PGCE Route to Qualified Teacher Status for School Based Employees **Supplementary Application Form**

Please ensure you and your Head teacher complete all relevant parts of this Supplementary Application form and that your completed form is submitted with your application.

**We are unable to consider applications without a complete Supplementary Application form.**

Candidate information

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| --- | --- |
| **Full Name** |  |
| **Date of Birth** |  |
| **Email address** |  |
| **Language of study (Welsh / English)** |  |
| **Current position in your school** *(e.g. unqualified teacher or HLTA)* |  |
| **Proposed teaching subject(s) while on the PGCE SBE.** |  |
| **Please provide a bullet point summary of how you meet the requirement of a minimum of three years of sustained teaching responsibilities.** *This includes sustained evidence of whole class teaching, and taking responsibility for learning and for learner progression, including assessment for learning.  The 3 years must be within the last 6 years.* |  |

**For completion by Head Teacher**

Please complete the following questions. In addition, please provide the applicant with a reference letter on official headed paper, dated within 6 months prior to application, and containing referee contact details. You may provide a copy to the applicant to upload to the Self Service as part of their application; alternatively, your reference can be sent directly from your work email address to [applications@cardiffmet.ac.uk](mailto:applications@cardiffmet.ac.uk).

|  |  |
| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Name of school** |  |
| **First line of school’s address** |  |
| **Town or city** |  |
| **Postcode** |  |

**Endorsement**

Can you confirm that the candidate information provided above, including the summary of teaching experience, is accurate and that you are able to fully endorse this application for the PGCE Route to Qualified Teacher Status for School-Based Employees?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**DBS**

Can you confirm that the candidate has a current Enhanced Disclosure from the Disclosure and Barring Service (DBS)

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**Resources and Support for Development**

How will you ensure that the candidate has the time and resources needed to successfully balance their dual role as both a teacher and a learner? This includes:

* appointing an experienced member of staff as a senior mentor with protected time allotted for the role.
* appointing a subject mentor to support the candidate in subject knowledge and subject related pedagogical content knowledge.  Where no such mentor exists within the school, you agree to identify a suitable replacement in an alternative school.
* releasing the candidate to engage in school/HEI led training in accordance with the programme design.
* ensuring a collaborative and collegial approach to planning and delivering the programme.
* releasing key staff with ITE responsibilities to undertake their role and associated CPD activities.
* making a whole-school commitment to research-informed clinical practice.
* making a commitment to the candidate’s Welsh language development.
* providing 56 hours of school-based professional learning.
* sourcing a suitable alternative placement for the candidate for three weeks and to set appropriate work for the classes when the candidate is on their alternative placement

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*Please note that a candidate’s acceptance on the programme will be subject to your school signing a Memorandum of Understanding, which will contractually and morally underline your commitment to the programme.*

**Senior Mentor Appointment**  
Has your school identified a senior mentor who will support the candidate during the programme?

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| Yes |  |
| No |  |

If yes, please provide the name and role of the senior mentor, along with a brief explanation of their experience in teacher education.

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**Clinical Practice School Status**

Is your school currently a Cardiff Partnership Clinical Practice School or a Lead School?

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| --- | --- | --- |
| Yes |  | *If yes, there is no requirement to complete the following questions.* |
| No |  | *For a candidate to be considered, the school must be a Cardiff Partnership Clinical Practice School, Lead School, or have successfully applied for Clinical Practice School status. If you have selected no, please complete the following questions* |

**Clinical Practice School Application**

Please only complete this section if you are not already a Clinical Practice School or Lead School as part of the Cardiff Partnership for Initial Teacher Education

**What age range is your school?**

|  |  |
| --- | --- |
| 11-16 |  |
| 11-18 |  |
| 3-16 |  |
| 3-18 |  |

**Type of school**

|  |  |
| --- | --- |
| Welsh medium |  |
| English medium |  |
| Bilingual |  |

**Estyn Outcomes**

Please provide the date of your last inspection and a summary of outcomes

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**Commitment to Teacher Education**  
Please provide details of your school’s history of supporting student teachers and/or newly qualified teachers through structured programmes, mentorship, or professional development initiatives.

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**Capacity and resilience to drive improvement within the school**

How does your school actively promote a research-rich culture and continuous improvement as a "learning organisation"? Please describe how teacher education is integrated into your broader school culture, including any engagement with research-based learning.

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