



Chepping View Primary Academy SCITT

Assessment Only Route for Primary to QTS Application Form 2022-23

CVPA SCITT cannot evaluate your application unless you have provided evidence that you have the necessary academic qualifications and that the school provides a suitable environment for assessment to enable you to reach the Teachers' Standards for the award of Qualified Teacher Status (QTS).

CVPA SCITT cannot approve your application until all declarations have been signed and all necessary information and supporting documents received.

Please read the CVPA SCITT Guidance notes before completing the application form.

All documents and completed application form should either be posted to CVPA SCITT or signed, scanned and emailed to:

Post: Inspiring Futures Partnership Trust
Chepping View Primary Academy SCITT
Cressex Road
High Wycombe
Buckinghamshire
HP12 4PR

Email: kharrison@cvpa.school

The application must include:

| | |
|---|---|
| Documents | ✓ |
| Documentation to show that you have achieved a standard equivalent to grade 4 / C in the GCSE examinations in English, maths and science. | |
| Documentation to show that you have a UK first degree or equivalent qualification. | |
| Documents to prove ID/Right to Work/National Insurance / Address / Change of name (if applicable) | |
| References/testimonials from 2 schools you have taught in prior to applying for the AO route, including names and contact details, with reference to your suitability to work with children. | |
| At least 2 lesson observations, written to the Teachers' Standards, for lessons recently taught by the candidate within the age range in which QTS assessment is sought. These can be completed using a school lesson observation form or the CVPA SCITT form which can be downloaded from the AO section of the website. | |
| A signed Partnership Agreement from a school willing to support you in working towards QTS (available to download from the website). The agreement needs to be signed by both the candidate and the school. | |
| All sections of this application form have been completed by the relevant parties, ie the candidate and the supporting partner school. | |
| Applicant Declarations | |
| <input type="checkbox"/> I confirm that all the information I have provided on all documents is accurate. | |
| <input type="checkbox"/> I understand that information in this application may be stored on a database and made available to the Department for Education. | |
| Signature: _____ Date: _____ | |

If the candidate is to be a volunteer in the supporting partner school where they will undertake the AO route, then CVPA SCITT will carry out the required DBS check, Prohibition check, Occupational Health check and Child Disqualification Declaration form. Please see the AO Guidance notes for charges relating to these.



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Section A: To be completed by the candidate

Please ensure that all sections are completed fully and accurately.

Details of ethnic group, age, gender and any disability enable CVPA SCITT and the DfE to monitor equal opportunities and are **not used as part of the decision-making process**.

Personal Details

Title (tick one): Dr Mr Mrs Miss Ms Other _____

Forename(s): _____

Surname: _____

Former surname:
(if applicable) _____

Reason for change of surname:
(if applicable) _____

Current address including postcode: _____

Email address: _____

Telephone numbers: Home: _____
Mobile: _____

Date of birth: _____

Current age: _____ Years _____ Months

Gender: Male Female

National Insurance number: _____

Country of birth: _____

Nationality: _____

Does the candidate have a disability: Yes No Prefer not to say

If **yes**, please outline the nature of the disability and whether the candidate is in receipt of a disability grant:



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Ethnic Group

| Please select one of the following options: | | | | |
|---|--|-----------------------------------|--|--|
| 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 Scottish | | Other Black background | | Asian or Asian British, Bangladeshi |
| Irish traveller | | Mixed, White & Black Caribbean | | Chinese or other ethnic background – Chinese |
| Other white background | | Mixed, White and Black African | | Other Asian background |
| Other ethnic background | | Mixed, White and Asian | | Not known |
| | | Other mixed background | | Information refused |

GCSE or Equivalent Qualifications

Please give details of **GCSE or equivalent qualifications** and when they were obtained.

All entrants to the primary teaching AO route must have attained the standard required for GCSE grade 4 / C in English, mathematics and science. If the candidate does not hold GCSE grade 4 / C or above, an equivalence test will need to be taken. See the AO Guidance notes.

| Subject | Qualification and Awarding Body or Details of Alternative Test or Assessment | Grade | Date of Award or Assessment | |
|-------------|--|-------|-----------------------------|------|
| | | | Month | Year |
| English | | | | |
| Mathematics | | | | |
| Science | | | | |



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Teaching Experience

Current teaching timetable in the school supporting the application

| Year Group | Pupil Numbers | Subject(s) taught | Hours per week | Details of National Curriculum, Public Examinations | Overall responsibility for the class? |
|-------------------|----------------------|--------------------------|-----------------------|--|--|
| | | | | | |
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| | | | | | |

Has the candidate taught in other schools in the UK or overseas? If yes, please identify them on the following pages.



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School 1

Name and address of the school, including postcode/country as applicable:

Telephone: _____ Fax: _____

Email: _____

Local authority: _____

Dates of employment at this school: From: _____ To: _____

Did the candidate have sole responsibility for classes? Yes No

Ofsted/ISI inspection report

Date of most recent inspection: _____

Overall effectiveness grade: _____ Achievement and standards grade: _____

Teaching and learning grade: _____ Leadership and management grade: _____

Number on roll: _____ Age range: _____ Forms of entry: _____

Please tick the box(es) that best describe the school:

- Primary Secondary Middle
 Special Non-Maintained Special Independent Other: _____
 Mixed Boys Only Girls Only *(please specify)*

Is the school a:

- Teaching School Specialist School

If specialist, state subject: _____



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School 2

Name and address of the school, including postcode/country as applicable:

Telephone: _____ Fax: _____

Email: _____

Local authority: _____

Dates of employment at this school: From: _____ To: _____

Did the candidate have sole responsibility for classes? Yes No

Ofsted/ISI inspection report

Date of most recent inspection: _____

Overall effectiveness grade: _____ Achievement and standards grade: _____

Teaching and learning grade: _____ Leadership and management grade: _____

Number on roll: _____ Age range: _____ Forms of entry: _____

Please tick the box(es) that best describe the school:

- Primary Secondary Middle
 Special Non-Maintained Special Independent Other: _____
 Mixed Boys Only Girls Only *(please specify)*

Is the school a:

- Teaching School Specialist School

If specialist, state subject: _____



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School 3

Name and address of the school, including postcode/country as applicable:

Telephone: _____ Fax: _____

Email: _____

Local authority: _____

Dates of employment at this school: From: _____ To: _____

Did the candidate have sole responsibility for classes? Yes No

Ofsted/ISI inspection report

Date of most recent inspection: _____

Overall effectiveness grade: _____ Achievement and standards grade: _____

Teaching and learning grade: _____ Leadership and management grade: _____

Number on roll: _____ Age range: _____ Forms of entry: _____

Please tick the box(es) that best describe the school:

- Primary Secondary Middle
 Special Non-Maintained Special Independent Other: _____
(please specify)
 Mixed Boys Only Girls Only

Is the school a:

- Teaching School Specialist School

If specialist, state subject: _____



Section B: To be completed by the Partner school

| Requirement | Yes | No |
|---|-----|----|
| If employing the candidate, the Partner school should confirm safer recruitment procedures have been followed, including verification of identity, taking up references, establishing the candidate's right to work in the UK, review of employment history. | | |
| The candidate will take part in an interview to assess her/his suitability to teach. | | |
| The candidate must assure CVPA SCITT of their proficiency in English and maths. Tasks will be set at interview. The candidate will need to show evidence of addressing any gaps in these proficiency skills as part of their QTS evidence portfolio. | | |
| If employing the candidate, an enhanced DBS check has been carried out by the school or is in progress, and a police check for periods spent living overseas, if appropriate. NB: the enhanced DBS check must be re-done if the candidate changes role within the school, eg from TA to unqualified teacher. | | |
| The candidate: <ul style="list-style-type: none"> • has the intellectual and academic capabilities needed to meet the required Teachers' Standards. • possesses the appropriate qualities, attitudes and values expected of a teacher. • can read effectively and is able to communicate clearly and accurately in Standard English both orally and in writing. • meets the requirement for physical and mental fitness to teach. | | |
| The candidate has been provided with the following: <ul style="list-style-type: none"> • the school's Child Protection Policy • the school's Staff Behaviour Policy (or Code of Conduct Policy) • information about the role of the Designated Safeguarding Lead • the statutory guidance Keeping Children Safe in Education | | |
| The candidate has at least 2 years' teaching experience. (This may include teaching experience overseas but excludes support work eg as a TA.) | | |
| If the candidate originally qualified to teach overseas, has the school checked that s/he has taught in the maintained sector in England for long enough to gain the experience needed to meet the Teachers' Standards fully? | | |



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Previous QTS Assessment

CVPA SCITT will not accept candidates who have previously failed QTS assessment or withdrawn from a QTS programme unless there are exceptional circumstances. The school and CVPA SCITT must be provided with a written explanation from the previous provider outlining the reasons for withdrawal. The school must also provide evidence that the candidate is now more likely to succeed.

Has the candidate failed / 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? Yes No

(If yes, attach it to your application).

Why do you think the candidate is now more likely to succeed?



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Supporting Statement from the Placement school

Summarise why you believe the candidate is ready for assessment, giving details of the candidate's recent performance, shown through lesson observations and measured against the Teachers' Standards, and contributions to the school as a whole. Please submit two recent lesson observations with the application.

AO Criterion A1.5

Has the candidate taught in at least 2 schools, early years or further educational settings? Do they have sufficient breadth and variety of experience to be able to meet all the Teachers' Standards?

Yes No

If the school has identified targets to be met by the candidate before s/he is ready for the AO route, give brief details here:

AO Criteria A2.2

The candidate needs to have taught children across the ability range in their chosen age ranges. Has the candidate secure evidence of successful teaching across the age range to be focused on in the assessment?

Yes No

The combinations of age range at primary are:

- Ages 3-7
- Ages 5-11



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Representative of the Senior Leadership Team (Professional Tutor) at the school, responsible for overall co-ordination and monitoring of the AO route for this candidate:

Name: _____

Position: _____

Organisation: _____

Senior Leadership Team Representative (Professional Tutor): Skills Audit

- 1 = Very confident and experienced in the context of initial teacher training eg School Direct, HEI, PGCE.
- 2 = Good knowledge, some experience from initial teacher training, NQT induction and/or staff development.
- 3 = Some knowledge and/or experience but I need training and guidance on this to become fully effective in training a candidate for the AO.
- 4 = New to me. I will need training and guidance on this.

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| My familiarity with the Teachers' Standards. | | | | |
| My knowledge of subject teaching in the age range to be focused on with the candidate. | | | | |
| My familiarity with current national initiatives in educational policy and practice. | | | | |
| My experience in observing lessons against the Teachers' Standards. | | | | |
| My experience in judging lessons against the Ofsted inspection criteria. | | | | |
| My experience in giving feedback based on a review of a teacher's performance. | | | | |
| My experience in negotiating individual targets to improve a teacher's or a trainee's performance. | | | | |
| My experience in providing support for a teacher or trainee who is encountering difficulties in becoming an effective teacher. | | | | |
| My knowledge of how to develop a trainee teacher's subject knowledge for teaching and learning. | | | | |
| My experience of being a lead/school-based trainer/professional tutor for any trainees undergoing primary teacher training. | | | | |
| My experience of being an induction mentor for NQTs. | | | | |
| My experience of being a mentor for a PGCE/School Direct or BEd trainee or other trainee programmes for primary teacher training. | | | | |
| Has the Professional Tutor undertaken any mentor training? If yes, indicate through which institution. | | | | |
| Give details of the Professional Tutor's experience relating to the above. | | | | |
| I think my training needs for my work ahead of mentoring the candidate through the AO route are: | | | | |



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School Mentor responsible for providing in-school guidance and monitoring:

Name: _____

Position: _____

Organisation: _____

School Mentor: Skills Audit

- 1 = Very confident and experienced in the context of initial teacher training eg School Direct, HEI, PGCE.
 2 = Good knowledge, some experience from initial teacher training, NQT induction and/or staff development.
 3 = Some knowledge and/or experience but I need training and guidance on this to become fully effective in training a candidate for the AO.
 4 = New to me. I will need training and guidance on this.

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| My familiarity with the Teachers' Standards. | | | | |
| My knowledge of subject teaching in the age range to be focused on with the candidate. | | | | |
| My familiarity with current national initiatives in educational policy and practice. | | | | |
| My experience in observing lessons against the Teachers' Standards. | | | | |
| My experience in judging lessons against the Ofsted inspection criteria. | | | | |
| My experience in giving feedback based on a review of a teacher's performance. | | | | |
| My experience in negotiating individual targets to improve a teacher's or a trainee's performance. | | | | |
| My experience in providing support for a teacher or trainee who is encountering difficulties in becoming an effective teacher. | | | | |
| My knowledge of how to develop a trainee teacher's subject knowledge for teaching and learning. | | | | |
| My experience of being a lead/school-based trainer/professional tutor for any trainees undergoing primary teacher training. | | | | |
| My experience of being an induction mentor for NQTs. | | | | |
| My experience of being a mentor for a PGCE/School Direct or BEd trainee or other trainee programmes for primary teacher training. | | | | |
| Has the School Mentor undertaken any mentor training? If yes, indicate through which institution. | | | | |
| Give details of the School Mentor's experience relating to the above. | | | | |
| I think my training needs for my work ahead of mentoring the candidate through the AO route are: | | | | |



Declarations

Supporting School

I confirm on behalf of _____ (School name)

that _____ (Candidate's name)

will be employed as an unqualified teacher /working voluntarily as an unqualified teacher at this school for the duration of the AO programme up to and including the date of final assessment.

I declare that:

- I have checked the certificates and other relevant qualifications documents and confirm that the candidate meets the entry requirements for the programme applied for.
- If employed by the school, the appropriate Occupational Health, Prohibition and DBS checks, and Child Disqualification Declaration form have been completed by the school prior to registration on the AO route.
- The candidate is, in the opinion of this school, a suitable person to be a teacher.
- The school will provide the guidance and support required to prepare for assessment.
- The school will inform CVPA SCITT of any changes to the plans or provision for the AO programme.
- The school will inform CVPA SCITT if any cause for concern arises, so that appropriate action may be taken.
- 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.
- The Headteacher and governing body agree to the Partnership Agreement accompanying this application form and to the costs.

DBS Number as an unqualified teacher: _____

DBS Date of issue: _____

Date of DBS Children's Barred List Check: _____

Date of Prohibition Order Check: _____

Date of Childcare (Disqualification) Regulations 2018: _____

Date of Occupational Health Check: _____

Result of Occupational Health Check: _____



Chepping View Primary Academy SCITT

Signed - Headteacher: _____

Print Name: _____

Date: _____

Signed – Chair of Governors/Trustees: _____

Print Name: _____

Date: _____

Candidate

I declare that:

- The information about my qualifications, background and experience in this application is true.
- I understand the terms and conditions of my acceptance onto the programme, the CVPA SCITT Partnership Agreement and my preparation for assessment, and agree to abide by them.
- I agree that the information in this application may be made available to the visiting tutor and accredited-provider assessor to enable them to assess me against the Teachers' Standards for the award of QTS.
- I agree that the information in this application and CVPA SCITT tutor reports may be made available to Ofsted to enable them to carry out their quality assurance role of the Assessment Only Route.
- I do not already have Qualified Teacher Status.

Signed - Candidate: _____

Print Name: _____

Date: _____