



Graduate Teacher Programme  
APPLICATION FORM 2011-2012

Deadline for receipt of completed forms:  
**Friday 31<sup>st</sup> December 2010**

<b>Candidate's name</b>	
<b>Lead school</b>	
<b>Subject</b> (Secondary only)	

**Please tick type of place you are requesting:**

<p>We wish to apply for a <b>SALARY GRANT</b> GTP place for the above candidate. (In this instance the trainee is employed as supernumerary and must not fill a vacancy. Please note that a supernumerary trainee must not be named as responsible for a class on the school timetable. The TDA provide a contribution towards the salary and a training grant).</p>	
<p>We wish to apply for a <b>TRAINING GRANT ONLY</b> GTP place for the above candidate. (In this instance the trainee is employed to fill a vacancy. The TDA provide a training grant only). <i>Candidates for a training grant only place will be expected to have at least one full term's teaching experience in the same age ranges covered in their training programme.</i></p>	
<p>We wish to apply for a <b>SELF-FUNDED</b> place. (Applicable to all Independent Schools) The TDA do not provide any funding in this instance and the school will be required to cover course costs (these will be invoiced by the University)</p>	

Please indicate the two consecutive Age ranges of training

PRIMARY	
Foundation	
Years 1 and 2	
Years 3 and 4	
Years 5 and 6	

SECONDARY	
Years 7,8 and 9	
Years 10 and 11	
Years 12 and 13	

Submitting the form:

**The whole application form should be completed by the applicant and the school and submitted electronically. This will include the 2 references (word processed and complete with scanned signatures).**

*In addition the school's GTP Policy is also required to be submitted electronically.*

Please send all electronic documents to: [GTP@chi.ac.uk](mailto:GTP@chi.ac.uk)

GTP Administrator contact details: Tel: 01243 812077 Fax 01243 812127

**SECTION A To be completed by candidate**

**Contact Details**

<b>Name of candidate</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>E-mail</b>	
<b>Phone: Home</b>	
<b>Mobile:</b>	

<b>School</b>	
<b>School address</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Contact name and email address of Mentor</b>	
<b>Contact name and email address of Professional Tutor / ITT Coordinator</b>	

**Qualifications and Experience details**

**GCSE's or Equivalent qualifications**

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 *						

\* For Primary candidates only.

**A Levels or equivalent qualifications**

Subject	Qualification / Awarding body / Other form of assessment	Grade	Date of award			
			m	m	y	y

**Higher Education – Details of first degree (Honours)**

Institution of study	
Country of Study	
Title of course and qualification obtained	
Main subject and % of course	
Subsidiary subject and % of course	
Degree class	
Dates of study	

***Please note that the applicant will be asked to bring original certificates to interview.***

**For qualifications other than an UK degree, obtain evidence that the qualification is equivalent, and attach any relevant supporting statements**

**Candidate’s Teaching Experience**

Please give details of the candidate’s previous employment as a teacher, qualified or unqualified, in the UK or elsewhere. Please note that candidates applying for a training grant only place will be expected to have at least one full term’s teaching experience in their chosen key stages.

Dates	School	Details of Post

**Candidate’s Relevant Experience in Non-Teaching Roles**

Please give details of the candidate’s other relevant work experience (paid or voluntary) to show their potential to teach. Examples of work to include:

- non-teaching work in educational settings (teaching assistant, cover supervisor, instructor etc.) with adults, young people or children;
- work in non-educational settings (youth or community work etc.), with adults, young people or children;
- occupations or activities that have required the use of the appropriate subject knowledge;
- occupations or activities (training etc.) that have contributed to the educational and/or personal development of adults, young people or children.

Previous posts or activities	Paid or voluntary	Full or part time	Length of time (years / months)

**Other Applications Pending**

**Have you already been accepted for a PGCE or GTP course at the University of Chichester or another Institution to start in September 2011?**

**YES / NO**

If YES, please indicate:

Course Title \_\_\_\_\_ Institution/Provider \_\_\_\_\_

**Please indicate whether you currently have any other PGCE or GTP applications through the University of Chichester or another Institution pending (this will not prejudice your application)**

**GTP -**

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**PGCE -**

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**Previous QTS**

*The University of Chichester will not accept candidates who have previously failed QTS assessment or withdrawn from a QTS programme unless there are exceptional circumstances. The University will require a written explanation from the previous training provider to establish reasons for withdrawal. The lead school and candidate must provide evidence to the University 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? <i>(Attach this to your application)</i>	YES [ ]	NO [ ]
Why do you think you are more likely to succeed?		

## **Confidential Candidate Personal Statement**

Please explain why you are considering the GTP route into teaching and what qualities and skills you think you will bring to teaching.

Any other information you would like to put forward to support your application please do so here. This document, in conjunction with your two references, will provide important information for the selection process. (Please complete statement within the area below)

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**SECTION B – To be completed by school**

**School Details**

***The experience of the leading school in ITT provision and the support they can give the trainee will be important factors in securing a place.***

School DCSF number:								LEA	
Will the trainee be filling a teacher vacancy in this school?								YES [ ]	NO [ ]
Is the school in: Special measures? YES / NO				Notice to improve? YES / NO					
If Yes to either of these categories, please contact Cheryl Letts prior to completing this form									
Number on roll:		Age range:		Forms of entry:					
Is the school a: Training School [ ] Specialist School [ ]				If Specialist, state subject:					
Has the school applied, or does it intend to apply for Academy Status				YES / NO					
Date of school's most recent Ofsted Inspection									

Please note – the University will access the Ofsted report via the Ofsted website.

If you would like to provide any supplementary evidence relating to the period since the last inspection please submit this at the same time as this form.

Is the candidate related to any employee of the school?	YES [ ]	NO [ ]
If Yes, please state how the relative may be involved in the school-based support or training of the candidate.		

**School's experience of ITT and suitability to provide training**

A feature of the GTP is that the lead school has the main responsibility for delivering training.

**Please provide details, in each of the sections below, supporting the school's suitability to provide training for a GTP trainee.**

**In addition**, please indicate whether the Professional Tutor and Mentor have completed a formal programme of mentor training at the University of Chichester or other HEI?

*If yes, give brief details below*

School's previous involvement in ITT	Provider / University
GTP	
PGCE	
Other	
Is the school involved in any ITT projects?	

<p><b>The school's Professional Development Programme for trainees</b></p> <p>Who delivers this?</p> <p>Pattern of Delivery?</p>	
<p><b>The qualifications of the Professional Tutor/GTP co-ordinator</b></p> <p><i>Has the member of staff completed a formal programme of mentor training at the University of Chichester or other HEI, or has a qualification from Teacher Learning Academy (GTC)?</i></p>	<p><b>YES / NO</b></p> <p><b>Name of Provider:</b></p>
<p><b>What experience has the Professional Tutor had of involvement with ITT?</b></p>	
<p><b>The qualifications of the mentor</b></p> <p><i>Has the member of staff completed a formal programme of mentor training at the University of Chichester or other HEI, or has a qualification from the Teacher Learning Academy (GTC)?</i></p>	<p><b>YES / NO</b></p> <p><b>Mentor Training Required?</b></p> <p><b>Name of Provider:</b></p>
<p><b>What experience has the mentor had of supporting ITT trainees?</b></p> <p><b>What training will a new mentor receive to support them in their role?</b></p>	
<p>The qualifications/experience of staff delivering <b>Subject Knowledge Training</b>.</p> <p><i>eg: Subject expertise, recent subject enhancement, involvement in subject related projects</i></p>	
<p><b>The qualifications/experience of other staff involved in training</b></p> <p>For secondary: Dept Members: Others</p> <p>For primary: year / KS teams others</p>	
<p><b>Details of external support available to support training</b></p> <p>eg: LA support</p>	

The University of Chichester Graduate Teacher Programme  
Confidential School Experience Reference  
**September 2011 entry**

**Information for the referee**

This reference should be completed following a formal interview of the applicant. This reference must be written by someone who has knowledge of the applicant's experience in school, which is relevant to the age-ranges in which they want to train. This may involve work over a considerable period of time, or the minimum 15 days' experience.

**NB This is a confidential reference**

<b>Name of GTP Applicant</b> (please print)	
<b>Name of school</b>	
<b>Interviewed by</b>	
<b>Date</b>	

<b>Details of school experience</b>	
<b>1)</b>	<b>Amount of time applicant has spent in your school (number of days if short-term observation visits)</b>
<b>2)</b>	<b>Nature of applicant's involvement: parent, LSA, visitor, governor, other. Please explain extent of involvement.</b>
<b>3)</b>	<b>Activities undertaken (circle as appropriate and describe below) Observation /individual pupil support / group work / other (please specify)</b>
<b>4)</b>	<b>Please express your professional view on the candidate's suitability for teacher training as demonstrated whilst in your school Please comment upon:</b> <ul style="list-style-type: none"> <li>• <b>the applicant's ability to communicate confidently in standard spoken English:</b></li>   <li>• <b>the applicant's ability to express views effectively and with confidence:</b></li> </ul>

- **relationships with staff:**
- **relationships with children:**
- **awareness of the realities of school life:**
- **personal and professional qualities:**
- **ability to reflect and analyse own strengths and weaknesses:**

**Do you believe this person is a suitable candidate for teacher training via the Graduate Teacher Programme at this time? Is s/he organised, hard-working, self-motivated, proactive and capable of being an independent learner?** (please tick one box and make comments where appropriate)

Yes, without reservations  Yes with the following considerations (please comment)

**Would you be confident to employ this person as a trainee in your school?**

Yes NB: This does not constitute a formal offer of employment for a GTP place, only that they have the qualities you would look for in a candidate.

No (give reasons)

<b>Scanned signature on behalf of the school:</b>	<b>Position:</b>
<b>Scanned signature(for secondary applications):</b>	<b>Head of Department</b>

The University of Chichester Graduate Teacher Programme

Additional Reference

**September 2011 entry**

**Information for the referee**

This reference should be written by someone who has known the applicant for at least one year. The reference should be written by the applicant's University tutor if they are currently a student, or by their current or another recent employer. It is also acceptable that the reference be written by someone in a position of leadership who has experience and knowledge of their work with groups of children (eg Church, youth group, sports coaching).

<b>Name of GTP Applicant</b> (please print)	
<b>Phase applying for</b>	<b>Primary / Secondary</b> If secondary, state subject .....
<b>Name and position/occupation of person completing this reference</b>	
<b>Name of Organisation</b>	
<b>How long have you know the applicant?</b>	
<b>In what capacity?</b>	

<b>Details</b>
<p>Please comment on any particular qualities the candidate demonstrates that are appropriate to teacher training. You might wish to comment upon: relationships with other adults; relationships with children; communication skills; capacity to reflect / analyse own strengths and weaknesses; other personal qualities; other factors.</p>

**Do you believe this person is a suitable candidate for teacher training via the Graduate Teacher Programme at this time?** (please tick one box and make comments where appropriate)

Yes, without reservations

Yes with the following considerations (please comment)

Not ready now but might be suitable at a future time (please comment)

No (please detail)

**Scanned signature:**

**Date:**

**PLEASE RETURN THIS FORM TO SCHOOL AS SOON AS POSSIBLE FOR APPLICATION TO BE SUBMITTED**

**Please note that the GTP is an oversubscribed course.**

**Complete this form as fully as possible and ensure that all supporting information is submitted.  
Failure to submit any of the information may have a detrimental effect on the success of the application for interview.**

**It is important to remember that the quality of training and support offered by the school is of paramount importance for the GTP route.**

**COMPLETED SECTION A AND SECTION B, SCHOOL REFERENCE AND ADDITIONAL REFERENCE TO BE SUBMITTED TOGETHER BY 31<sup>ST</sup> DECEMBER 2010 AT THE LATEST TO:  
[gtp@chi.ac.uk](mailto:gtp@chi.ac.uk) (FAO Daniel Newton – GTP Administrator)**

*The information on this form will be stored on a database for up to three years and is subject to the Data Protection Act; the DCSF and GTC will have access to the database. The application will be confidentially assessed by the DRB, which will decide whether the applicant is granted a place. If the application is successful, information on the candidate will be made available to the TDA and may also be made available to Ofsted to enable quality inspections of the GTP. The TDA will use anonymised data for statistical analysis.*