



# Application for Qualified Teacher Status from teachers trained in Northern Ireland

# Guidance notes: about your application

## What is Qualified Teacher Status (QTS)

QTS is an accreditation, made to teachers who have demonstrated that they have met the required professional standards to be able to teach in maintained schools, non-maintained special schools or pupil referral units in England. Without QTS a teacher cannot be employed as a qualified teacher in state schools.

## General Teaching Council for England

Children and young people thrive through high quality teaching.

Our job is to support the professional efforts of teachers to make this a reality.

Launched in September 2000, the GTC is the independent professional body for teaching in England.

We are committed to ensuring the best possible standards of learning and achievement for young people.

We maintain a register of qualified teachers in England and regulate the teaching profession in the public interest.

We provide advice to government and other agencies on key issues affecting the quality of teaching and learning.

We work with teachers to ensure that our advice is based on practical experience and sound research.

The Council is a unique coalition of teachers and other partners with an interest in the education service, including parents, governors and employers.

## Registering with the GTC

You must be fully registered with the GTC if you are a qualified teacher and you are employed to teach in a maintained school, non-maintained special school or a pupil referral unit.

By 'teach' we mean:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils; and
- assessing or reporting on the development, progress and attainment of pupils.

The requirement to register applies to full-time, part-time and supply teachers.

If you are employed as a teacher in other settings, it may be a requirement of your contract of employment that you are registered with the GTC. You should check this with your employer.

We welcome registration from all qualified teachers, whether required to register or not.

## How to complete your application for QTS

- 1) Ensure that all relevant data fields have been completed.
- 2) Sign and date the form where indicated.
- 3) Forward the application form to either your Initial Teacher Training (ITT) provider or the General Teaching Council for Northern Ireland (GTCNI) for endorsement. Please **do not** send this form to the General Teaching Council for England.
- 4) If completing the Induction form, forward it to your Education and Library Board (ELB)

## What will happen next?

As soon as your endorsed QTS application form is returned to the GTC we will assess it against the regulations governing the award of QTS.

If QTS is awarded we will allocate a teacher reference number to you (if you do not already hold one) and write to you enclosing a letter to confirm your QTS and an application to register with the GTC.

If QTS is declined we will write to you confirming that fact, requesting additional information if relevant.

## Overseas trained teachers recognised in Northern Ireland

Since 1 January 2010, overseas trained teachers (OTTs) who qualified outside of the European Economic Area (EEA) and who have gained recognition as a teacher in Northern Ireland can also apply for QTS in England. In order to be eligible to apply in England, OTTs must first have been recognised by either the Department for Education Northern Ireland office (DENI) or the GTCNI and have undertaken not less than 60 days practical teaching experience at an education institution in Northern Ireland.

If you are an OTT who qualified in a country outside of the EEA you must complete Part 5 of this application form.

EEA nationals who are recognised as qualified teachers in an EEA member state may apply for QTS in England under the terms of Council Directive 2005/36/EC without need for further training.

## Assistance

If you require help completing your application form, or have any questions, please either email the Teachers' Qualifications Section at [Tqanswer@gtce.org.uk](mailto:Tqanswer@gtce.org.uk) or telephone 0121 345 0140.

# Application for Qualified Teacher Status from teachers trained in Northern Ireland.

This form should be completed by those teachers either trained in Northern Ireland or with full recognition as a teacher from the General Teaching Council for Northern Ireland (GTCNI)

## To be completed by applicant

Please complete all relevant sections clearly using block capitals

### Personal details

Forename:  Middle name(s):

Surname:

Title:  Gender (m/f):  Previous surname(s) if applicable:

Date of birth:       National Insurance number:

Home address:

Postcode:  Contact telephone number (including STD):

Email address:

Signed:  Date of signature:

### Details of teacher training

Name of institution:

Country of institution:

Period of study: From:     To:

Title of qualification:	Age range trained to teach:	Subject(s) trained to teach:	Date awarded:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Details of previous degree (for postgraduate teaching courses)

Name of institution:

Country of institution:

Period of study: From:     To:

Degree title:	Class:	Main subjects:	Date awarded:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Induction

Teachers in England are required to satisfactorily complete a statutory induction period (usually three school terms). If you qualified in NI or were recognised by DENI prior to 7 May 1999 you will be exempt from having to undertake induction in England. If, however, you qualified after 7 May 1999 you will need to have completed induction in NI to be exempt from the requirement in England.

**Only complete the adjoining attached Induction: Application for exemption form if you qualified in Northern Ireland after 7 May 1999 and have subsequently completed induction there.**

**Please tick box if you have completed the Induction: Application for exemption form and have sent the form to the relevant Education and Library board**

### Please send this form to either:

- The General Teaching Council for Northern Ireland (GTCNI), if you have been awarded confirmation of recognition as a teacher in schools in Northern Ireland. Their address is: **The General Teaching Council for Northern Ireland, 4th floor Albany House, 73-75 Great Victoria Street, Belfast, BT2 7AF**; or
- your teacher training institution, if you do not have GTCNI recognition, but have successfully completed a teacher training course which allows you to teach in schools in Northern Ireland.

### Note for authorising body

Please complete **Part 2 or 3, as applicable**, to confirm that the information given by the applicant in Part 1 (overleaf) is correct, and that either:

- the applicant has successfully completed a teacher training course at an institution in Northern Ireland which allows them to teach in schools in Northern Ireland; or
- the applicant has been awarded confirmation of recognition as a teacher in Northern Ireland by GTCNI.

# 2

## To be completed by the teacher training institution

I confirm that the details given in Part A of the form are correct and that the applicant has successfully completed a course of training which allows them to teach in schools in Northern Ireland.

Official Stamp

Signed:

Name (CAPITALS please):

Date of signature:

# 3

## To be completed by The General Teaching Council for Northern Ireland

I confirm that the details given in Part A of the form are correct and that the applicant has been awarded recognition as a teacher by GTCNI

Date recognised:

Official Stamp

Signed:

Name (CAPITALS please):

Date of signature:

### Please return the completed form to:

General Teaching Council for England, Teachers' Qualifications Section,  
Victoria Square House, Victoria Square, Birmingham, B2 4AJ

For office use only:

**Disability**

Please put a cross in the box to indicate whether or not you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities (Section 1(1) of the Disability Discrimination Act 1995)

Yes  No

This information will be used to estimate the number of registered teachers with disabilities, as defined by the Disability Discrimination Act 1995. If you are not sure whether you consider yourself disabled as defined by the Act, or need information, please contact the Equality and Human Rights Commission on 0845 604 6610 (phone), 0845 604 6630 (fax), 0845 604 6620 (textphone), or visit [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

**Ethnicity:**

Please put a cross in one box to indicate your cultural background. This information will be used to estimate the number of registered teachers from different ethnic groups to enable the GTC to track and help monitor equal opportunities for all teachers. This information is included as a matter of GTC policy and is recommended by Equality and Human Rights Commission.

**White**

British  
 Irish  
 Other

**Black, Black British**

Caribbean  
 African  
 Other

**Asian, Asian British**

Indian  
 Pakistani  
 Bangladeshi  
 Other

**Mixed**

White & Black Caribbean  
 White & Black African  
 White & Asian  
 Other

**Chinese, Chinese British or other ethnic background**

Chinese  
 Other

**Prefer not to state**

Put a cross here if you prefer not to state your ethnic group

**To be completed by overseas trained teachers (OTTs) recognised in Northern Ireland**

To be eligible for QTS in England, OTTs who qualified outside of the European Economic Area (EEA) who have been recognised as a teacher by the GTCNI, must also have undertaken not less than 60 days practical teaching experience at an education institution in Northern Ireland.

Please provide the details of the education institutions where you completed your practical teaching experience in Northern Ireland:

Name and address of school/  
educational institution:

	Postcode:	

Head teacher:

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Employment start date:

D	D	M	M	Y	Y	Y	Y
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Employment end date:

D	D	M	M	Y	Y	Y	Y
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If you completed your 60 days practical teaching experience at more than one institution; please provide details of this employment on a separate sheet.

## Induction: Application for exemption for teachers from Northern Ireland

Only complete this form if you qualified in Northern Ireland after 7 May 1999

and have successfully completed the induction stage of teacher education in Northern Ireland

### A To be completed by applicant

Please complete all relevant sections clearly using block capitals

#### Personal details

Forename:  Middle name(s):

Surname:

Title:  Gender (m/f):  Previous surname(s) if applicable:

Date of birth:       National Insurance number:

Home address:

Postcode:  Contact telephone number (including STD):

Email address:

Signed:  Date of signature:

Now please send this form to the appropriate Education and Library Board for them to confirm you have successfully completed the induction stage of teacher education in Northern Ireland.

### B To be completed by the appropriate education and library board

I confirm that the teacher named above successfully completed the induction stage of teacher training in Northern Ireland.

Date induction completed in Northern Ireland:

Name and address of education and library board:

Signed:

Date of signature:

Name (CAPITALS please):

Position:

#### Please return the completed form to:

General Teaching Council for England, Teachers' Qualifications Section,  
Victoria Square House, Victoria Square, Birmingham, B2 4AJ

Official stamp