



Application form for Teacher Training Lifelong Learning Sector



Section One (see note a)				
Surname		First Name(s) in full		Title
Previous Surname(s)			Date of Birth	
Local Education Authority (see note b):				
a) Home Address (see note c)			b) Workplace Address (see note d)	
Post Code		Post Code		
Home Phone Number (include dialling code)			Work Phone Number	
Mobile Phone Number			Next of Kin Phone Number	
Home e-mail Address:			Work e-mail Address:	
Gender M / F	Nationality:		Disabilities (see note e):	

Section Two
a. Have you ever received a criminal conviction, caution or bind over (including spent convictions)? YES / NO (if yes, please give details on a separate piece of paper)
b. Have you had a Criminal Records Bureau (CRB) Enhanced Disclosure check within the last year? YES / NO (you are required to show this to the interviewer or your tutor)
c. Is there a time limit on your permitted stay in the UK i.e. do you require a visa to stay here? YES / NO Please give your first date of entry to the UK ___/___/___
Please note: It is a requirement for satisfactory completion of the Certificate or Diploma in Teaching that you can produce evidence of a current (i.e. within 11 months of you starting the programme) Criminal Records Bureau Enhanced Disclosure.

Please note: You must submit photocopies of your certificates with this application form.

<p>Notes:</p>

Section Three

To all candidates: You should be able to demonstrate that

- a) You hold appropriate subject qualifications;
- b) You can secure group teaching opportunities;
- c) You will benefit professionally and personally from the Programme.

a) Qualifications

Please state the academic/professional qualifications you currently hold. Identify those which relate to your current teaching role in Post-Compulsory education. Please attach photocopies of your certificates

Place of Study	Qualification (and Board if known)	Main Subject(s) studied	Grade, Class or Level	Date of Award
School <i>Please state highest English and Maths qualifications</i>			Grade	
Vocational/Work based (e.g. NVQs) <i>Please give Levels attained</i>			Level	
Higher Education <i>Include HND/HNC or other Level 4 and above qualifications, including degrees</i>			Overall grade	

Do you currently possess an English or Literacy qualification at Level 2 or above?

Yes No

Do you currently possess a Maths or Numeracy qualification at Level 2 or above?

Yes No

b) Employment history (include vocational employment and teaching or training) *include all relevant previous employment:*

Place of employment:	Position:	Responsibilities:	From:	To:

c) ICT and e-Learning Skills

Please tick the applications or programmes that you use confidently.	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Internet	Do you have a computer at home? Yes / No At work? Yes / No
	<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> e-mail	
	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Virtual Learning Environments	
	Other	Other	

c) Personal Statement

Please state the contribution you believe that the programme can make to your current personal and professional needs as a teacher, tutor or trainer in the Lifelong Learning Sector.

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The Certificate/ Diploma in Teaching is an *in-service* programme, i.e. it is aimed at people who are employed as teachers, tutors or trainers in the Lifelong Learning Sector but do not hold a recognised initial teaching qualification. The programme team cannot organise a 'practical teaching placement' for the purposes of completing this programme. Please confirm the teaching, tutoring or training that you will be delivering (or will be able to secure) for the period of the programme. If you require a "pre-service" course i.e. you have no teaching, then write "PTLLS". This will permit us to consider you for the *pre-service* course.

Current or proposed teaching responsibilities including number of teaching contact hours:	
Organisations & locations: (Add additional information if you teach for more than one organisation or in more than one location)	

Data Protection Act 1998: The information that you have supplied will be processed and held on computer. The data may be processed for the purpose of compiling statistics, and passed to the Higher Education Statistical Agency. By signing and returning this application form you will be deemed to be giving your consent to the processing of data contained on it.

Signature: Date:	<p>THIS FORM SHOULD BE RETURNED TO:</p> <p>The Teacher Training Administrator, Campus Office, Lewisham College, Lewisham Way, London SE4 1UT</p> <p>Enquiries about the progress of your application should be addressed to this office.</p>
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Section Four

Employer questionnaire and reference

Guidance notes: please refer to the Employer Handbook

The purpose of this section is to establish the working relationship between the applicant and your organisation and how the applicant may be supported in achieving the appropriate qualification.

1. How long has the applicant worked for your organisation?
2. What is the nature of the applicant's contract? Please tick those that apply
 Permanent full time
 Permanent part time (please indicate days per week).....
 Probationary
 Sessional part-time (Visiting Tutor) Other.....
3. What vocational or academic subjects will/does the applicant teach?
4. How many hours per week will the applicant be teaching?
Will the applicant be teaching 1:1 small groups (less than 5) larger groups 5+
5. Applicant's responsibilities with reference to the LLUK descriptions of "associate tutor" or full tutor (see appendix to Employer Handbook): The applicant
 - a. Teaches from packs/ pre-prepared materials, and therefore has few responsibilities in design of curriculum and materials **Yes** **No**
 - b. Teaches a programme confined to a particular level/ subject/ type of learner/ short courses (i.e. does not develop or deliver a full range across a curriculum area) **Yes** **No**
 - c. Is responsible for the recruitment of learners (interviews/initial assessments) **Yes** **No**
 - d. Is responsible for managing Individual Learning Plans & tutorial support **Yes** **No**
 - e. Collaborates with colleagues and is accountable to regular team planning and review meetings **Yes** **No**
 - f. Is responsible for *devising* schemes of work, assessments, course reviews and quality assurance **Yes** **No**
 - g. Fulfils the roles and responsibilities of an *associate teacher* full teacher
6. What age groups? 14 – 16 16 – 19 19 +
7. What levels will the applicant be teaching? Entry L1 L2 L3 L4 Other
8. How long has the applicant worked for your organisation?
9. Which qualification is best suited to the needs of the applicant now? CTLLS DTLLS
10. Do you anticipate any difficulties in supplying an experienced subject specialist mentor to guide and support the applicant? **Yes** **No**
11. What qualities has the applicant brought to your organisation? Please write a short reference in support of the application, indicate how you think the programme will contribute to the applicants CPD.

Undertaking

I endorse the participant's application to the programme and in so doing undertake to meet the following programme requirements:

- Provide the participant with a workplace mentor – an experienced colleague from the same vocational or subject specialism.
- Confirm the range and volume of teaching delivered by the applicant each year
- Confirm that the applicant has completed a Criminal Records Bureau check
- If appropriate, support an application for Accreditation of Prior Experiential Learning (APEL)

You can contact the Programme Director, Graham de Smidt by calling 020 8694 3235 or by email at graham.desmidt@lewisham.ac.uk

12. **Name of employer:**.....(Please Print)

Job title:..... **Phone:**.....

e-mail:..... **Signed:**.....

Interview record
(To Be Completed By Interviewer)

Information check:

Photocopy presented

Highest qualification noted at Level 3 or above (photocopy present):		Y / N
Highest English Language qualification noted at Level 2 or above (photocopy present):		Y / N
Highest Maths qualification noted at Level 2 or above (photocopy present):		Y / N

CRB form completed and checked Y / N	Date:	Number:
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Employer guarantee form completed and submitted:

ACCEPT:

Certificate	Diploma	Other
Conditions of acceptance:		
Skills for Life:		
Qualifications:		
Teaching responsibilities:		
References:		
e-Learning Skills:		
Other:		

Alternative routes:

Reasons: Options (eg PTLLS or subject qualifications)

ADDITIONAL NOTES:

<i>Initial assessment</i>	
<u>Literal</u> and <u>Inferential</u> comprehension.....	
Ability to <u>summarise</u> and to <u>contrast</u> information and opinion.....	
Ability to <u>express own point of view</u>	
Ability to <u>structure</u> sentences and paragraphs correctly.....	
Ability to write using accurate <u>punctuation</u> and correct <u>spelling</u>	
General comments:	Group: Evening or Day
Interviewers Name:	Date:

NOTES ON THE COMPLETION OF THE APPLICATION FORM

The Application Form will be the basis of our computer record and records held by the College and University, and your Tutor. Please complete it carefully, using BLOCK CAPITALS in black ink or biro. It may be completed electronically – ensure that the formatting is retained. All items should be completed.

Section One

- a) Ensure that this section is completed fully and accurately.
- b) Normally determined by your address e.g. if you live permanently in Lewisham, your Local Education Authority (LEA) would be London Borough of Lewisham or London Borough of Greenwich, etc.
- c) Enter your full home address, including postcode. Please indicate any gap in the postcode by a blank space.
- d) Enter your full employment address, including postcode.
- e) DISABILITY –please insert the appropriate code below:
 - 00 No disability
 - 01 Dyslexia
 - 02 Blind/Partially sighted
 - 03 Deaf/Hearing impediment
 - 04 Wheelchair user/Mobility difficulties
 - 05 Personal Care Support
 - 06 Mental health difficulties
 - 07 Unseen disability (e.g. Asthma, Diabetes, Epilepsy,)
 - 08 Multiple disabilities
 - 09 Other disabilities not specified

Disability information is requested to enable appropriate support to be provided during your studies.

Section Two

- a) It is important that you declare any convictions, cautions or bind overs. Applications for teaching are exempt from the Rehabilitation of Offenders act and you must therefore also declare any 'spent' convictions.
- b) All applicants must be Criminal Records Bureau checked before the start of the course. However, if you have had an appropriate Enhanced CRB check done within one year of the start of the course and can produce your disclosure certificate you will not need to have it done again.
- c) These questions are to determine your fee-paying status (i.e. home or overseas). In order to be classified as a home student you should have been resident in the UK continuously for three years before the start of the course, for a purpose other than full-time education, and should have no time restrictions imposed on your stay.

Section Three

- You must indicate clearly your highest English Language and Maths qualification.
- Photocopies of any qualifications you hold should be attached to the Application Form

Section Four

- The Employers reference must be completed with reference to the accompanying Employer Information guide.

Equal Opportunities Monitoring Form

Please complete and return with the application form. The Equal Opportunities Monitoring form will be detached from your application before it is considered.