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**University of East London**

**School of Education and Communities**

**Application Form:**

**Assessment Only Route**

**to**

**Qualified Teacher Status**

|  |  |
| --- | --- |
| **Applicants Name:** |  |

***Notes for Applicants***

**Please read the AOR Guide carefully before completing your application.**

***Completing & submitting your application***

1. Insert your name in the box above
2. Complete section A of the form
3. Remember to sign the form (this can be a digital signature)
4. Ask your headteacher (or a delegated member of SLT) to complete Section B
5. Include scanned copies of your qualifications and UKENIC (or NARIC) statement if applicable.
6. Please answer all questions/complete each section as omissions can cause a delay
7. Email the whole application with copies of qualifications/UKENIC, in word format or as a pdf to:

[**b.wilby@uel.ac.uk**](mailto:b.wilby@uel.ac.uk)

**Data Protection. Our use of personal information.**

When you make an application to the AOR, as with other routes to gaining QTS, you will provide us with personal data. Some of this data is specifically for the core operation of the AOR (such as contact details) and the DfE, and some allows UEL to monitor and review its equal opportunities strategies (e.g., ethnicity). In making an application you are consenting to the use of this data.

**The full Data Protection statement is in the AOR Guide.**

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**Part A – Applicants Details:**

**Section 1 – Personal Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Gender:** |  | **Date of Birth:** |  |
| **First Name:** | |  | | **Middle Names:** |  |
| **Surname:** | |  | | **Former Names:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Postal Address:** |  | | |
| **Postcode:** |  | | |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place of birth:** |  | **Nationality:** |  |
| **Place of domicile:** |  | **Passport held:** |  |
| **National Insurance No.** |  | **LTR/Visa date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** | | **Yes** | **No** |
| **Are you registered as Disabled?** | | **Yes** | **No** |
| **What is the nature of your Disability?** |  | | |
| **Adaptations / special needs / support required:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic Origin (please tick one):** | | | |
| **Asian or Asian British:** | | **Black, African, Caribbean or Black British:** | |
| Indian |  | African |  |
| Pakistani |  | Caribbean |  |
| Bangladeshi |  | Other Black, African, or Caribbean |  |
| Chinese |  | **White:** | |
| Other Asian background |  | English, Welsh, Scottish, N. Irish, British |  |
| **Mixed or Multiple ethnic groups:** | | Irish |  |
| White and Black Caribbean |  | Gypsy or Irish Traveller |  |
| White and Black African |  | Other White background |  |
| White and Asian |  | **Other ethnic groups:** | |
| Other Mixed or Multiple ethnic group |  | Arab |  |
| **Prefer not to say:** |  | Any other ethnic group |  |

**Section 2 – Qualifications:**

**GCSE or equivalent:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject:** | **Grade:** | **Examining Body:** | **Date:** | **UKENIC** |
| **English Language** |  |  |  |  |
| **Mathematics** |  |  |  |  |
| **Science** |  |  |  |  |

* Science is only required if you are a primary teacher.
* Any overseas qualifications must be checked by UKENIC (formerly NARIC) to ascertain their equivalence to UK qualifications.
* A statement of comparability must be obtained, and a copy must be sent to UEL with this application.
* If you do not have a GCSE grade C or higher equivalence, you may apply to take an equivalency test from http//www.astarteachers.co.uk

**A Level / AS Level / BTEC / IB or Level 3 equivalent:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject:** | **Grade:** | **Examining Body:** | **Date:** | **UKENIC** |
|  |  |  |  |  |
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* Any overseas qualifications must be checked by UKENIC (formerly NARIC) to ascertain their equivalence to UK qualifications.
* A statement of comparability must be obtained, and a copy must be sent to UEL with this application.

**First degree or equivalent:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution:**  ***e.g., University of Exeter*** | **Degree Awarded:**  ***e.g., BSc Physical Sciences*** | **Class:**  ***e.g., 2:1*** | **Start Date:** | **Completion Date:** |
|  |  |  |  |  |

* Any overseas qualifications must be checked by UKENIC (formerly NARIC) to ascertain their equivalence to UK qualifications.
* A statement of comparability must be obtained, and a copy must be sent to UEL with this application.

**Any further degrees, postgraduate qualifications or equivalent:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution:**  ***e.g., University of Exeter*** | **Award:**  ***e.g., MA Economics, PGCE Primary*** | **Class:**  ***e.g., Pass*** | **Start Date:** | **Completion Date:** |
|  |  |  |  |  |
|  |  |  |  |  |
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* Any overseas qualifications must be checked by UKENIC (formerly NARIC) to ascertain their equivalence to UK qualifications.
* A statement of comparability must be obtained, and a copy must be sent to UEL with this application.

**Professional Skills Tests for Teachers *(if already taken)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject:** | **Date Passed** | **Subject:** | **Date Passed** |
| Literacy |  | Numeracy |  |

**Section 3 – Employment:**

**Please indicating (by ticking) your main activity in the 6 months preceding this application:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In employment in a school (e.g., as a Teacher, TA, HLTA, or other role)** | | | | | | |  | | |
| **Full time or part time undergraduate study** | | | | | | |  | | |
| **Full time or part time postgraduate study** | | | | | | |  | | |
| **In employment in another profession (i.e., not teaching)** | | | | | | |  | | |
| **Not in employment or training** | | | | | | |  | | |
| **Other (please state):** |  | | | | | | | | |
| **Have you been employed full-time in the British Army, Royal Air Force or Royal Navy in the past 5 years? (Yes/No)** | | | | | | | |  | |
| **If ‘yes’, please indicate which service and dates:** | | | | | | | |  | |
| **Are you making this application to the AOR under the ‘Troops to Teachers’ scheme?** | | | | | | | |  | |
| **Have you ever started a programme leading to QTS with another provider in the UK?** | | | | | | | |  | |
| **Please circle, shade, or mark age ranges you have taught:** | | **3-5** | **5-7** | **7-9** | **9-11** | **11-14** | | **14-16** | **16-19** |

**Current teaching role:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current role: *e.g., HLTA, UQ Teacher, Instructor, OTT*** | | | |  | | | | |
| **If primary, please state year group taught:** | | | |  | | | | |
| **If secondary, please state specialist subject:** | | | |  | | | | |
| **Name of School:** |  | | | | | | | |
| **Address:** |  | | | | | | | |
| **Postcode:** |  | | | | | | | |
| **Telephone:** |  | | | | | | | |
| **Headteacher:** |  | | | | | | | |
| **Email:** |  | | | | | | | |
| **Mentor:** |  | | | | | | | |
| **Email:** |  | | | | | | | |
| **Please circle, shade, or mark age ranges for QTS assessment:** | | **3-7** | **5-11** | | **7-11** | **11-16** | **11-19** | **14-19** |

**Section 4 – Teaching Experience:**

**Give details of teaching experience, with dates, including any periods spent teaching abroad and present employment. Please list experience in chronological order starting with the earliest and including your current employment as last in the list.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates:**  ***Start & Finish*** | **Name of school:**  ***Incl. country if not UK based*** | **Ages taught:** | **Role:**  ***Teacher, HLTA*** | **fte:**  ***1.0, 0.6*** |
|  |  |  |  |  |
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**Section 5 – Personal Statement:**

**Describe briefly your reasons for applying for the Assessment Only Route to QTS giving the relevance of your previous education and experience. Include teaching, visits to schools and other work with young children. (This should be written in prose, not bullet points). Please continue on further pages if necessary.**

|  |
| --- |
|  |

**Section 6 – References & Declaration:**

**Provide the details for two referees, one of which must be from your current school and will complete the reference form in Part B of this form.**

|  |  |
| --- | --- |
| **Name of referee, current school:** |  |
| **Post/Role/relationship to candidate:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Name of second referee:** |  |
| **Post/Role/relationship to candidate:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Applicant’s Declaration:**

* I declare that the information given on this form is accurate to the best of my knowledge.
* I have read and understand the Data Protection statement contained in the AOR Guide and I agree to my data being used in the described manner.
* I have read and understand the ‘Roles and Responsibilities’ contained within the Appendix to this form, final page, and agree to abide by them.

**I understand that completion of this form does not imply my automatic acceptance as a candidate for the Assessment Only Route.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Date:** |  |
| **Signature:** |  | | |

**Part B – School Partnership Details & Reference:**

**This section must be completed and signed by the Headteacher or other senior representative of the applicant’s supporting school, with authority to approve payment of fees and agree to the support partnership requirements detailed in this section.**

**Please note that no application can be accepted until this section is completed.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School:** |  | | | | |
| **Address:** |  | | | | |
| **Postcode:** |  | | | | |
| **Telephone:** |  | | | | |
| **Headteacher:** |  | | | | |
| **Email:** |  | | | | |
| **School URN:** |  | | | | |
| **School DfE No.:** |  | | | | |
| **Local Authority:** |  | | | | |
| **Type of school – please tick all appropriate boxes that apply:** | | | | | |
| **Number on role:** |  | **Age Range:** |  | **Forms of entry:** |  |
| **Nursery:** |  | **Primary:** |  | **Secondary:** |  |
| **All-through:** |  | **State Maintained:** |  | **Independent:** |  |
| **PRU or APA:** |  | **Special School:** |  | **FE College:** |  |
| **Other, please state:** |  | | | | |
| **Special Measures:** |  | **Fresh Start:** |  | **Serious Weakness:** |  |

|  |  |  |
| --- | --- | --- |
| **Candidates Name:** |  | |
| **Is the candidate employed full or part time?** | |  |
| **If part-time, what is their fte?** | |  |
| **Is the candidate employed as an unqualified teacher or instructor?** | |  |
| **If ‘no’ to previous question, please confirm role of candidate:** | |  |
| **Is the school the employer?** | |  |
| **If ‘no’ to previous question, who is the employer?** | |  |

|  |  |
| --- | --- |
| **Does the school have ITT experience in this subject / curriculum phase?** |  |
| **Does the school have staff trained as school-based trainers/mentors?** |  |

**Declaration:**

**The Headteacher from the school or other organisation that will employ and support the candidate/applicant should complete this section.**

**Whoever signs this form is agreeing that the candidate will work as a teacher at this school during the proposed AOR period and preparation for the award of QTS.**

* I agree that the candidate will work at this school for the duration of the Assessment Only Route (AOR) in the full teacher role (this is defined in the AOR Guide).
* I agree and understand that the school is responsible for a criminal background check (DBS), including a check of the children’s barred list, and has carried this out. The applicant is working in the school and is not subject to a prohibition order issued by the Secretary of State. Where appropriate, for applicants from overseas, suitable checks of criminal background records from overseas have also been carried out.
* I agree and understand that the school, as employer, is responsible for the ‘Fitness to Teach’ check and has carried this out.
* I agree that it is my belief that the candidate’s teaching and the progress young people make because of it is sufficiently secure for the award of QTS and that any necessary additional support is minimal and can be provided by the school.
* I agree to facilitate additional school placements in other settings if required.
* I agree to provide mentor support for the candidate during the AOR process.
* I agree that the candidate’s teaching commitment will be suitable for the AOR to QTS (i.e., no less than 50% and no more than 90% of the standard teacher workload).
* I agree to pay the AOR fees as and when they become payable, as notified by UEL, and within the timeframe stated on the invoices.
* I agree and understand that it is not possible to request a Stage 2 only.
* I agree and understand that the University of East London will invoice the school at the appropriate times for each Stage.
* I have read and understand the ‘Roles and Responsibilities’ contained within the Appendix to this Application Form and agree to abide by them as they pertain to my school.
* I have read and understand the Data Protection statement contained in the ‘Notes to Applicants’ section in the UEL AOR Guide, and I agree to appropriate data being used in the described manner.

**I understand that completion of this form does not imply the automatic acceptance for the applicant as a candidate for the Assessment Only Route.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Date:** |  |
| **Position:** |  | | |
| **Signature:** |  | | |

|  |  |
| --- | --- |
| **If you would like us to use a Purchase Order Number or a specific reference for the fees, please supply them below. Invoices will be submitted in the month following visit.** | |
| **Stage 1 Advisory Visit - £850** |  |
| **Stage 2 Final Assessment - £1,500** |  |

**School reference:**

**This form must be filled out by a representative from the school (identified as the first referee on the application). Please keep this attached to the application form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidates Name:** |  | **Role:** |  |
| **Referees Name:** |  | **Role:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick as appropriate:** | | **Outstanding** | **Good** | **Requires**  **Improvement** |
| **Teaching competence**  **(Based on observations of teaching)** | |  |  |  |
| **Standard of written English** | |  |  |  |
| **Standard of spoken English** | |  |  |  |
| **Punctuality** | |  |  |  |
| **Attendance** | |  |  |  |
| **Reliability** | |  |  |  |
| **Ability to meet deadlines** | |  |  |  |
| **Trustworthiness** | |  |  |  |
| **Ability to maintain positive working relationships** | |  |  |  |
| **Subject knowledge** | |  |  |  |
| **Academic ability** | |  |  |  |
| **Ability to respond positively to advice** | |  |  |  |
| **Personal presentation** | |  |  |  |
| **If any of the above are inadequate please add comments below on action plan currently in place. Please also add any additional general comments / information?** | | | | |
|  | | | | |
| **Referee’s**  **Signature:** |  | | | |

**Appendix: Roles and responsibilities – the partnership agreement:**

These roles and responsibilities form a Partnership Agreement between the AOR Candidate, their employing school (as represented by the Headteacher) and the University of East London (UEL).

**The AOR Candidate will:**

* Undertake to complete, by any indicated dates, all tasks, and activities (including placements) as advised by UEL tutors.
* Prepare a portfolio of evidence which will demonstrate that the Teachers’ Standards for the award of QTS are met in their entirety.
* Take particular care in the preparation, delivery, and evaluation of lessons.
* Understand that the Professional Skills Tests for Teachers in Numeracy and Literacy must be taken and passed before any place on the AOR can be finalised.
* Ensure that all necessary teaching is carried out and the portfolio of evidence made available on the designated date for assessment.
* Inform UEL if any circumstances arise which may affect the preparation for, or the completion of, assessment; including changes in personal circumstances such as a change of address or change of employment.

**The Candidate’s supporting school, as represented by the Headteacher, will:**

* Provide all requested information concerning the strengths and training needs of the candidate so that action planning may be appropriate to the candidate’s needs.
* Ensure that the candidate has been interviewed for the post he/she is filling and completed all necessary health and criminal background checks (DBS); and assure that these have been carried out and that the candidate is ‘fit’ to teach.
* Ensure that the candidate fulfils all the legal requirements for teaching in England (e.g., any Visa conditions).
* Facilitate an appropriate teaching timetable.
* Observe the candidate teach at regular intervals as determined by the Advisory Report and Support Plan, to enable evidence of appropriate teaching and learning to be provided/supplemented.
* Facilitate any additional school placements as required for the candidate to be able to fully meet the Teachers’ Standards.
* Monitor the progress of the candidate towards being ready for assessment for QTS.
* Supply any support needs which may become evident, including a senior colleague to act as mentor to the candidate.
* Facilitate arrangements upon request for visits to be made by UEL tutors to the school for the purpose of advice, monitoring and assessment.
* Inform UEL of any issues which may arise, and which may mitigate against a successful assessment for QTS.
* Pay all charges as detailed in advance in respect of the AOR. If the candidate is self-funding the AOR, arrangements will need to be put into place for him/her to reimburse the school as UEL can only invoice schools.

**UEL and its tutors will:**

* Consider any application to the AOR made by a candidate and his/her supporting school, advising of potential to progress as appropriate.
* Undertake an interview with the candidate and an advisory visit to the candidate’s school, together with the preparation of an advisory report and support plan.
* Advise the candidate and school of any conditions and requirements which may be necessary before a place on the AOR can be finalised, or during the Route itself.
* Undertake a visit to the candidate’s school for the purposes of an assessment for QTS at the appropriate time.
* Carry out all school visits as notified including and the final assessment visit.
* Liaise with the Department for Education (DfE) and the Teaching Regulation Agency (TRA) in respect of registering the candidate on to the AOR at the appropriate time; and of recommending the candidate for QTS upon a successful assessment and following moderation of results.
* Ensure that all personal data held will be used, stored, and maintained in accordance with the Data Protection Act, 2018. Please see the advice detailed on page 2 of the current UEL AOR Guide.