

INSPIRING WORLD-CLASS
TEACHING PROFESSIONALISM



Making a Direct Submission in MyPL

November 2020

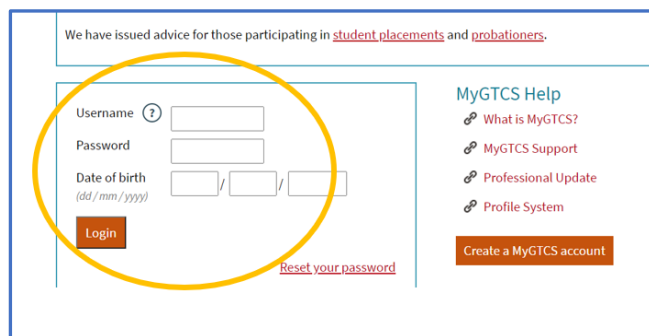
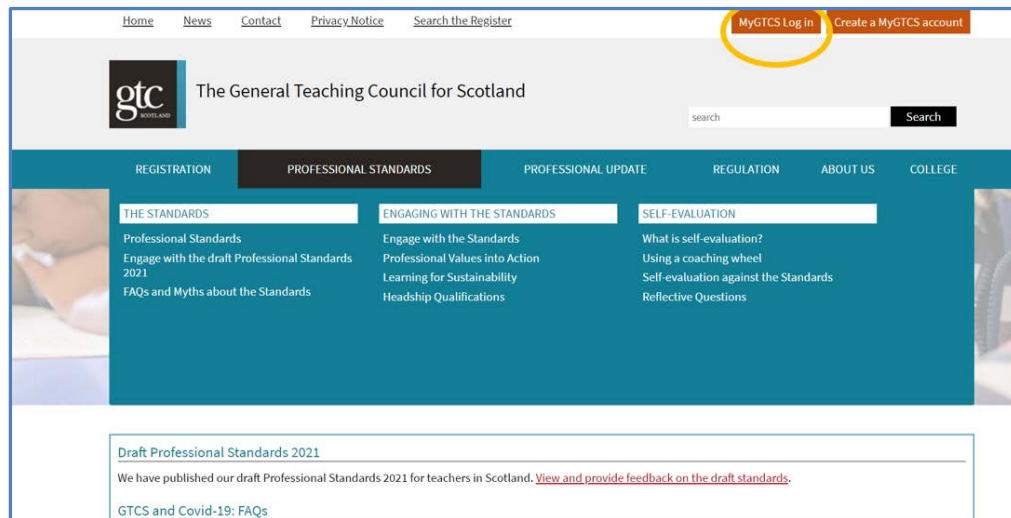
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NB: You should only submit for Professional Update sign-off by Direct Submission if you are not able to sign-off through your employer.

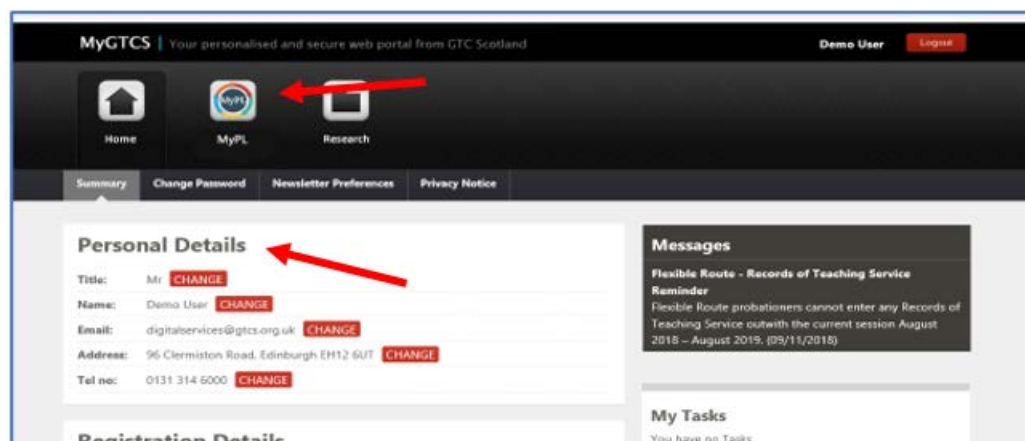
1 To make a Direct Submission in MyPL

1.1 Log into MyPL via your MyGTCS account



Once logged in you will see your MyPL icon on your MyGTCS Homepage. If this is not visible please contact professional.update@gtcs.org.uk with your registration number and we can help you.

A mandatory part of Professional Update is to ensure that your personal and employment details are kept up to date in MyGTCS. Please check these now.



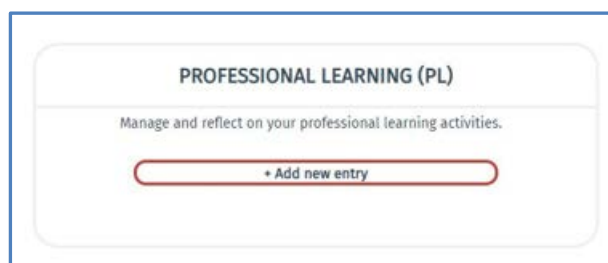
1.2 MyPL Homepage

Click on the MyPL icon to be taken to the homepage of MyPL.



In order to complete your Professional Update via Direct Submission (to submit for your 5-yearly sign-off) you will need to focus on three sections on the MyPL Homepage: Professional Learning, Areas for Development and Professional Update.

1.3 Starting with Professional Learning



It is important to share professional learning entries which you feel have had the most impact. Please ensure that each activity is added as a new entry. You may find the following links to professional learning on GTC Scotland's website helpful – for teachers, www.gtc.org.uk/professional-update/professional-learning.aspx or for college lecturers www.gtc.org.uk/college-lecturers/college-professional-learning.aspx

You may already have some professional learning records created in your professional learning section and you may have already created areas for development (areas for development is explained in the next section). Your professional learning records which already exist will appear listed like this image below:

Home > MyGTC > MyPL > Professional Learning > Professional Learning

Professional Learning

NOTE: Share your entries with your reviews, before submitting your record for sign-off. Find out more about sharing on Managing your Professional Learning within the Need help? area.

[Add Professional Learning](#)

Search Professional Learning

Delete Share Archive Download Import OneNote Import CSV Export All [View Archived Entries](#)

Select/Select all	Title	Share	Date	Tools
<input type="checkbox"/>	MyPL ambassador training	Yes	16/05/2019	
<input type="checkbox"/>	Questioning techniques	No	15/01/2019	
<input type="checkbox"/>	Coaching models	No	11/12/2018	
<input type="checkbox"/>	Moderation	No	19/11/2018	
<input type="checkbox"/>	Holistic Assessment Planning	No	20/08/2018	

For the purposes of Direct Submission, you should evidence your professional learning undertaken during the current academic session. As an indication, GTC Scotland would hope to see no less than three significant pieces of professional learning (in the recent academic year) where the reasons for engagement in and undertaking of this learning are relevant to you and your context. **Providing a list of CPD events will not suffice for PU sign-off.**

The screen below is where you add a new professional learning activity.

Professional Review and Development

Home > MyGTC > MyPL > Professional Learning > Professional Learning

Add Professional Learning

* Denotes mandatory field

Title*

Date of Reflection / PL Activity*

Link to Areas for Development [Add Area for Development](#)

Please select from the list below: [Select from your Areas for Development list](#)

- ☐ digital technology
- ☐ MyPL
- ☐ Assessment and Moderation
- ☐ Coaching and Mentoring
- ☒ Leadership activity
- ☐ Course/event/conference
- ☐ Collaborative learning
- ☐ Reading
- ☐ Research/enquiry project
- ☐ Academic Study
- ☐ Other
- ☐ Local Authority Plan

Key Activity*

Related to:

[Discard](#) [Save and Exit](#) [Save](#)

You should give a brief description of your professional learning considering the focus (title). If relevant in your current context, you might wish to describe why this piece of learning was chosen and who it might impact on.

☐ Not Related

? Give a brief description of your Professional Learning.*

B *I* U **A** **B**

[Add a Document](#)

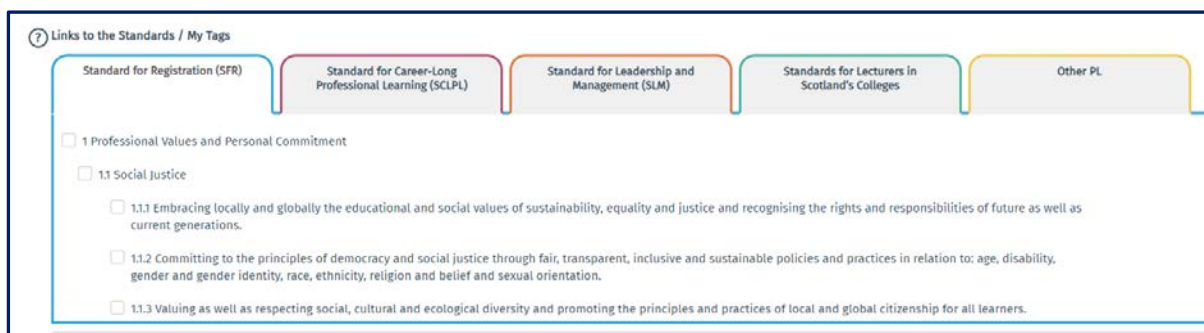
Within a Direct Submission the most important section within each professional learning record is the *Reflection on Impact* section. In this section you should continue the narrative of your learning experience. Having described how you have engaged in learning, in this section you should consider what has changed because of your learning. This may be a change to your

thinking and professional actions. Often because of professional learning, we change our practice, be that in the classroom/lecture theatre, other learning environments and with our colleagues. Outline in what ways and why your practice has changed and if appropriate outline the benefits.

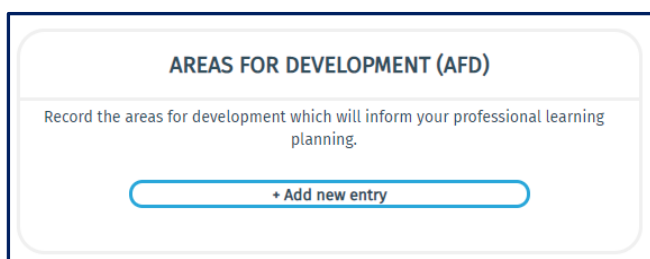


If you are currently learning through a masters level course, doctorate or other programme of learning where substantial time is devoted to study, you can provide a key summary of what you consider your significant learning achievements and the impact on your thinking, practice (if applicable) and professional actions (where appropriate) and reflect on the impact of your professional learning within your current context.

Finally, for each professional learning record, you should make links to the Professional Standards. You can make as many links as required; however, you should take time to consider your chosen standard/s and select the area/s or aspects within the standards which reflect the professional learning you have undertaken. You may find useful information here www.gtcs.org.uk/professional-standards/engage-with-the-standards.aspx or for college lecturers here www.gtcs.org.uk/web/FILES/the-standards/Standards-for-Lecturers-Scotland-Colleges.pdf



1.4 Areas for Development



If already using MyPL, you may have Areas for Development (AFD) listed, as below:



As part of an annual PRD conversation, registrants would normally discuss with their reviewer areas for development that they would wish to focus on in the coming year, if this has taken place please ensure that these are showing in your areas for development section.

For the purposes of a Direct Submission, where your PRD conversation has not identified any areas for development, or you have been unable to have a PRD conversation, GTC Scotland requires you to identify two to three separate areas for development that you would like to focus on to further enhance your professional knowledge and practice. These areas for development should then be linked to those Professional Standards which you consider most relevant to your context and your planned learning. Areas for Development are the 'overarching' themes of professional learning, which will guide the specific learning activities to be undertaken. You may find the following links to GTC Scotland's website helpful. www.gtcs.org.uk/standards/Self-evaluation/self-evaluation.aspx and www.gtcs.org.uk/standards/Self-evaluation/self-evaluation-values.aspx for college lecturers the following links apply: <https://www.gtcs.org.uk/college-lecturers/college-standards.aspx>

To add Areas for Development, click the *Add Area for Development* button, and a pop-up interface will appear.

Please consider the overarching title for these areas for development, eg Assessment, or Additional Support Needs, or Digital Literacy. The *Reflection and Impact* section offers a space to identify what you hope you might learn/change/reconsider in light of your professional learning. Most importantly you should consider the relevant areas within the Professional Standards that you feel are most relevant and appropriate to your Area for Development and within your professional context and circumstances.

Links to the Standards / My Tags

Standard for Registration (SFR)

Standard for Career-Long Professional Learning (SCLPL)

Standard for Leadership and Management (SLM)

Standards for Lecturers in Scotland's Colleges

☐ 1 Professional Values and Personal Commitment

☐ 1.1 Social Justice

☐ 1.1.1 Embracing locally and globally the educational and social values of sustainability, equality and justice and recognising the rights and responsibilities of future as well as current generations.
 ☐ 1.1.2 Committing to the principles of democracy and social justice through fair, transparent, inclusive and

Discard

Save

1.5 Professional Update

Finally, you should click on the **Professional Update** section:

PROFESSIONAL UPDATE (PU)

Manage your PU process.

View/sign-off people you are reviewing as a Reviewer

Your next PU sign-off year is 2025/26

Your previous PU sign-off year was 2020/21

Your reviewer is: Sharon Smith

Request Association

Professional Review and Development

Home > MyGTC > MyPL > Professional Update

Professional Update

People I'm reviewing

Areas for Development

Professional Learning

Professional Update

Employment and Qualifications

Resources

My Reviewer

Your reviewer is: Sharon Smith

Change Reviewer

PU sign-off

Your next PU sign-off year is 2025/26

Your previous PU sign-off year was 2020/21

Submit for Professional Update

I confirm that I have engaged in ongoing professional learning and reflected against the appropriate GTC Professional Standards. I have maintained a reflective record of professional learning and evidence of its impact on my thinking and professional actions. I have discussed this with my line manager as part of my Professional Review and Development process.

Submit

Unable to access PU sign-off through your current place of work?

Find out more about submitting a Direct Submission

Direct Submission

Defer your Professional Update Sign-Off

You can only request a deferral in your PU year or the year preceding it. You are currently not eligible to request a deferral.

Bring forward PU year

You can request to bring forward your PU year if you are retiring this session, going on a career break, maternity or paternity leave.

Request to bring forward PU year

Please ignore all the information on this screen, except the *Direct Submission* button highlighted by the red arrow. A Direct Submission does not require a Reviewer, as the GTC Scotland Evaluation Panel are performing the reviewer role for those registrants who submit directly to us. Once you have completed all the steps above, then click the *Direct Submission* button.

A pop-up confirmation box, like below, will appear on your screen.

Do you wish to proceed with the Direct Submission process?

The Direct Submission Process is designed for those who are:

- not currently working in Scotland
- not currently employed but wish to remain on the register
- employed but your organisation's Professional Update system has not been validated by the GTCS.

In order to proceed with a Direct Submission your Professional Learning Record must be completed on MyPL and include PL activities undertaken within the last 12 months. Please ensure that you have added 2-3 Areas for Development to identify your PL priorities during the next academic year.

By confirming that you wish to proceed you consent to sharing your PL records with GTC Scotland officers.

Do you wish to proceed?

CONFIRM **CANCEL**

This box is your confirmation and permission box for your sign-off submission. **If you click Confirm you are confirming you have completed all of the requirements for PU sign-off, and also agreeing for GTC Scotland's Senior Education Officers to access your MyPL records to review them for sign-off.** If you have not completed the requirements, please do not click confirm, but update your records, and then confirm when you have completed the necessary information.

Once you click Confirm, and email will be sent to GTC Scotland advising us that you have submitted for sign off. Also, your screen on MyPL will change, informing you that your Submission has been made.

You have chosen to submit for PU via the Direct Submission route on 04/11/2020

An email receipt of your submission will be sent to you from our Professional Update team, and your submission will be put forward to the next GTC Scotland Evaluation Panel. You will be advised thereafter whether your sign-off has been Confirmed or Unconfirmed. If Unconfirmed, you will be provided with any individual feedback requesting resubmission.

If you should require any further support with a Direct Submission through MyPL, please do not hesitate to contact us at professional.update@gtcs.org.uk

Inspiring world-class teaching professionalism

GTC Scotland

Comhairle Choitcheann Teagaisg na h-Alba

The General Teaching Council for Scotland is the independent professional body which maintains and enhances teaching standards and promotes and regulates the teaching profession in Scotland. We strive to be a world leader in professional education issues.

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Probation site:

in2teaching.org.uk

