

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. 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 University Centre Admissions Team.

**PART TIME Post-16 Certificate in Education incorporating Diploma in Teaching (CertEd - level 5) for work in Further Education Colleges, adult learning, and the skills sector:** Places will be given based on applications received and availability.

ExternalPart time applicants arrange their own placement in advance of submitting their application, complete Mentor and Placement Details on page 2.

If you would like a placement at Truro and Penwith College, or Callywith College, please indicate your preferred placement below and skip the mentor section on page 2.

**If you are invited to interview:**

* Your original educational qualification certificates (GCSEs, A levels, BTECs, Level 3, etc) or transcripts must be provided. **Please note: It is an entry requirement to hold level 2 English and Maths before starting the course. We only accept GCSE grade C/4 and above or Level 2 Functional Skills 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 you choose to accept, you will be asked to pay £49.50 for the completion of a DBS Enhanced Disclosure check.**

### **Personal details**

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| 1. **Preferred Placement:** Truro College [ ]  Penwith College [ ]  Callywith College [ ]  External [ ]

*(You may select multiple Colleges where you are happy to be considered at more than one)***External Placement:** [ ]  Please complete Mentor and Placement Details on page 2.1. **Year Start:** September 2025
2. **The subject area you wish to teach here:** Art and Design [ ]  Automotive & Engineering [ ]  Business & Law [ ]  Computing & IT [ ]  Construction [ ]  Education & Teacher Training [ ]  English & Languages [ ]  Hair & Beauty [ ]  Health & Social Care [ ]  Humanities & Social Sciences [ ]  IB Diploma [ ]  Mathematics [ ]  Media & photography [ ]  Music & Performing Arts [ ]  Sciences [ ]

 Personal & Professional Development [ ]  Professionals Cookery & Hospitality [ ]  Progression Pathways [ ]  Sport & Protective Services [ ]   |
|  |
| Mr / Mrs / Miss / Ms / Mx / 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: |
| Postcode:       |  | Mobile telephone:      Home telephone:            |
| NI number:       |  |

**External Only - mentor and placement details**

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| **Skip this section if you have requested a placement at Truro, Penwith or Callywith College.** The Subject Area Programme Team Leader will assign placements at Truro and Penwith College, or Callywith College.**External placement only: It is your responsibility to obtain relevant subject area teaching hours and ensure you have mentor in place for the start of the year.** **Please ensure your mentor has read all of the points below before they commit, they will need final approval from the centre tutor.**The Mentor role is very important and requires dedication from your Mentor. Please see below some guidelines which give an indication of what is required from your chosen External Mentor, * 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 5 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.

**To be completed by applicants who have chosen an external placement:**  **For applicants with external placements to complete:**

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| Name and address of placement: Postal address to include postcode: | **Institution Name**:**Address**:**Postcode**:  |
| Contact details for your chosen Mentor | **Name**: **Email**: **Phone**:  |
| Curriculum Area: |  |
| Subject/s or lessons you will teaching (please provide as much information as possible to aid your application): |  |
| Confirmed teaching hours – how many per week? *(minimum of 3 hours per week is required)* |  |

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**Previous employment and work experience**

Please list previous employment, in chronological order (beginning with the most recent). Any voluntary or unpaid work should also be included. If there are gaps in your employment, please state the reasons in the ‘Omissions’ section on page 4.

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| FromMM/YY | ToMM/YY | Place of work/employer  | Title/responsibility | If teaching experience give details (subjects, level, age range) |
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**Education and qualifications**

Please give full details of secondary schools, colleges and universities attended and qualifications obtained. Please include details of qualifications that you have not completed yet.

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| FromMM/YY | ToMM/YY | Institution | Level | Detail of Qualifications (Name of the course / subjects) | Grade  |
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**GCSE English and Maths please note:** It is an entry requirement to hold level 2 English and Maths before starting the course. We only accept GCSE grade C/4 and above or Level 2 Functional Skills in Maths and English.

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

**NB: If you do not have either of these qualifications you will need to achieve Functional Skills Level 2 before enrolling. Links provided below:**

[Functional Skills in English L2 - TRURO & PENWITH COLLEGE (truro-penwith.ac.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.truro-penwith.ac.uk%2Fcourses%2Ffunctional-skills-in-english-l2%2F&data=05%7C01%7CheEnquiry%40truro-penwith.ac.uk%7C001a242c27d3416c201108dbb5183757%7C08ea6e35fc1e442b8d5dfb64c27ffa09%7C0%7C0%7C638302887825231797%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6m8RWR9MgYtGR1aaQjKpVoipTLf7sC2hjXqI%2FS8Zd8M%3D&reserved=0)

[Functional Skills in Mathematics L2 - TRURO & PENWITH COLLEGE (truro-penwith.ac.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.truro-penwith.ac.uk%2Fcourses%2Ffunctional-skills-in-mathematics-l2%2F&data=05%7C01%7CheEnquiry%40truro-penwith.ac.uk%7C001a242c27d3416c201108dbb5183757%7C08ea6e35fc1e442b8d5dfb64c27ffa09%7C0%7C0%7C638302887825231797%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WJn4Q8rxebwDllk7u7JNenfLtM%2BHPl3g%2B6%2BbzA3cuUY%3D&reserved=0)

**Omissions**

Please describe any unusual features or omissions from your pattern of employment and education.

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**Summary of the reasons for applying for the Post-16 CertEd**

Please use this section to provide a summary of why you would like to teach your chosen subject area **specifically** within the Further Education and Skills Sector

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**Personal statement**

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| Please use this section to provide further information using the guidance below. 1. how have your previous achievements and experiences prepared you for the course
2. your expectations of a teaching career
3. the qualities and approach you would bring to the teaching placement.
4. provide any additional information about relevant experience to the teaching placement i.e. details of membership to a professional body etc.

You should aim to write approximately 500 words |

**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 from 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: |
| 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. |
| The referee can email the reference to us at this address: headmissions@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 prevent you from joining the course)      |

**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 £49.50 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 consent to the following:* 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/policies-procedures/privacy-policy-cookie-policy/) and my consent is conditional upon the College complying with their obligations under the General Data Protection Regulations 2018.
* you give your permission for Truro and Penwith College to contact the references listed above.
* 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.
* you declare that you are not disqualified from work with children, or subject to sanctions imposed by a regulatory or professional body.
* you understand that any falsification of details may lead to exclusion.
* you agree to subjected to a social media check.
 |
| **Signature** | **Date** |

**\*\*Please complete the Diversity Monitoring Form\*\***

**Return CertEd Application Form**

**By Email to:** **headmissions@truro-penwith.ac.uk**

**Enquires Call: 01872 305750**

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 [ ]  Other [ ]  |
| 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?**
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| **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 |  |  |  |  |