET	<b>One-year full time</b> – this award is suitable if you are <b>a graduate</b> 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). The ability to communicate fluently, accurately and effectively in professional spoken English (IELTS 7.5 or equivalent) is required.

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

Please note that **ALL applicants wanting to teach English** will have to complete an additional entry assessment to demonstrate their English language content knowledge and skills.

**Applicants wanting to teach maths** may be accepted without a degree/A-Level in maths on successful completion of an entry assessment.

## SECTION 1: WHAT IS YOUR TEACHING SUBJECT(S)?

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## SECTION 2: 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 Allocation of Teaching Hours and Mentor Nomination form (Appendix 1 to this form).

## SECTION 3: WHAT QUALIFICATIONS DO YOU HAVE IN YOUR TEACHING 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 Level 3 or above. **Please attach a copy of this to your application form.** 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 4: 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/4. A GCSE at grade C/4 or equivalent level 2 award in English is a mandatory requirement of this programme for teacher education. **Please attach a copy of your English qualification to your application form.**

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

**SECTION 5: CAREER/EMPLOYMENT HISTORY**

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 6: Personal Statement in support of your application (relevant to all applicants)**

- This section of your application is as important as your formal qualifications.
- Write approximately 250 words for your statement.
- 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 7: REFEREES

Names and full addresses of two referees (**not** relatives), one of whom should complete and return the reference form (Appendix 2 at the end of this application form). Please note that **it is your responsibility to ensure that references are obtained**. If references are not received, the college will contact your referees. 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. No.	Tel. No.

## SECTION 8: DISABILITY DISCLOSURE

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 may affect your ability to meet professional fitness to train/practise 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.<sup>1</sup> 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.

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

<sup>1</sup> Appendix 3 contains the Trainee Conduct & Professionalism Agreement that each student is required to sign and comply with throughout the course.



**SECTION 9: MARKETING** How did you learn about the course? (e.g. careers guidance, previous student, college website, UCLan website). Please specify:

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**SECTION 10: CHILDCARE** Do you require information on childcare facilities offered by the college?

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**SECTION 11: CLASS TIMES**

Monday and Tuesday	09.15-15.45
Wednesday	09.15-12.15

**SECTION 12: DECLARATION**

If you are successful in joining the course, your data will be passed to UCLan for all purposes connected with your studies and professional development after you qualify. Please see the colleges and university's [privacy notices](#) for details.

<https://www.runshaw.ac.uk/wp-content/uploads/2019/11/Privacy-Notice-Students-1.pdf>

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

I have included: Completed form with personal statement   
Reference  **OR** Reference to follow   
Completed Allocation of Teaching Hours and Mentor Nomination form

- I have attached copies of my qualifications in relation to my teaching subject area and English qualification as follows:**


<b>Signature</b>	<b>Date</b>
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**Please return this completed application form to:**

**The Admissions Team 01772642040 [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk)**  
Runshaw College, Euxton Lane, Chorley, PR7 6AQ

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

<b>Course leader – full time</b>	<b>Kim Hollin <a href="mailto:hollin.k@runshaw.ac.uk">hollin.k@runshaw.ac.uk</a></b>
<b>Administrator</b>	<b><a href="mailto:justask@runshaw.ac.uk">justask@runshaw.ac.uk</a></b>

## APPENDIX 1 UCLan Initial Teacher Education Programmes

### *Allocation of Teaching Hours and Mentor Nomination*

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

#### **PART 1 Agreement 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)	150
Full time Certificate in Education (Education & Training)	150
Part time Post Graduate Certificate in Education (Education & Training)	75
Part time Certificate in Education (Education & Training)	75
Intermediate Certificate in Teaching, Learning and Assessment	75
Introductory Certificate in Education and Training	30

This form sets out the agreement of teaching hours 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 may be employed as a teacher/trainer or on a voluntary placement. All teaching must provide appropriate opportunities for you to achieve the award.

This form should be completed even if your teaching is agreed only in principle, or 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.

**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 Taught	Levels taught	No. of Students	Number of hours from Sept 2020 – June 2021

**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 / agree in principle (delete as appropriate) that the above will be employed / working on a voluntary basis (delete as appropriate) 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. No.	
Email (please write clearly – for use by college and UCLan)	
<b>Signature of mentor:</b>	<b>I agree to undertake the mentoring role for this trainee teacher. I understand that my contact details will be shared with UCLan and used to communicate with me regarding mentoring and mentor training.</b> Please see the college's privacy notice <a href="https://www.runshaw.ac.uk/privacy-policy/">https://www.runshaw.ac.uk/privacy-policy/</a> and <a href="#">university's privacy notices</a> for details.
<b>Date:</b>	

### 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.

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

**APPENDIX 2****REFERENCE**

<b>Name of intending student</b>	
<b>Course applied for</b>	

**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 and for future employment as a teacher.

<b>Name of Referee</b>	
<b>Contact details</b>	
<b>Relationship of referee to applicant</b>	
<b>How long have you known the applicant?</b>	
<b>Reference</b>	
<b>Signature of Referee</b>	
<b>Name (please print)</b>	<b>Date</b>

## APPENDIX 3

# 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 act with integrity and trustworthiness as a teaching professional and 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 behave respectfully and quietly when observing other teachers' classes and respect confidentiality.
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 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.
15. I will obtain informed consent from my learners before audio or video recording my own teaching (see course handbook).
16. I will show respect to students, staff and fellow course members regardless of race, religion, politics, sexual orientation or gender, respecting equality and diversity.
17. I will maintain appropriate standards of honesty and integrity in management and administrative duties, including in the use of institutional property and finance.
18. 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.
19. I will not misuse or misrepresent my professional position, qualifications or experience, or otherwise bring the reputation and standing of the teaching profession into disrepute.
20. 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/support-practitioners/professional-standards/>
- Department for Education *Teachers' Standards 2011* (for school teachers) [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665520/Teachers\\_Standards.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers_Standards.pdf)
- Society for Education and Training Code of Professional Practice <https://set.et-foundation.co.uk/membership/code-of-professional-practice/>
- UCLan *Regulations for the Conduct of Students and Fitness to Practise Procedure* [https://www.uclan.ac.uk/study\\_here/student-contract-taught-programmes.php](https://www.uclan.ac.uk/study_here/student-contract-taught-programmes.php)