

OFFICE USE ONLY Application No:

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**TRURO AND PENWITH COLLEGE**

**APPLICATION FOR PART TIME CERTED**

This form must be completed in full. If you are writing your application, please do so in black ink. Please avoid answering questions with “see CV”, CVs are not considered. Applicants, who by reason of a disability may have problems completing an application form, are advised to seek assistance from the Education Admin Team.

**PART TIME Post-16 Certificate in Education (CertEd - level 5) for work in Further Education Colleges, adult learning, and the skills sector:** Part time applicants arrange their own placement in advance of submitting the application, please complete Mentor and Placement Details on page 2.

**If you are invited to interview:**

* Your original educational qualification certificates (GCSEs, O or A levels, BTECs, Level 3, etc) or transcripts must be provided. Requirement for GCSE grade C in Maths and English.
* You will be expected to deliver a Micro-Teach on your chosen teaching speciality. Further details will be given in the interview invite.

**If successful and choose to accept, you will be asked to pay £40 for the completion of a DBS Enhanced Disclosure check.**

### **Personal Details** (block letters please)

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| 1. **Year Start:** September 2023 2. **The subject area you wish to teach here:** 3. **Arranged Placement:** Part Time applicants arrange their own placement and mentor.   Please complete Mentor and Placement Details on page 2. | | |
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| **Mr / Mrs / Miss / Ms / Dr / Other (please specify)**  **Surname:**  **Previous names:** |  | **Forename(s):**    **Preferred Name:** |

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| --- | --- | --- |
| Address: |  | Home E-mail: |
| Work/ Other E-mail address: |
| Date of Birth: |
| Post Code: |  | Home telephone:  Mobile telephone:  Work telephone: |
| NI Number: |  |

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| How did you find out about this course?: |

**Mentor and Placement Details**

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| **As a Part Time Student, it is your responsibility to obtain relevant subject area teaching hours and ensure you have mentor in place for the start of the year.**  The Mentor role is very important and requires dedication from your Mentor.  Please see below some guidelines of what is required from your Mentor, **please ensure they read the below before they commit;**  **Defining the Mentor Role**     * Complete the mandatory Mentor baseline training * Meet regularly with the trainee * Ensure that targets set are stretching and relate to **developing the trainee’s subject specialist pedagogy** and general teaching practice * Conduct 4 teaching observations of your trainee and complete and sign the teaching observation form as per the schedule below. * Provide regular developmental feedback on trainees’ evaluated lesson plans for submission at the end of each module (your trainee will provide their evaluated lesson plans) as per the schedule overleaf. It is not necessary to have observed these lessons, just provide feedback based upon your discussions with your trainee and your subject specialist knowledge. You should annotate targets and developmental points and add your signature to a minimum of 4 lesson plans for each of the 4 modules. * Sign the Log of Professional Practice to confirm the trainee has made at least satisfactory progress and met the IfL Code of Professional Practice – if the Mentor does not feel able to sign this, then the Cause for Concern procedure should be put into place.   **To be completed by the Part-Time Applicant:**   1. **Is your arranged mentor placement within the College?**     Yes  *(if yes, complete question 2.)* No  *(if no, complete question 3.)*   1. **For applicants with Internal placements, please state:**  * The Campus: *(Truro / Penwith / Callywith / Haven House)* * Name of Mentor: * Name of Programme Team Leader for Curriculum Area: * Confirmation that the Programme Team Leader has been made aware of your placement: * Curriculum Area: * Subject/s or lessons you will be teaching: * Confirmed teaching hours – how many per week (minimum of 2 hours per week is required)?:  1. **For applicants with External placements to complete:**  * Name and address of placement: * Contact details for Mentor (Name, E-mail, and postal address): * Curriculum Area (if applicable) * Subject/s or lessons you will teaching: * Confirmed teaching hours – how many per week (minimum of 2 hours per week is required)? |

**Previous employment and work experience**

Please list previous employment, in chronological order (beginning with the most recent) and provide information on an additional sheet if required. Any voluntary or unpaid work should also be included. If there are gaps in your employment, please state the reasons in the ‘omissions’ section.

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| --- | --- | --- | --- | --- |
| From MM/YY | To MM/YY | Place of work/employer | Title/responsibility | If Teaching Experience give details (subjects, level, age range) |
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**Completed Education and Qualifications**

In chronological order, please give full details of secondary schools, colleges and universities attended and qualifications obtained.

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| From MM/YY | To MM/YY | Institution | Level | Detail of Qualifications  (Name of the course / subjects) | Grade |
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**GCSE English and Maths** (Requirement for GCSE Grade C/ new Grade 4 or above in English and Maths)

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| **GCSE English Literature and Language *(or equivalent)* Grade:** |  | **GCSE Maths *(or equivalent)* Grade:** |  |

**Qualifications Not Yet Completed**

Please give full details of qualifications not yet completed

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| From MM/YY | Date when your award will be fully completed | Institution | Level | Detail of Qualifications  (Name of the course / subjects) | Predicted Grade |
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**Reasons for Applying for the Post-16 CertEd**

Please use this section to indicate why you want to teach your chosen subject area **specifically** within the Further Education and Skills Sector

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**Personal Statement** (Continue on an additional sheet if necessary)

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| Applicants are invited to set out below further details relevant to your application. You should explain:   1. how your previous achievements and experience prepare you for the course 2. your expectations of a teaching career 3. the qualities and approach you would bring to the teaching placement.   You should aim to write approximately 500 words |

**Professional / Managerial / Apprenticeship**

If appropriate please give details of any training experience, additional qualification gained, membership of professional body etc

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**Omissions**

Please describe any unusual features or omissions from your pattern of employment and education shown in your application

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**Other Activities**

Please describe other activities (paid or unpaid) which you feel are relevant to the course.

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**Arrangements for interview:**

If you have a disability are there any arrangements which we can make for you if you are called for an interview?

Yes  No

If yes, please specify (e.g. blue badge parking)

**Referees**

**You must provide a minimum of 2 references,** ideally an academic/ professional and/or employer reference. References will not be accepted by relatives or by people writing solely in the capacity of friends.

**Please note for all referee’s email details are essential**

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| Name: | Name: | |
| Relationship to you: eg. *Employer/Academic* | Relationship to you: | |
| Organisation name and address, incl. postcode | Organisation name and address, incl. postcode | |
| Telephone Number: | Telephone Number: | |
| Email Address: | Email Address: | |
| ***Optional Third Reference***  Name: | | The normal practice of the College is to contact the referees of candidates via email as part of shortlisting.  If you have not done so already, please contact your referees to inform them of your application and ask to complete the request as soon as they can. References must be happy to provide a written reference. |
| Relationship to you: eg. *Employer/Academic* | |
| Organisation name and address, incl. postcode | |
| Telephone Number: | |
| Email Address: | | The referee can email the reference to us at this address: [heeducation@truro-penwith.ac.uk](mailto:heeducation@truro-penwith.ac.uk) |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)**

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| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.'  'Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Yes  No  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Yes  No  b. If 'Yes' please supply details (this will not necessarily debar you from appointment) |

**Safeguarding**

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| As Truro and Penwith College meets requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all PGCE/CertEd applicants who are offered a place on the course will be required to pay £40 to complete a criminal record check from the Disclosure & Barring Service before the place on the course is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.  All offers will be subject to satisfactory clearance. No check will be made unless you are a selected applicant and have accepted the offer. Failure to give your consent will result in the College being unable to give further consideration to your place on the course.  If appointed, do you consent to a check being made? Yes  No |

**College Privacy Statement and Declaration**

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| **By signing this form** you agree to Truro and Penwith processing the personal data contained on this form for the purposes in the Privacy Notice which can be found [here](https://www.truro-penwith.ac.uk/downloads/Staff_and_Governor_Data_Privacy_Policy.pdf) and my consent is conditional upon the College complying with their obligations under the General Data Protection Regulations 2018.  **By signing this form** you give your permission for Truro and Penwith College to contact the references listed above.  **By signing this form** you certify that the information given in my application is correct and complete to the best of your knowledge and belief and is a true and accurate reflection at the time of completion.  **By signing this form** you declare that you are not disqualified from work with children, or subject to sanctions imposed by a regulatory or professional body.  **By signing this form** you understand that any falsification of details may lead to exclusion. | |
| **Signature** | **Date** |
| Canvassing in any form will disqualify. | |

**\*\*Please complete the Diversity Monitoring Form on the next page\*\***

**Return CertEd Application Form**

**By Email to:** [**heeducation@truro-penwith.ac.uk**](mailto:heeducation@truro-penwith.ac.uk)

**By Post to: Education Admin Team, Fal F034**

**Truro and Penwith College,**

**College Road,**

**Truro, TR1 3XX**

**CertEd Enquires Call: 01872 305749**

Please ensure this page is separate

**TRURO AND PENWITH COLLEGE**

**DIVERSITY MONITORING**

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Truro and Penwith College is committed to Equality, Diversity and Inclusion (EDI) and in promoting EDI regardless of gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities.

The following questions are used solely for the purpose of monitoring equal opportunities and arranging appropriate student support. This information will not be used when deciding on a shortlist or making an appointment.

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| FULL NAME: |  | | |
| MAIDEN NAME: |  | | |
| NATIONALITY: |  | | |
| COURSE TYPE: | Full Time  Part Time  PGCE (Level 7)  CertEd (Level 5) | | |
| **Details:** | | | |
| MARITAL STATUS: | Single  Married  Separated  Divorced  Widowed | | |
| GENDER: | Male  Female | | |
| DATE OF BIRTH: |  | | |
| AGE GROUP: | 16-20  21-30  31-40  41-50  51-60  61-65  65+ | | |
| **Disability Status and Student Support:** | | | |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.   1. **Do you consider yourself under this definition to be disabled?**   Yes  No  If yes, please give details (*eg dyslexia*):   1. **Do you receive Disabled Student Allowances (DSA)?** *(Please select from the options)*   No known disability  I have a disability but do not receive DSA  I have a disability and I am in receipt of DSA  I have a disability but have not applied for DSA   1. **Do you consent for HE Student Support to contact you regarding your disability and accessing Student Support for the course?** Yes  No  . No Known Disability 2. **Is there any other information which you would like us to consider regarding your disability?** | | | |
| **Course Advertisement:** | | | |
| Where I saw the Course Advertised: | | | |
| College Website  Existing or Previous Student  T&P Staff Member | | Social Media  Events and Tours  Prospectus | Advertising (e.g. social media)  Word of Mouth  Other (Please state): |
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| **Ethnic Origin:** | | | |

Please describe your ethnic origin by placing an ‘X’ in the appropriate box:

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| ‘X’ | Nationality | Culture |  | ‘X’ | Nationality | Culture |
|  | Asian or Asian British | Indian |  |  | Mixed | White and Black Caribbean |
|  | Asian or Asian British | Pakistani |  |  | Mixed | White and Black African |
|  | Asian or Asian British | Bangladeshi |  |  | Mixed | White and Asian |
|  | Asian or Asian British | Other |  |  | Mixed | Other |
|  | Black or Black British | Caribbean |  |  | White | British |
|  | Black or Black British | African |  |  | White | Irish |
|  | Black or Black British | Other |  |  | White | European |
|  | Chinese | Chinese |  |  | White | Other |
|  | Chinese | Other |  |  |  |  |