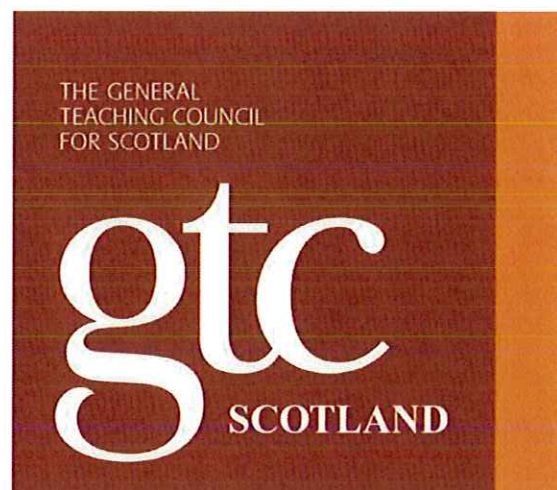


DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



Teachers' Registration (Scotland) Rules 2007

Amended 2011

Teachers' Registration (Scotland) Rules 2007

Made 6 June 2007

Coming into operation 23 July 2007

Rule Number

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In exercise of the powers conferred upon it under section 6(4) of the Teaching Council (Scotland) Act 1965, the Council hereby makes the following rules with regard to the form and keeping of the register of teachers and to the making of entries and alterations therein:

1 Commencement and Citation

These rules shall come into operation on 23 July 2007 and may be cited as the Teachers' Registration (Scotland) Rules 2007.

2 Interpretation

The Interpretation Act 1978 shall apply for the interpretation of these rules as it applies for the interpretation of an Act of Parliament. In these rules, unless the context otherwise requires, references to any enactment or regulation shall be construed as references to the said enactment or regulation as amended by any subsequent enactment or regulation or to any enactment or regulation substituted for that enactment or regulation.

3 Definitions

In these rules unless the context otherwise requires:

- (1) "The 1965 Act" means the Teaching Council (Scotland) Act 1965;

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- (2) "Address" means a contact address in respect of a registered teacher;
 - (3) "Council" means The General Teaching Council for Scotland constituted under section 1 of the 1965 Act;
 - (4) "Disciplinary Rules" means the Conduct, Competence and Disciplinary Rules currently in force at the relevant time;
 - (5) "The Flexible Route" means the route whereby probationer teachers, who are not eligible for the Teacher Induction Scheme or for whom the arrangements of the Scheme are not suitable, may complete their required period of probation on a more flexible basis, including supply work;
 - (6) "Period of probation" means the period of probationary service (i) in relation to the Teacher Induction Scheme prescribed by the relevant SNCT Circular currently in force at the relevant time and (ii) otherwise in accordance with the Council's policy as prescribed at Schedule 3 to these Rules;
 - (7) "Probation policy" means the Council's policy governing provisional registration and probationary service currently in force at the relevant time;
 - (8) "Probation Rules" means the Council's Provisional Registration and Probationary Service Rules currently in force at the relevant time;
 - (9) "Register" means the register maintained by the Council under section 6(1) of the 1965 Act;
 - (10) "Registration period" means a period not exceeding one year and ending on 31 March;
 - (11) "Regulations for the deduction of fees for renewal of registration" means The General Teaching Council (Deduction of Fees for Renewal of Registration) (Scotland) Regulations 1971;
 - (12) "Relevant institution" means, a higher education institution, as prescribed in Part II of the Further and Higher Education (Scotland) Act 1992, which provides courses for the education and training of teachers;
 - (13) "Statement of Principles and Practice Governing Exceptional Admission to the Register" means the Statement which the Council is required to prepare in terms of Section 8 of the 1965 Act currently in force at the relevant time;
 - (14) "Statement of Principles and Practice Governing Registration Relating to Service Provision on a Temporary and Occasional Basis" means the Statement currently in force at the relevant time setting out the criteria adopted by the Council for the category of registration relating to service provision on a temporary and occasional basis in accordance with Directive 2005/36/EC on the Recognition of Professional Qualifications and the European Communities (Recognition of Professional Qualifications) Regulations 2007 as amended or substituted from time to time;
 - (15) "Teacher Induction Scheme" means the scheme resulting from the Agreement – "A Teaching Profession for the 21st Century" - signed in 2001 by the Scottish Executive, the Convention of Scottish Local Authorities, and the professional associations, whereby all students completing programmes of teacher education at relevant institutions are guaranteed a one-year training post, with an agreed maximum class commitment and the remaining time available for professional development;
 - (16) "Standard for Full Registration" means the National Standard to be successfully achieved by a teacher, following completion in primary or secondary schools of a period of relevant probationary service of the length required according to whether or not the teacher is participating in the Teacher Induction Scheme, in order to be granted full registration.

4 Particulars of Registration

The register shall contain such particulars in respect of each person entitled to be registered who applies for registration in the manner prescribed in Rule 7, as stated in Schedule 1 to these Rules.

5 List of Formerly Registered Teachers

The Council shall maintain a list of teachers whose names have been removed from the register or whose registration has been cancelled.

6 Retired Teachers List

The Council shall maintain a list of teachers who, having retired by the first day of the registration period and no longer employed as a teacher on a permanent, temporary or supply basis, have opted not to remain on the register but to be entered on this List. The Retired Teachers List has non-employment status and is outwith the register. No fee is payable for inclusion or retention on the List.

7 Application for Registration/Re-registration

- (1) No application for registration shall be made earlier than 1 November in the year prior to completion of an initial teacher education programme at a relevant institution.
- (2) An application for registration/re-registration shall be made on the application form provided by the Council or via the online form on the Council's website, and the applicant shall, in addition to providing all of the information requested for the register:
 - (a) give details of all criminal convictions and all criminal proceedings outstanding, including whether these relate to the United Kingdom or overseas;
 - (b) either submit an application for membership of the Protection of Vulnerable Groups Scheme or, if currently a Scheme member, authorise the Council to request a Scheme Record or Scheme Record Update as may be required;
 - (c) for any period(s) of residence overseas, provide details of a check against relevant overseas police records, or, where this is not possible, provide appropriate references in relation to his/her standing concerning criminal convictions and criminal proceedings outstanding;
 - (d) give details of the findings of any proceedings or any outstanding proceedings of the Council's Professional Conduct Committee, Disciplinary Sub-Committee or Investigating Sub-Committee;
 - (e) give details of the findings of any disciplinary proceedings and of any outstanding disciplinary proceedings of employers or other UK regulatory bodies.
- (3) Any change in any of the particulars specified on the application form shall be notified by the teacher to the Chief Executive/Registrar in writing, either by hard copy or electronic means, including online via the Council's website.

8 Entitlement to Registration

A person's entitlement to registration is prescribed in the 1965 Act. Subject to any decision of the Professional Conduct Committee, Disciplinary Sub-Committee or Investigating Sub-Committee or these Rules to the contrary, any person shall be entitled to be registered if:

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- (1) that person is a certificated teacher; or
 - (2) that person has satisfied all requirements and has been recommended by the governing body of a relevant institution for registration; or
 - (3) that person fulfils such requirements as Scottish Ministers may by regulation prescribe; or
 - (4) the Council has decided that the applicant's education, training, fitness to teach and experience are such as to warrant exceptional admission to the register.

9 Categories of Registration

(1) Full Registration

- (a) In certain circumstances the Council may grant *full registration* where it considers that a teacher's education, training and experience are sufficient to warrant full registration.
- (b) A teacher registered under Rule 9(2) who in relation to a subject or sector:
 - (i) has completed the required period of probation in accordance with the Council's policy as prescribed in Schedule 3 to these Rules in terms of satisfactory and relevant probationary service;
 - (ii) has achieved the Standard for Full Registration (not a requirement if in the further education sector); and
 - (iii) is recommended for full registration;will, except in exceptional circumstances and on cause shown, be granted *full registration* in the relevant subject or sector.
- (c) A teacher registered under Rule 9(3) who has successfully fulfilled any conditions prescribed by the Council within the required timescale will, except in exceptional circumstances and on cause shown, be granted *full registration* in the relevant subject or sector (provided that there is no period of probation required in accordance with the Council's policy, as prescribed in Schedule 3 to these Rules, still to be completed).

(2) Provisional Registration

- (a) A teacher:
 - (i) on obtaining a first teaching qualification; or
 - (ii) having achieved the Standard for Full Registration and being fully registered in the subject or sector of a first teaching qualification, and having been granted provisional registration either in a second subject of his/her first teaching qualification or in a subsequent subject or sector which was not part of his/her first teaching qualification;is required to serve a period of probation in accordance with the Council's policy as prescribed in Schedule 3 to these Rules, at the end of which (except if in the further education sector) he/she must demonstrate achievement of the Standard for Full Registration.
- (b) A teacher registered under Rule 8(3) or 8(4) may be required to serve a period of probation in accordance with the Council's Statement of Principles and Practice Governing Exceptional Admission to the Register and as prescribed in Schedule 3 to these Rules.

During the foregoing periods of probation the registration of the teacher is *provisional*.

(3) Provisional (Conditional) Registration

In certain circumstances the Council may grant *provisional (conditional) registration* to a teacher for a limited period of time specified by the Council with regard to his/her background and experience in order that the teacher may make good any perceived deficiencies in his/her qualifications and/or training.

The teacher will be expected to fulfil the conditions prescribed by the Council within the specified timescale; thereafter the teacher's registration will either be transferred to provisional registration as described in paragraph (2) or to full registration as described in paragraph (1).

If the prescribed conditions are not fulfilled within the required timescale, registration shall be cancelled and the teacher shall not be permitted to re-register until the prescribed conditions have been met.

(4) Conditional Registration

In accordance with the Council's Disciplinary Rules a conditional registration order may be imposed on a registered teacher by the Disciplinary Sub-Committee setting out certain conditions concerning employment as a teacher with which the teacher must comply for such period as may be specified in the order. The teacher will continue to be eligible for registration under Rule 8, subject to the conditions prescribed in the order for the duration of any period specified in the order.

These conditions are subject to review by the Professional Conduct Committee on application of the teacher and the teacher's conditional registration would then be subject to the conditions as reviewed.

Unless any further direction is made in respect of the teacher by the Disciplinary Sub-Committee during the period specified in the order, after the expiry date of the period specified the terms of the conditional registration order will no longer apply and the teacher will no longer be subject to its condition(s).

During a period in which a conditional registration order is in force the registration of the teacher is *conditional*.

10 Principles of Provisional Registration

- (1) A teacher registered under Rule 9(2)(a)(i) or (b) shall be on probation until fully registered in accordance with the provisions of this Rule.
- (2) A teacher registered under Rule 9(2)(a)(ii) shall remain provisionally registered in the relevant subject or sector until fully registered in accordance with the provisions of this Rule.
- (3)
 - (a) Reports on the manner in which the teacher discharged his/her duties, as defined by the Standard for Full Registration (except in relation to the further education sector), and a recommendation on his/her suitability or otherwise for full registration shall be made by the headteacher of the school or the principal of the further education institution in which the teacher is employed, on a form provided by the Council or via the online form on the Council's website.
 - (b) Where the headteacher or the principal is not the appropriate person, another officer of the employing authority or of the institution approved by the Chief Executive/Registrar may make the report.

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- (c) Where the headteacher of the school or the principal of the further education institution has had occasion at any time during the period of a probationer's provisionally registered service to give written intimation to the probationer of the unsatisfactory nature of the probationer's discharge of his/her professional duties, the headteacher/principal shall thereafter submit to the Council such documentation as prescribed by the Council.
 - (d) A copy of any such documentation submitted must be made available by the headteacher or principal to the probationer concerned.
 - (e) Responsibility for the submission of such documentation is as stated in the Council's probation policy.
 - (f) The headteacher or principal may recommend that:
 - (i) the teacher be registered fully; or
 - (ii) the period of probation be extended in accordance with the Council's policy as prescribed in Schedule 3 to these Rules; or
 - (iii) the provisional registration be cancelled.
 - (g) The test to be applied by the headteacher or principal in making a recommendation that a probationer teacher's:
 - (i) period of probation be extended is that it is likely that the probationer teacher concerned will achieve the Standard for Full Registration;
 - (ii) provisional registration be cancelled is that, despite all support provided and even if support were to continue to be provided, it is unlikely that the probationer teacher concerned will achieve the Standard for Full Registration.
 - (h) The headteacher or principal may recommend in exceptional circumstances and on cause shown that the provisional registration be cancelled before the probationer teacher has completed the required period of probation as described at Rule 9(2).
 - (i) The Council will grant an opportunity to the probationer teacher to comment on any recommendation by the headteacher or principal for an extension of the probation period or cancellation of provisional registration and related documentation received before the said recommendation and documentation are to be considered by the Council.
- (4) The Council shall consider the documentation and recommendation received under paragraph (3) in relation to a probationer teacher registered under Rule 9(2), and, after such investigation, if any, as it may deem necessary, shall:
- (i) register the teacher fully (if the Council is satisfied that the requirements of Rule 9(1)(b) have been met); or
 - (ii) extend the period of probation in accordance with the Council's policy as defined in Schedule 3 to these Rules; or
 - (iii) cancel the provisional registration;
- provided that:
- (i) such recommendation and any consequent registration shall be confined to the subject or subjects which have been taught by the probationer teacher during the period of probation;

- (ii) a probationer teacher holding a teaching qualification in a modern language other than English shall not be registered fully unless the probationer has completed a period of residence approved by the Council in a country in which the language is spoken.
- (5) The test to be applied by the Council in determining whether a probationer teacher's (i) period of probation be extended or (ii) provisional registration be cancelled shall be the same as that prescribed at paragraph (3)(g).
- (6) In relation to a probationer teacher registered under Rule 9(2)(a)(i) who has withdrawn from the Teacher Induction Scheme due to exceptional circumstances other than on grounds of professional competence prior to completion of the required period of probation and who transfers to the Flexible Route, the teacher may be recommended for full registration within three years from the date when provisional registration was first granted, which failing, the Council may cancel the teacher's provisional registration.
- (7) In relation to a probationer teacher registered under Rule 9(2)(a)(i) who has not participated in the Teacher Induction Scheme or under Rule 9(2)(b), the teacher may be recommended for full registration within five years from the date when provisional registration was first granted, which failing, the Council may cancel the teacher's provisional registration.
- (8) Notwithstanding paragraphs (6) and (7) above, the Council may in exceptional circumstances and on cause shown cancel provisional registration before the probationer teacher has completed the required period of probation as described at Rule 9(2).
- (9) At any time during the teacher's period of probation the Council is entitled to seek any information and documentation necessary to enable it to fulfil its functions under these Rules.

11 Fee Payable for Registration

- (1) The fee payable for initial registration or for restoration to the register shall be as prescribed by the Council and shall be in respect of a registration period.

For those teachers paying the fee for initial registration between 1 January and 31 March, the fee will cover the period until the end of the following registration period.
- (2) The fee payable for retention on the register during subsequent registration periods shall be as prescribed by the Council for each registration period.
- (3) A teacher who has retired by the first day of the registration period and who is no longer employed as a teacher on a permanent, temporary or supply basis, may opt not to remain on the register but to be entered on the Retired Teachers List which has non-employment status and is outwith the register, for which no fee is payable. A teacher on the Retired Teachers List shall not be a registered teacher.
- (4) Not later than 28 February in every year the Council shall cause a notice of the arrangements for re-registration to be published intimating that a renewal fee, as prescribed by the Council, will be payable for the retention of a name on the register for the next registration period and that the arrangements for payment shall be as follows:
 - (a) in relation to any persons to whom regulations for the deduction of fees for renewal of registration apply, the arrangement shall be in accordance with those regulations;
 - (b) the Council shall not later than 25 April in every year, send a notice to each registered teacher, other than a teacher to whom the regulations referred to in paragraph (a) above apply, intimating that the fee payable by the teacher for retention on the register requires to be paid not later than 30 May in that year and that, if no such payment is made within a period of 28 days following 30 May, the

teacher's name shall be removed from the register following the expiry of that 28-day period.

12 Provision of Information for the Register

- (1) A registered teacher shall provide the Council with:
 - (a) details of any change in the information recorded in respect of his/her name in the register (in relation to the particulars of registration set out in Rule 4 and any other particulars of registration as may be prescribed by the Council) and shall so do within three months of the occurrence of any such change;
 - (b) information which may not be already recorded in respect of his/her name in the register as may be requested by the Council and shall so do within such a period as may be prescribed by the Council.
- (2) In the notice of the arrangements for re-registration to be published by the Council not later than 28 February in every year under Rule 11(4) and in any notices sent to registered teachers not later than 25 April in every year under Rule 11(4)(b), the Council shall include intimation that failure on the part of a teacher to provide the Council with an up-to-date and effective address shall, unless in exceptional circumstances and on cause shown, result in the removal of that teacher's name and particulars from the register in accordance with the policy determined by the Council.

13 Keeping of the Register

- (1) Where a person entitled to be registered has applied in the prescribed manner, is a member of, and is approved in terms of, the Protection of Vulnerable Groups Scheme and has satisfied the other requirements specified in Rule 7, and has paid the prescribed fee, the Chief Executive/Registrar shall enter in the register the person's name and other particulars as stated in Rule 4.
- (2) Subject to any direction of the Professional Conduct Committee, Disciplinary Sub-Committee or Investigating Sub-Committee of the Council and to the provisions of Rule 9(3), Rule 10, and Rule 12(2), the name and other particulars of such a person shall be retained on the register for the registration period covered by the said fee and for subsequent registration periods in respect of which the prescribed fee for retention on the register is paid.
- (3) (a) Where a registered teacher fails:
 - (i) to pay the prescribed fee for retention on the register, the Chief Executive/Registrar shall remove the teacher's name and other particulars from the register in accordance with the timescale stated in Rule 11(4)(b);
 - (ii) to provide the Council with an up-to-date and effective address, the Chief Executive/Registrar shall, unless in exceptional circumstances and on cause shown, remove the teacher's name and other particulars from the register at the end of April or October in each year, as appropriate, provided that a period of not less than three months has expired since the Council first intimated the matter to the teacher in accordance with the Council's policy;

and, subject to any direction of the Professional Conduct Committee or Disciplinary Sub-Committee of the Council and to the provisions of Rule 9(3) and Rule 10, shall not re-enter the name and other particulars in the register until the teacher has submitted an application form, is a member of, and is approved in terms of, the Protection of Vulnerable Groups Scheme and has satisfied the other requirements specified in Rule 7, and has paid the prescribed fee for restoration to the register.

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- (b) Where removal is due to failure to provide an up-to-date and effective address:
- (i) if the employer of the teacher is known to the Council, the Chief Executive/Registrar shall inform the teacher's employer of the foregoing outcome not less than 28 days prior to the date when the teacher's name and particulars are to be removed from the register;
 - (ii) if the employer of the teacher is not known to the Council, the Chief Executive/Registrar shall notify all employers and the professional associations that the teacher's name is to be removed from the register not less than 28 days prior to the date for removal.
- (c) If the lack of an up-to-date and effective address is shown to be the result of an error, oversight or such excusable cause on the part of the Council or external agency other than the teacher, the Chief Executive/Registrar shall have the right not to take any action and, if appropriate, to restore the teacher's name and particulars to the register on a retrospective basis from the date of their removal from the register without the need for the teacher to apply for re-registration in the manner prescribed in Rule 7.
- (4) Where information is received that an entry in the register is incorrect or application is made for an entry in the register to be altered, the Chief Executive/Registrar, when satisfied that the information on the ground of application is true and sufficient, shall make the required correction or alteration.

14 Retention on the Register

Notwithstanding anything contained in Rules 11, 12 and 13, the name of any teacher which is currently on the register shall not be removed therefrom if at the date of expiry of such period of registration or such timescale as prescribed a complaint or information in writing has been received by the Chief Executive/Registrar in accordance with the provisions of the Council's Disciplinary Rules, and the name of such teacher shall remain on the register until a final determination of such complaint or information shall have been made by the appropriate Committee or Sub-Committee.

15 Inspection of and Access to Information contained in the Register

Under Section 9A of the 1965 Act information contained in the register will be made available as prescribed in Schedule 2 to these Rules.

16 Schedules to the Rules

The Schedules to these Rules may be amended by resolution of the Council.

17 Service Provision on a Temporary or Occasional Basis

These Rules do not apply to service provision on a temporary and occasional basis under EU Directive 2005/36/EC on the Recognition of Professional Qualifications. Such Rules are to be found in the Statement of Principles and Practice Governing Registration Relating to Service Provision on a Temporary and Occasional Basis.

18 Relief from Failure to Comply with the Rules

The Council may relieve a person from the consequences of a failure to comply with a provision in these Rules shown to be due to mistake, oversight or such other excusable cause on such conditions, if any, as the Council thinks fit.

19 Revocation

The Teachers' Registration (Scotland) Rules 2006, made by the Council in November 2005, are hereby revoked.

20 Amendments

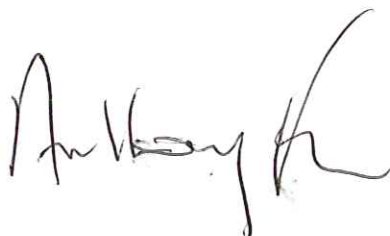
The Teachers' Registration (Scotland) Rules 2007 were amended by the General Teaching Council for Scotland:

- (a) on 26 September 2007 and these amendments [relating to Schedules 1 and 2] came into force on 21 December 2007;
- (b) on 24 September 2008 and these amendments [relating to Rule 3, Rule 17, and Schedules 1 and 2] came into force on 15 December 2008;
- (c) on 30 September 2009 and these amendments [relating to Rule 3, Rule 10, and Schedules 1 and 3] come into force on 21 December 2009;
- (d) on 16 March 2011 and these amendments [relating to Rule 7, Rule 13 and Schedule 1] come into force on 25 April 2011.



David Drever
Convener

Clerwood House
96 Clermiston Road
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EH12 6UT



Anthony Finn
Chief Executive/Registrar

16 March 2011

Particulars to be Recorded in the Register against a Teacher's Name

Under Rule 4 the following particulars shall be recorded in the register:

1	Registration Number (ie superannuation number assigned to the teacher by the Scottish Public Pensions Agency [SPPA])
2	Teacher reference number (ie database reference number assigned to the teacher by GTC Scotland)
3	Title (Mr/Mrs/Ms/Miss/Dr etc)
4	Forename(s) and surname, including, where applicable, any name by which the teacher was formerly known
5	Date of birth
6	National insurance number
7	Address (ie last known address) and, if known, telephone number, facsimile number, mobile telephone number and electronic mail address
8	Gender
9	Country of Origin
10	If known, the racial group into which the teacher falls, within the meaning of the Race Relations legislation
11	If known, whether the teacher is disabled, within the meaning of the Disability Discrimination legislation
12	Gaelic-medium, ie whether a teacher is able to teach in the Gaelic medium because he/she is a native speaker or has a Teaching Qualification (Secondary Education) in Gaelic
13	Denomination, ie whether a teacher is seeking or has sought approval to teach in a denominational (Roman Catholic) school
14	Current employment status, including: (i) details of last known employer, and school or other establishment where employed (ii) in relation to (i), if known, telephone number, facsimile number, and electronic mail address
15	Category of employment in which the teacher is entitled to vote for the election of registered teachers to serve on the Council in accordance with the regulations governing the GTC Scotland Scheme of Election
16	Whether a teacher is in the temporary service provision category as prescribed by Directive 2005/36/EC on the recognition of professional qualifications and the European Communities (Recognition of Professional Qualifications) Regulations 2007 as amended or substituted from time to time

17	Date of registration
18	Category of registration (provisional [conditional]/provisional/full)
19	Subject(s) and/or sector(s) to which registration applies, including where registration has been granted, following consultation with the Scottish Executive, in subjects and across sectors in respect of which no Teaching Qualification exists
20	<p>In relation to provisional registration:</p> <ul style="list-style-type: none"> (i) the subject and/or sector to which the provisional registration applies (ii) participation in the Teacher Induction Scheme or on the Flexible Route (iii) school(s) in which probationary service is undertaken if participating in the Teacher Induction Scheme (iv) progress in relation to probationary service, whether satisfactory or unsatisfactory, as indicated by Interim Profiles and Final Profiles (v) date when provisional registration was first granted and details of time limits applying to the period of probationary service (vi) the amount of probationary service outstanding (vii) cancellation of provisional registration and the date of cancellation (viii) extension of the period of probation and the date upon which such registration will expire (ix) the date when full registration was granted (if applicable)
21	<p>In relation to provisional (conditional) registration:</p> <ul style="list-style-type: none"> (i) the subject and/or sector to which the provisional (conditional) registration applies (ii) the conditions applying where registration is provisional (conditional) and the date upon which such registration will expire (iii) the date when full registration was granted (if applicable)
22	<p>In relation to any initial or subsequent teaching qualification:</p> <ul style="list-style-type: none"> (i) the type of qualification, subject (if applicable), sector, and grade (ii) the awarding authority or institution (including country) (iii) date of award of qualification
23	Residency details
24	<p>In relation to any additional Specialist Qualifications</p> <ul style="list-style-type: none"> (i) the type of qualification and subject/area (if applicable) (ii) the awarding authority or institution (including country) (iii) date of award of qualification
25	<p>In relation to the granting of:</p> <ul style="list-style-type: none"> (a) Professional recognition <ul style="list-style-type: none"> (i) the specific (subject or non-subject) area of expertise (ii) date of award of professional recognition (iii) continuing validity of professional recognition (iv) cancellation of professional recognition and the date of cancellation

	<p>(b) Professional recognition (registration)</p> <ul style="list-style-type: none"> (i) the subject, subject area and sector (ii) date of award of registration (iii) where registration is provisional, the amount of probationary service to be completed and thereafter outstanding (iv) where registration is provisional (conditional), the conditions applying and the date upon which such registration will expire (v) the date when full registration was granted (if applicable)
26	<p>Continuing Professional Development (CPD) awards</p> <p>(a) In relation to achievement of the Standard for Chartered Teacher</p> <ul style="list-style-type: none"> (i) Confirmation of whether or not the teacher is paid at the top of the teacher's pay scale (ii) Ongoing record of modules completed by teachers as they work towards achieving the Standard for Chartered Teacher, including: <ul style="list-style-type: none"> • the module title • the programme provider • date of verification of successful completion of a module by the provider • date of verification of successful completion of the programme by the provider (iii) Professional award of the Standard for Chartered Teacher <p>(b) In relation to achievement of the Standard for Headship</p> <ul style="list-style-type: none"> (i) Programme leading to the award of the Scottish Qualification for Headship, including: <ul style="list-style-type: none"> • the programme title • the programme provider • date of verification of successful completion of the programme by the provider (ii) Professional award of the Standard for Headship
27	<p>In relation to membership of the Protection of Vulnerable Groups (PVG) Scheme:</p> <ul style="list-style-type: none"> (i) PVG Scheme application number (ii) the date of sending of the PVG Scheme application form to Disclosure Scotland (iii) the date of issue and receipt of the return PVG Scheme certificate from Disclosure Scotland and certificate number
28	<p>In accordance with the time limits as prescribed by the 1965 Act and the Council's Disciplinary Rules:</p> <ul style="list-style-type: none"> (i) Reprimand (ii) Conditional Registration Order (iii) Temporary Suspension (iv) Removal from the register on grounds of misconduct, conviction, fraud, inclusion on the Disqualified from Working with Children List under the Protection of Children (Scotland) Act 2003, or competence
29	<p>Details of any restriction, disciplinary order or reprimand for the time being in force in relation to the teacher as a result of disciplinary action taken by an equivalent teaching council or any other relevant authority with statutory, regulatory functions</p>
30	<p>Whether a teacher has been removed from the register and included on the List of Teachers Formerly Registered in terms of Rule 5</p>

31	Whether a teacher has been removed from the register on retirement and included on the Retired Teachers List in terms of Rule 6
32	Whether a teacher has retired on ill-health grounds
33	Whether or not the teacher has paid his/her registration fee

Inspection of and Access to Information

1 Inspection of and Access to Information contained in the Register

Under Rule 15, information contained in the register will be made available in accordance with the following principles:

- (a) Teachers entitled to be registered shall have the right of access to all information held in the register in respect of their name.
- (b) Members of the general public shall be entitled to have the right of access to information –

only in respect of Items 3, 4, 8, 14(i), 15 and 18 as stated in Schedule 1 of these Rules.

- (c) Representatives of equivalent Teaching Councils, and any other relevant authority which requires information for legitimate and relevant purposes shall be entitled to have access to information held in the register as is necessary or desirable for the purpose of carrying out their statutory functions –

with the exception of Items 9, 10 and 11 as stated in Schedule 1 of these Rules.

- (d) Representatives of employers and prospective employers of teachers shall be entitled to have access to information held in the register as is necessary or desirable for the purpose of carrying out their statutory functions –

with the exception of Items 7, 9, 10 and 11 as stated in Schedule 1 of these Rules.

[In relation to item 11 as stated in Schedule 1, disability information shall be provided to employers or prospective employers only for the purpose of the placement of new teachers in a one-year training post on the Teacher Induction Scheme. Thereafter this information held in the register shall not be available to employers or prospective employers of teachers.]

- (e) Information available under the provisions of paragraphs (a) and (b) above shall be accessible via the Council's website and shall be made available in response to telephone, e-mail, fax or written inquiry.
- (f) Information available under the provisions of paragraphs (c) and (d) above shall be accessible via the Council's website and otherwise shall only be provided in response to written inquiry, by letter, fax (which where appropriate should be on an organisation's headed letter) or e-mail, and subject to a senior member of the Council's staff being satisfied that the inquirer is the individual to whom the information relates or a person representing a legitimate employer, prospective employer, equivalent Teaching Council or relevant authority.
- (g) Information accessed or provided under paragraphs (c) and (d) above:
 - (i) shall not be disclosed to any other person other than the teacher or person to whom the information relates;
 - (ii) is only made available for reasons relating to a teacher's employment or prospective employment or registration (as the case may be) and shall only be used for these purposes.

2 Inspection of and Access to Information contained in the List of Formerly Registered Teachers and Retired Teachers List

The provisions of paragraph 1 above shall also apply in respect of information contained in the List of Formerly Registered Teachers and the Retired Teachers List in terms of Rules 5 and 6.

Required Period of Probation and Extension to the Period of Probation

1 Required Period of Probationary Service

[Reference: Rule 9(2)]

(a) On obtaining a first teaching qualification:

- (i) if participating in the Teacher Induction Scheme, a teacher is required to serve a period of probation of one school year in day schools teaching the subject or subjects in the category of school (ie primary, secondary etc) to which the teaching qualification relates, at the conclusion of which he/she must demonstrate achievement of the Standard for Full Registration;
- (ii) if following the Flexible Route, a teacher is, except in exceptional circumstances and on cause shown, required to serve a period of probation from a minimum of 38 weeks of continuous full-time teaching to a maximum of 54 weeks of full-time equivalent teaching in day schools delivering the subject or subjects in the category of school (ie primary, secondary etc) to which the teaching qualification relates, at the conclusion of which he/she must demonstrate achievement of the Standard for Full Registration;
- (iii) if in the further education sector, the teacher is, except in exceptional circumstances and on cause shown, required to serve a period of probation from a minimum of 38 weeks of continuous full-time teaching to a maximum of 54 weeks of full-time equivalent teaching, delivering the subject or subjects in a further education institution to which the teaching qualification relates.

(b) A teacher who has achieved the Standard for Full Registration and is fully registered, and who is then granted provisional registration:

- (i) in the second subject of his/her first teaching qualification (the teacher already being fully registered in the first subject of his/her first teaching qualification following participation in the Teacher Induction Scheme and achievement of the Standard for Full Registration)
- (ii) in an additional subject/sector (where the additional subject/sector was not part of his/her first teaching qualification)

is required to serve a period of probation in the second or subsequent subject or additional sector.

(1) Registration in such circumstances will remain provisional until in respect of the second or subsequent subject or additional sector a recommendation is received for:

- full registration (the teacher having demonstrated achievement of the Standard for Full Registration); or
- an extension to the period of probation; or
- cancellation of the provisional registration.

(2) For the purpose of (b)(i) above:

- a recommendation for full registration will be submitted to the Council within a maximum of 18 weeks; and
- a recommendation for extension or cancellation will be submitted to the Council no later than 18 weeks;

from the date when provisional registration was granted in the second subject.

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- (3) For the purpose of (b)(ii) above
- a recommendation for full registration will be submitted to the Council within a maximum of 27 weeks; and
 - a recommendation for extension or cancellation will be submitted to the Council no later than 27 weeks;
- from the date when provisional registration was granted in the additional subject/sector.

2 Extension to the Period of Probation **[Reference: Rule 10(4)]**

(a) Period of Extension

The Council shall, unless in exceptional circumstances and on cause shown, grant an extension of no more than 12 weeks:

- (i) to the required period of probation of a teacher participating in the Teacher Induction Scheme, following the Flexible Route (including a teacher who has withdrawn from the Teacher Induction Scheme prior to completion of the required period of probation and has transferred to the Flexible Route) or in the further education sector (following the obtaining of a first teaching qualification);
- (ii) to the required period of probation of a teacher provisionally registered in respect of a second subject of his/her first teaching qualification or an additional subject (not part of his/her first teaching qualification) or sector.

(b) Number of Extensions

- (i) The Council may grant an extension to the required period of probation of a teacher:
 - (1) participating in the Teacher Induction Scheme, following the Flexible Route (including a teacher who has withdrawn from the Teacher Induction Scheme prior to completion of the required period of probation and has transferred to the Flexible Route) or in the further education sector (following the obtaining of a first teaching qualification);
 - (2) provisionally registered in respect of a second subject of his/her first teaching qualification or an additional subject (not part of his/her first teaching qualification) or sector.
- (ii) In exceptional circumstances and on cause shown the Council may grant one further extension to the required period of probation in addition to that granted under (b)(i) above.

The required period of probation is defined at paragraph 1 above.

GTC Scotland aims to promote equality and diversity in all its activities

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Scotland

Direct weblinks

Main site:

www.gtcs.org.uk

Probation department:

www.gtcs.org.uk/probation

Probation site for teachers:

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