

Titan Partnership Ltd

Overseas Trained Teacher (Assessment Only)

Application form

Name of candidate: _____ **Name of RB:** Titan Partnership Ltd

About this form

This form should be used for any candidate for employment-based assessment who is already fully qualified as a school teacher in another country outside the European Economic Area (EEA), and who wishes to be assessed against the Standards for the Award of Qualified Teacher Status (QTS) (and possibly Induction) in England.

Please complete this form carefully. We cannot evaluate your application unless you have provided evidence that the candidate has the necessary qualifications, that the school provides a suitable environment for assessment (and exemption from induction if applicable). The TDA cannot approve your application until all declarations have been signed, and all necessary information and supporting documents received in hard copy. Failure to provide this may cause a delay in your application being processed or rejection of your application.

CHECKLIST		
1. If the application is for an assessment-only route, have you completed Parts A–D2?	Yes	No
2. Have you specified your preferred programme option in Part A1?	Yes	No
3. Have you signed and dated all the declarations in Part D?	Yes	No
4. Have you included the most recent full Ofsted reports for all schools involved in the programme?	Yes	No
5. Have you included the most recent public examination results of the school where the candidate works?	Yes	No
6. Have you included any relevant supporting statements about the equivalence of the candidate's qualifications? (see below)	Yes	No
7. If the candidate has previously withdrawn from or failed a QTS assessment, have you included a letter from the previous ITT provider giving reasons and a supporting statement from your RB saying why the candidate is now more likely to succeed?	Yes	No
8. Have you seen and checked original certificates for the candidate's qualifications? (see below)	Yes	No
9. Have you carried out the appropriate criminal record, fitness to teach (health), identity, and right to remain checks? (see below)	Yes	No
10. Have you read and signed the Partnership Agreement? Do you fully understand your obligations as a school?	Yes	No
11. Does the OTT fully meet the requirements for entry on to the OTT programme? Have you checked/verified this?	Yes	No

If you have answered NO to any of the above, please explain why in a covering letter.

ESSENTIAL:

PLEASE ATTACH/ENCLOSE THE FOLLOWING DOCUMENTS WHEN SUBMITTING THIS APPLICATION FORM:

- A Copy of the OTT's Time-Table demonstrating teaching the relevant subject in both Key Stages
- Declaration by the school that they have checked the trainees identity, qualifications (through UK NARIC), CRB, Fitness and Ability to teach (medical) and Right to Remain (Visa/other)
- A copy of the audit/training plan followed/to be followed by the trainee with details of who will be delivering the training, their credibility as a trainer, external training provider, etc
- Full School Ofsted Report (Latest) and examination data

NOTE: The application will **NOT** be processed if the documents are NOT attached/enclosed.

Part A: The Recommending Body, employer and school(s)

A1 Information about the Recommending Body (RB)

Candidates applying for assessment against both the QTS Standards and the Induction Standards must have **two years' full-time teaching experience (or the part-time equivalent) one of which must be in an English school.**

Preferred option:

1. QTS assessment Yes/No with Induction Assessment? Yes/No

Proposed month of assessment:

Name of RB	Titan Partnership Ltd		RB number (if known)
Address	St Georges Post 16 Centre, Great Hampton Row		
Town or city	Birmingham	Postcode B19 3JG	
Contact person	(Title) Mr	(Forename) John	(Surname) Bridgman
Term-time tel:	0121 212 4567	Fax 0121 233 3383	Email jpb@titan.org.uk
Out of term tel	0121 212 4567	Fax 0121 233 3383	Email: Stacey@titan.org.uk
Is the RB a TDA-accredited initial teacher training (ITT) provider?	Yes		

If the candidate is applying for assessment against the QTS and Induction Standards, and the RB is an accredited provider, the assessor must have attended TDA training on assessing against the Induction Standards.

Details of the person who will complete the final assessment	
Name:	John Bridgman
Position:	Manager
Organisation:	Titan Partnership Ltd
Date attended TDA training on assessing against the Induction Standards: March 2002	

A2 Information about the schools where the candidate will work

Please give the name of the leading school for training first, and then the names of any other schools where the candidate may work as part of the programme. If more than two schools or non-school settings are involved, please copy the section below to provide the details. Give the name of the local authority (LA) area where schools are located even if they are not LA-maintained. **Please attach the most recent Ofsted report for each school – the full Ofsted report is required, not a summary. You should also include the school's latest exam results and relevant statistical data. Alternatively, please sign-post to where Titan can find the information, e.g. website link.**

A2.1 Details of leading school where candidate will work	
Name of school:	
Address:	
Town or city:	
Postcode:	

Contact name:			
Telephone:	Fax:	E-mail:	
DCSF number:			
LA:			
Will the school be the employer?	Yes / No		
Is the school in a category?	Special measures? Yes / No Notice to improve? Yes / No In a Strand? (Explain which) Yes/No	Comments:	
Number on roll	Age range	Forms of entry	
Please tick the box(es) that best describe the school:			
<input type="checkbox"/> Primary	<input type="checkbox"/> Further Education	<input type="checkbox"/> Special	
<input type="checkbox"/> Middle deemed primary	<input type="checkbox"/> City Technology College	<input type="checkbox"/> City Academy	
<input type="checkbox"/> Independent	<input type="checkbox"/> City College for Technology of the Arts	<input type="checkbox"/> Secondary	
<input type="checkbox"/> Other (please specify)			
Is the school a: Beacon School [] Training School [] Specialist School []		If Specialist, state subject:	

A2.2 Details of second school (if applicable)			
Name:			
Address:			
Town or city:			
Postcode:			
Contact name:			
Telephone:	Fax:	E-mail:	
DCSF number:			
LA:			
Will the school be the employer?	Yes / No		
Is the school in:	Special measures? Yes / No	Notice to Improve? Yes / No	
Number on roll	Age range	Forms of entry	
Please tick the box(es) that best describe the school:			
<input type="checkbox"/> Primary	<input type="checkbox"/> Further Education	<input type="checkbox"/> Special	
<input type="checkbox"/> Middle deemed primary	<input type="checkbox"/> City Technology College	<input type="checkbox"/> City Academy	
<input type="checkbox"/> Independent	<input type="checkbox"/> City College for Technology of the Arts	<input type="checkbox"/> Secondary	
<input type="checkbox"/> Other (please specify)			

A2.3 Non-school settings where the candidate has a placement (if applicable)	
Name of organisation 1:	
Type of organisation	
Location (town or city)	
Date(s):	
Activities to be undertaken:	
Name of organisation 2:	
Type of organisation	

Location (town or city)	
Date(s):	
Activities to be undertaken:	

A3 Information about the candidate's employer
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If the candidate is going to be employed by the LA or another body rather than a school, please give details here.

Name of employer:			
Address:			
Town or city:			
Postcode:			
Contact name:			
Telephone:	Fax:	E-mail:	

Part B: The candidate's eligibility

The information that is provided in this section is essential to establishing the candidate's eligibility for the OTT programme. Please ensure that this section is completed fully and accurately.

B1 The candidate's personal details

Please encourage the candidate to provide details of their ethnic group and any disability so that the TDA can monitor equal opportunities.

Title (tick one) Dr Mr Mrs Miss Ms Other

Forenames: Surname: Former surname (if different):

Address:
 Postcode:

Date of birth: (Optional) Current age (Optional) years months

Gender: Male / Female

National Insurance No:

Does the candidate have a disability? Yes / No

Nationality:	Do you require a work permit?
Status: Do you have a work permit/visa/other? State which. If so, date of renewal:	

(OTTs who are EEA nationals and trained as teachers in the EEA may already be eligible for QTS)

Ethnic group

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 other		Other Black background		Asian or Asian British, Bangladeshi	
Other Asian background		Chinese or other Ethnic background - Chinese		Mixed, White and Black African	
Mixed, White & Black Caribbean		Other mixed background		Other Ethnic background	
Not known		Information declined			

B2 The candidate's education and qualifications

All **original certificates** for GCSEs, degrees and equivalent qualifications will be checked and **MUST** be seen **prior to candidates commencing the assessment process**. The RB is legally responsible for confirming that candidates meet the entry requirements for the programme.

To check overseas qualifications, call the National Academic Recognition Information Centre (NARIC) on 0870 990 4088. NARIC can offer guidance on whether a qualification is comparable in standard to a UK qualification, but not whether it is suitable for entry to ITT.

B2.1 GCSEs or equivalent qualifications

Please give details of GCSEs or equivalent qualifications and when they were obtained. All candidates for ITT must have attained the standard required for GCSE grade C in English and mathematics before they start training. Candidates who will be teaching the primary age range must also have attained the standard required for GCSE grade C in science. The qualification type must be entered along with the grade obtained. Failure to do so may cause a delay in the application being processed. If the candidate does not have GCSE grade C or above, or one of the generally accepted equivalents listed on the TDA information sheet, the candidate may need to take an equivalence test. The TDA website lists organisations that offer, or can provide advice on, equivalence tests: www.tda.gov.uk/drb/drb_contacts.php

For qualifications other than a UK GCSE, you must attach any relevant supporting statements (e.g. UK NARIC certificate).

Subject	Qualification and awarding body or details of alternative test or assessment	Grade	Date of award or assessment				
			m	m		y	y
English							
Mathematics							
Science							

B2.2 GCSE, O levels and A levels or equivalent qualifications

When they are assessed for QTS, primary school candidates must demonstrate that they have sufficient understanding of a range of work across the following subjects: history or geography, physical education, ICT, art & design or design & technology, performing arts and religious education. They should be able to teach these subjects in the age range for which they are trained, with advice from an experienced colleague where necessary. It will be an advantage if OTT candidates planning to teach in primary school age ranges can show evidence of a breadth of subject knowledge across these subjects at the time of application. **(For religious education, subject knowledge is required, but not teaching experience.)**

Subject	Qualification and Awarding body or other form of assessment	Grade	Date of award				
			m	m		y	y

B2.3 Higher education

Candidates must have a **UK degree or equivalent qualification**. Please enter details of first degree (e.g. bachelor's degree). Any additional qualifications should be entered on a separate sheet.

For qualifications other than a UK degree, you must attach any relevant supporting statements (e.g. UK NARIC certificate).

Failure to provide this information may cause a delay in the application being processed.

Institution of study:

Degree-awarding body (if different):

Country of study:

Title of course:

Main subject: Percentage of course: %

Subsidiary subjects:	<input type="text"/>	Percentage of course:	<input type="text"/> %
	<input type="text"/>	Percentage of course:	<input type="text"/> %
	<input type="text"/>	Percentage of course:	<input type="text"/> %
	<input type="text"/>	Percentage of course:	<input type="text"/> %

Has the candidate chosen to specialise in a primary subject?	Yes / No
If so, what percentage of the degree covered the candidate's specialist teaching subject?	<input type="text"/> %

Qualification obtained

Degree class

First class honours []	Upper second []
Lower second []	
Third []	Pass []
	Ordinary []

Date of study: from to Date of Award:

B2.4 Overseas Teaching Qualification

Please provide details of your overseas teaching qualification.

Institution of study:	
Country of study:	
Title of course:	

Age range of pupils that the candidate is qualified to teach: from

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 to:

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Period of study: from

	m	m		y	y
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 to

	m	m		y	y
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Qualification obtained:

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Date obtained:

		m	m			y	y
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B3 Previous QTS assessment

The TDA will not accept candidates who have previously failed a QTS assessment or withdrawn from a QTS programme unless there are exceptional circumstances. The RB will seek a written explanation from the previous training provider to establish reasons for withdrawal. The RB must provide evidence that the candidate is now more likely to succeed.

Has the candidate failed or 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? (attach this to your application)	Yes / No
Why do you think the candidate is now more likely to succeed?	

Part C: The candidate's experience

Please give details of candidate's previous employment as a teacher, qualified or unqualified, in the UK or elsewhere. Candidates applying for combined QTS and induction assessment must have at **least two years' full-time** teaching experience or the part-time equivalent. Please copy this section if you need to cover experience in more than two institutions.

School/college		
Country	Post held	
Dates of service	If part-time, percentage of time working as a teacher	%
From	to	
Please tick the box(es) that best describe the school:		
<input type="checkbox"/> Primary	<input type="checkbox"/> Independent	<input type="checkbox"/> Special
<input type="checkbox"/> Middle deemed primary	<input type="checkbox"/> City Technology College	<input type="checkbox"/> Higher Ed
<input type="checkbox"/> Secondary	<input type="checkbox"/> City College for Technology of the Arts	<input type="checkbox"/> City Academy
<input type="checkbox"/> Further Education	<input type="checkbox"/> Other (please specify)	
Age range of pupils taught	Responsible for whole class Yes / No	
Subjects taught to public examination level		
Other subjects taught		

School/college		
Country	Post held	
Dates of service	If part-time, percentage of time working as a teacher	%
From	to	
Please tick the box(es) that best describe the school:		
<input type="checkbox"/> Primary	<input type="checkbox"/> Independent	<input type="checkbox"/> Special
<input type="checkbox"/> Middle deemed primary	<input type="checkbox"/> City Technology College	<input type="checkbox"/> Higher Ed
<input type="checkbox"/> Secondary	<input type="checkbox"/> City College for Technology of the Arts	<input type="checkbox"/> City Academy
<input type="checkbox"/> Further Education	<input type="checkbox"/> Other (please specify)	
Age range of pupils taught	Responsible for whole class Yes / No	
Other subjects taught		

Additional experience - previous career and other

Please complete the following, starting with your current employment, including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may delay your application.

Date		Employers Name/Address	Position Held	Full / part time	Responsibilities (please indicate type and size of school, subjects and ages taught, if applicable)	Reason for leaving / reason for break in employment
From Mth/Yr Mth/Yr	To					

Part D: Declarations

Please check that all the declarations below are signed, dated, accurate and true. Any false declarations or unsubstantiated declarations made will result in this application being rejected and may be referred to the Police or another authority.

D1 Recommending Body	
On behalf of: Titan Partnership Ltd	
I declare that:	
<ul style="list-style-type: none"> a) this body has checked the certificates and other relevant qualifications documents, and can confirm that the candidate meets the entry requirements for the programme applied for; b) the candidate is, in the opinion of this body, a suitable person to be a teacher at the school; d) this body will inform the TDA of any changes to the programme; e) the employer has carried out criminal record, health (fitness to teach), identity, right to remain/Visa checks; f) 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 and the Partnership Agreement. 	
Signed	Date / /
Print name and title Position	Mr John Bridgman Manager

D2 School

The school that will employ the candidate should complete this section. If the candidate's employer is a body other than a school, the body which will have the main day-to-day management responsibility for the candidate should fill it in. This section must be completed for all applicants. Signatures must not be 'pp'd' or signed by proxy.

On behalf of: _____ (school name) , I confirm that:
_____ (candidate name) will work as a teacher at this school during the proposed assessment.

I can confirm that the ITT entry requirements relating to **reading and spoken English** have been met/verified at interview.

I can confirm that we have read and fully understand our obligations as a school to delivering the Titan OTT Partnership Agreement.

I can also confirm that the school fully supports this candidate's application for OTT assessment.

Failure to complete this section and return it in hard copy may cause a delay to processing.

Safeguarding Children and Young People

	Yes	No	N/A
• Has the applicant fully completed a application form and signed the relevant declarations?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has school satisfied itself as to the identity of the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	
• Were references sort from a previous overseas school or university before the candidate was appointed?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has school satisfied itself that the applicant has had a recent enhanced CRB and List 99 check?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has school established applicant's fitness to teach?	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the applicant have valid 'right to remain' in the UK? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If applicant has right to remain, is there sufficient time remaining for the them to complete their training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the applicant have a valid permit to work? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has school completed all other eligibility to work checks?	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the applicant have a contract of employment for the period of training?	<input type="checkbox"/>	<input type="checkbox"/>	

I can confirm that all necessary **Fitness to Teach, CRB, Identity, 'Right to Remain', Visa, Permit and qualifications** checks have been carried out for this candidate.

Signed (Head teacher)

Date / /

Print name and title

Signed (Chair of Governors)	Date / /
Print name and title	
School Statement – The above named OTT is ready for assessment of QTS	<input type="checkbox"/> QTS/Induction <input type="checkbox"/>
Potential to Teach statement:	
The OTT is ready for assessment because...:	

D3 Candidate
<ul style="list-style-type: none"> a) The information about my qualifications and experience in this application is true. b) The declaration I have made regarding previous QTS training is true. c) I have nothing additional to declare since my last CRB and Fitness to Teach checks were carried out. d) I agree to prepare myself for assessment as agreed and present myself for assessment at the agreed time. e) I agree that the information in this application and any agreed training plan (if applicable) may be stored on a database and made available to a TDA-approved external assessor, or accredited-provider assessor as appropriate to enable them to assess me against the Standards for the award of QTS (and for induction exemption if applicable). f) I agree that the information in this application and any agreed training plan may be made available to Ofsted to enable them to carry out their quality assurance role in teacher training. g) I do not already have Qualified Teacher Status.

To my knowledge, all of the answers and evidence I have/will provide is true and accurate. All evidence is my own and does not relate to another person. I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid. In addition;

I agree to prepare and present myself for assessment as agreed and at the appointed time.

I understand the terms and conditions of my appointment and my preparation for assessment and agree to abide by them.

I agree that the information in this application and any agreed training plan may be stored on a database and made available to a TDA-approved external assessor or accredited-provider assessor as appropriate to enable them to assess me against the Standards for the Award of Qualified Teacher Status (QTS)

I agree that the information in this application and any agreed training plan may be made available to Ofsted to enable them to carry out their quality assurance role in teacher training.

Signed	Date / /
Print Name	

D4 Disclosure

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975** does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions.

Failure to disclose any previous convictions could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Criminal Records Bureau checks will be carried out for all people working with children.

Date	Type of Offence	Sentence/Fine Imposed	Comments

D5 References

Please give the name of two referees, one of whom should be your current employer and the second the head teacher/principal from your last overseas teaching post.
Can you provide Certificates of Good Conduct from your time spent overseas?

Yes

No

Name

Position / job title

Address

Postcode

Telephone No.

Fax No.

Relationship to You:

Name

Position / job title

Address

Postcode

Telephone No.

Fax No.

Relationship to You:

If you do not wish an approach to be made to the referee at this stage please tick the box opposite.

If you do not wish an approach to be made to the referee at this stage please tick the box opposite.

D6 Other information in support of your application

(Please continue on a separate sheet/s if necessary - no more than 2 sides of A4 paper).

D7 Data Protection Act 1989 (Birmingham City Council)

Birmingham Schools Only:

The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Personnel and Equalities Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, within the Education Service, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.

You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.