

Subsequent Registration Application (Fitness to Teach)

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND



Application Form

IMPORTANT:

Before completing the application form you must read the application guidance notes.

Please use black ink and write in capital letters throughout.

Only provide **photocopies of all required documents**. If, for any reason, we require originals you will be advised of this once your application has been processed. We do not require the copies to be certified, but please ensure you send a good copy on standard A4 paper where information is clear and pages are complete.

Application Checklist

1. Completed application form	
2. Birth certificate	
3. Personal details page of passport	
4. Documentation in support of a name change (if applicable)	
5. PVG Scheme Record (if applicable)	
6. Overseas Criminal Record Check (if applicable)	
7. Please tick to confirm that you have read and understood the Application Guidance Notes	

Registration Number

Date Application Received

1. Personal Details

Surname

Title

Dr / Mr / Mrs / Ms / Miss

Forename(s)

Other

Former Surname (if applicable)

Gender

Date of Birth

National Insurance Number (if known)

D D M M Y Y Y Y

Address

Town

County

Postcode

Country

Contact Tel. No

Mobile Tel. No

Email

2. Protection of Vulnerable Groups (PVG) Scheme Membership

Are you a member of the PVG scheme?

Yes

No

Date of joining the scheme

PVG Membership number

Is your PVG Scheme Membership for work with

Children

Adults

Both

FOR OFFICE USE ONLY

Date of Removal/Refusal by FtT Panel

Eligible to apply?

Y / N

Previous Reg

REFS Contacted

R1

R2

Rec'd

R1

R2

PVG / EPVG

From Disclosure Date

File to FtT date

3. Employment History

Please provide **full** details of all employment, paid or unpaid, which you have undertaken since the date on which you were refused registration or were removed from GTC Scotland's Register of teachers.

Dates of Employment	Employer name and address	Position and details of duties/responsibilities

4. Referees

Referee 1		Referee 2	
Name		Name	
Relationship		Relationship	
Tel. No		Tel. No	
Email		Email	
Address:		Address:	

Please tick this box to confirm: that you are aware your referees will be contacted directly by GTC Scotland upon receipt of your application; that the referee contact details provided are accurate; and your referee is expecting to be contacted.

5. Fitness to Teach

Section A – Convictions

Have you ever been convicted of an offence in any court (including a military court/tribunal) in the UK or another country? Please note that you must declare any conviction (spent or unspent and including road traffic offences) regardless of how long ago it occurred.

Yes

No

If yes please give details below

Conviction	Date	Outcome

Section B – Proceedings Pending

Are you currently the subject of a criminal/police/military investigation or are you pending court/tribunal proceedings for an offence in the UK or another country?

Yes

No

If yes please give details below

Conviction	Date	Outcome

Section C – Other Matters

Have you ever been:

- informed that you are barred or disqualified from working in any way with children or vulnerable adults in the UK or another country?
- the subject of any investigation or proceedings concerning your fitness to practise by any regulatory, licensing or similar body in the UK or another country (other than GTC Scotland), or are any such proceedings pending?
- the subject of disciplinary action by an employer or a university/college?

Yes

No

If yes please give details below

Other than the matter that led to your removal from GTC Scotland's Register of teachers, are you aware of any aspect of your conduct that might raise a question about your fitness to teach?

Yes

No

If yes please give details below

Details	Date	Outcome

Section D – Overseas Residence

If you:

- were born overseas and lived overseas until adulthood; or
- have spent a continuous period of 3 months or more outside the UK in the last 10 years,

please provide details of this overseas residence below

Country	Date from	Date to

6. Data Protection Notice

We believe it is very important to respect your privacy and keep your personal information secure. To see how we use your information, please read our privacy policy on our website (www.gtcs.org.uk) or ask us for a printed copy.

7. Declaration

- I confirm to the best of my knowledge and belief that the information and documentation that I have given in my application for registration is true, complete and accurate.
- I understand that if any part of my application is found to be fraudulent, The General Teaching Council for Scotland (GTC Scotland) may withhold or remove my registration and/or report the matter to the police.
- I consent to GTC Scotland contacting any person (in the UK or overseas) to gather further information or verify the information that I have provided in order to try to establish my fitness to teach. I understand that this means that GTC Scotland may need to pass personal information to any person so contacted. Where a person is approached, I consent to them providing GTC Scotland with any information requested.
- I agree to my application to join the Protecting Vulnerable Groups Scheme being submitted by GTC Scotland on my behalf.
- I confirm that I have read GTC Scotland's privacy policy and understand that GTC Scotland may process my personal information in the ways set out in that policy.
- I declare that if my application for registration is successful, I will comply with all applicable rules, codes and standards that GTC Scotland may set from time to time, including those relating to conduct and professional competence.

Signature

Date

--	--

The General Teaching Council for Scotland
Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

Guidance Notes For Subsequent Registration Applications (Fitness to Teach)

ALL CANDIDATES MUST READ THIS DOCUMENT CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR SUBSEQUENT REGISTRATION WITH GTC SCOTLAND.

Section A- The application process

Section B- Completing an application

A. Application Process

If you were removed from, or refused entry to, GTC Scotland's Register of teachers by a Fitness to Teach Panel (or, in the past, the Disciplinary Sub-Committee or a Professional Standards Panel), in order to be registered again, your application (what we call a "Subsequent Registration Application") needs to be considered by a Fitness to Teach Panel at a hearing. In order for you to be admitted to our Register, that Panel will need to be satisfied that you are now professionally fit to teach. The onus is on you to demonstrate as part of the application and hearing process that this is the case.

When you were removed from, or refused entry to, the Register, as part of the direction made by the Panel, you would have been told that you were prohibited from applying for registration (or re-registration) for a set period of time. You cannot make a Subsequent Registration Application until that period has expired.

The steps in the Subsequent Registration Application procedure are as follows:

- Once we have received your application, we will check it to ensure that it is complete, write to your nominated referees and send you a copy of the PVG or EPVG form for completion.
- You must return your completed PVG or EPVG application to us so that we can send it to Disclosure Scotland for processing.
- Once we receive your referee reports and PVG or EPVG certificate, your application, references and PVG Scheme record will be passed to our Fitness to Teach Department for consideration. The Fitness to Teach Department may carry out any further investigation considered appropriate in the circumstances.
- A case management discussion may be arranged to discuss your case and plan how a hearing will run. Further information about that process would be provided at the time by the Fitness to Teach Department.
- A hearing date will be arranged by the Fitness to Teach Department and you will be given at least 28 days notice of this.

It is important to note that the purpose of the hearing is **not** to reconsider or re-hear the decision that was made to remove you from, or refuse you entry to, our Register. As noted before, the hearing will focus on determining whether you are now fit to teach. You can find out more about this process from our website or by contacting us.

- If the Fitness to Teach Panel decide at the hearing that you may be admitted to the Register, we will write to you to request payment of your registration fee. Once this fee has been received, your name will be placed on the Register of teachers in accordance with the Panel direction.
- If the Fitness to Teach Panel decide that you may **not** be admitted to the Register, you will be advised of your rights of appeal at that time and will be told when it would be possible to apply for registration again.

The Rules that govern our Subsequent Registration Application procedure are principally set out in our Fitness to Teach and Appeals Rules. You can get a copy of these from our website (www.gtcs.org.uk) or by contacting us directly if you do not have internet access. You will find both the Rules and our website an important point of information.

You may find it helpful to obtain advice from your Professional Association or a legal adviser on the Subsequent Registration Application process and to assist you in demonstrating at a hearing that you are now professionally fit to teach. Any costs associated with obtaining such advice are a matter for you, not GTC Scotland.

Please note that if you are barred from regulated work with children under the Protection of Vulnerable Groups (Scotland) Act 2007 (or similar legislation), any subsequent registration application will be refused automatically. You have no right of appeal where you are refused registration by GTC Scotland in these circumstances.

B. Completing an Application

1. Personal Details

Please complete all sections with your personal details.

Attach Documents:

- Birth certificate
- Personal details page of passport
- Documentation in support of a name change (if applicable)

2. Protection of Vulnerable Groups (PVG) Scheme Membership

The PVG Scheme is a Scottish Government initiative to ensure that those working with vulnerable people are properly security checked.

Already a Scheme Member?

Attach Documents:

- Copy of your PVG Scheme certificate.

If your PVG Scheme Membership is for work with children you will be required to go through an Existing PVG Scheme check as part of your application for subsequent registration. We will send you the necessary application form when we receive your completed application for registration.

If your PVG Scheme Membership is for work with adults only you will be required to go through a full PVG Scheme member check as part of your application for registration. We will send you the necessary application form when we receive your completed application for subsequent registration.

Not a Scheme Member?

We will send you the relevant PVG Scheme application form when we receive your completed application for subsequent registration.

You should not initiate an application to join the PVG Scheme or an Existing PVG Scheme Membership check yourself.

IMPORTANT:

If you are barred from regulated work with children or vulnerable adults under the Protection of Vulnerable Groups (Scotland) Act 2007 (or similar legislation), any subsequent registration application shall be refused automatically. There is no appeal against GTCS regarding any refusal to grant registration in these circumstances.

3. Employment History

You must give full details of all employment you have undertaken since the date you were removed from GTC Scotland's register of teachers. You must provide dates and contact details for all employment whether it was paid or unpaid. Please note that we may contact these employers to request information relating to your employment with them or to verify any information you provide on your application for registration. This is all a necessary part of our investigation of your fitness to teach.

You should also provide details of any periods where you have not been in employment and state whether you have been undertaking any formal qualifications at these times.

Please attach a separate sheet if necessary.

4. Referees

You must nominate 2 referees that we can contact as part of your application. We will contact the referees as part of our investigation of your fitness to teach.

Your nominated referees will be sent a referee report form by us when we receive your application for registration. It is important that you have discussed this with your referees before you nominate them and that you provide us with accurate contact details. Your referees will have a period of 56 days within which to respond to our request. If your referees do not respond to our request it may prevent your application from proceeding further.

Your referees will be asked to comment on you in the following ways:

- How they know you and how long they have known you
- Your experience, skills and the qualities/values that they recognise in you and think make you suitable and fit to teach (or not)
- Whether they think you are unsuitable to teach in any way
- Whether they are aware of any steps you have taken to keep your teaching knowledge and skills up to date

When deciding who it is appropriate to nominate as a referee, please bear in mind that we will be asking them the above questions. The referees must be able to comment on you in an appropriately objective way. We will not accept referees from your family members or friends.

5. Fitness to Teach

You must read all sections carefully and provide full details where applicable.

Section D- Overseas Residence

Attach Documentation

- Police Clearance(s) for any country you list in Section D

Section E- Supporting Statements

In this section you should provide statements indicating why you now consider yourself fit to teach and should be admitted to the Register. You may attach extra sheets if necessary.

A)

- Consider the decision made by the panel that removed you from, or refused you entry to, the Register and demonstrate any insight or reflection you may have upon those matters.
- Provide details of any remedial or rehabilitative steps you have taken since your removal from, or refusal of entry to, the Register to address the conduct or competence issues that were raised at that time and, as far as possible, detail and provide **evidence in support of the steps taken.**

B)

- Provide full details of any steps you have taken to keep your professional knowledge and skills up to date and **attach appropriate supporting documentation to evidence these steps.**

6. Data Protection Notice

We believe it is very important to respect your privacy and keep your personal information secure. To see how we use your information, please read our privacy policy on our website (www.gtcs.org.uk) or ask us for a printed copy.

7. Declaration

You must read the declaration carefully and sign and date this section of the application form or it will not be possible to process your application for registration.