



Lewisham College – Higher Education Application Form
London South Bank University – Initial Teacher Training



Section One (see guidance notes pg 6)		
Surname	First Name(s) in full	Title
Previous Surname(s)		Date of Birth
Home Address	Work Organisation & Address	
Post Code	Post Code	
Home Phone	Work Phone	
Mobile Phone	Next of Kin Phone	
Home email	Work email	
Gender M / F	Nationality	
Disabilities (see guidance notes pg 6)		
Section Two (see guidance notes pg 6)		
<p>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)</p> <p>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)</p> <p>c. 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 ___/___/___</p>		
You <u>must</u> submit photocopies of your certificates with this application form		
Notes		

Section Three (see guidance notes pg 6)

To all candidates: You should be able to demonstrate that a) You hold appropriate subject qualifications; b) You hold an appropriate Teaching qualification; 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 (Awarding Body)	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 Qualifications (<i>e.g. NVQs</i>) Please give Level attained.			Level	
Higher Education including HND/HNC or other Level 4 and above, including degrees.			Grade/Class	
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:*

Are you a member of the IfL?		If "Yes", Membership Number:		
Places of Employment	Position	Responsibilities	From	To

c) ICT and eLearning Skills

Please tick the applications or programmes that you use <i>confidently</i> .	<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"/> PowerPoint	<input type="checkbox"/> e-mail	
	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Virtual Learning Environments	

c) Personal Statement Please explain how the course for which you are applying will meet your professional and personal development needs. Briefly describe your previous experience and how this has led to your application.

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The Certificate/Diploma courses in Teaching are “in-service”, i.e. they are aimed at people who are employed as teachers, tutors or trainers in the Lifelong Learning Sector but do not hold the qualification for which they are applying. The programme team cannot organise a ‘practical teaching or mentoring 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:	THIS FORM SHOULD BE RETURNED TO: Customer Service Centre, Lewisham College, Lewisham Way, London SE4 1UT Enquiries about the progress of your application should be addressed to this office: campusoffice@lewisham.ac.uk

Section Four

CTLLS or DTLLS Employer questionnaire and reference

Guidance notes: For teacher training courses, please refer to the guidance published by LLUK/SVUK (now managed by Institute for Learning <http://www.ifl.ac.uk/> and LSIS www.lsis.org.uk/). 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 a. Permanent full time b. Permanent part time (please indicate days per week) c. Probationary d. Sessional part-time (Visiting Tutor) e. Other.....
3. What vocational or academic subjects will/does the applicant teach?
4. How many hours per week will the applicant teach?
5. Will the applicant be teaching 1:1 small groups (less than 5) larger groups 5+
6. Applicant's responsibilities with reference to the LLUK descriptions of "Associate Tutor" or "Full Role Teacher" (See Ifl website): 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 Role Teacher
7. What age groups? 14 – 16 16 – 19 19 +
8. What levels will the applicant be teaching? Entry L1 L2 L3 L4 Other
9. How long has the applicant worked for your organisation?
10. Which qualification is best suited to the needs of the applicant now? a. Certificate in Teaching in the Lifelong Learning Sector CTLLS (training only, restricted teaching role) b. Diploma in Teaching in the Lifelong Learning Sector DTLLS (<i>full role</i> public funded teaching)
11. Mentor: Do you anticipate any difficulties in supplying an experienced subject specialist mentor to support the applicant and observe and grade their teaching as they undergo the initial teacher training (minimum commitment 20 hours)? Yes or No
12. 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.



Section Four (Continued)

Employer Undertaking

Name of applicant:

I endorse this application to the programme and in so doing undertake to meet the following programme requirements:

- Provide the participant (CTLLS or DTLLS) with a workplace mentor – an experienced colleague from the same subject specialism who will coach, support, observe and grade lessons. Expected minimum commitment 20 hours.
- Confirm the range and volume of teaching delivered by the applicant each year
- Confirm that the applicant has completed a Criminal Records Bureau check

You can contact the Programme Director by calling 020 8694 3234 or by contacting the Customer Service Centre campusoffice@lewisham.ac.uk who will put you in touch.

Name of employer (Please Print):	
Signature:	
Organisation (Please Print):	
Job title:	Phone:
Email (Please Print):	

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

- 1) Ensure that this section is completed fully and accurately.
- 2) Enter your full home address, including postcode. Please indicate any gap in the postcode by a blank space.
- 3) Please make sure that your email address is printed clearly so that no errors are made in the transfer to electronic form.
- 4) Enter your full employment address, including postcode.
- 5) 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

- 1) 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.
- 2) All applicants must be Criminal Records Bureau checked before the start of the course. 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.
- 3) 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

- 1) Please indicate clearly all relevant qualifications, educational, trade, professional and vocational. Relevance is linked to the teaching you do and your CPD.
- 2) Please make sure that you
- 3) You must indicate clearly your highest English Language and Maths qualification. The certificates will be required for ATLS or QTLS accreditation (see Institute for Learning <http://www.ifl.ac.uk/>).
- 4) Photocopies of any relevant qualifications (including Literacy Level 2 and Numeracy Level 2), including your highest qualification, must be attached to the Application Form.

Section Four

The Employers reference and sponsorship must be completed before the application is submitted.

Equal Opportunities Monitoring

This will be completed through the enrolment process.



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