**Fitness to Teach Procedure**

**Admissions Policy & Procedure**

The purpose of selection and recruitment is to effectively and fairly select and recruit trainee teachers from the pool of applications received via DfE (Department for Education) “Apply “service.

In this respect, Carmel Teacher Training Partnership (CTTP) operates a fair and transparent recruitment and admissions process. Policy and procedure are founded upon the following principles:

* to protect the interests of the applicants;
* to ensure fairness, consistency, equality and transparency during the selection and recruitment process;
* to provide clear information to applicants on the selection process; and
* to support our strategic plan by welcoming and supporting applicants of all ages, cultures, and social backgrounds.

**Application and shortlisting.**

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| All applications are received through the DfE “Apply” service.  Candidates must complete the application form including:   * personal details; * course details; * qualifications; * school, college, and university education; * special needs or support; * personal Statement; * school/work experience; * details of two nominated referees.   The reference sections are received by the DfE and shared after a place has been offered. |

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| On receipt of an application form, the shortlisting panel will consider applications against the entry requirements specified in the DfE ITT (Initial Teacher Training) statutory guidance and in accordance with the Safer Recruitment guidelines.  All applicants must hold a GCSE grade C / 4 (or standard equivalent) in maths and English language - and a science subject if applying for primary phase.  Candidates must also hold an undergraduate degree awarded by a higher education provider in England or Wales, or a recognised equivalent qualification.  International applicants will also be considered against the statutory entry requirements. Applicants who have completed their qualifications overseas, must provide documentation which has been ratified by ENIC to ensure that their qualifications are equivalent to UK qualifications.  Relevant shortlisting documentation is completed by the shortlisting panel. |

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| Unsuccessful candidates at shortlisting will be informed of their decision through the UCAS / DfE “Apply” service portal. If requested, verbal feedback will be given to those candidates. |

**Invitation to interview**

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| Shortlisted candidates are notified that their application has been shortlisted via e-mail/telephone and UCAS / DfE “Apply” service is updated with the interview date. |

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| A further e-mail is sent to shortlisted candidates with the interview arrangements including the selection process for the day.  Selection is based on a variety of activities including:   * a pupil interaction activity; * reading activity; * completion of a maths and/or English task; * completion of a written exercise (secondary phase only); * formal Interview.   The e-mail will give the detail. All candidates are informed to bring to the interview the original copies of their GCSE, A Level and degree certificates which verify the academic profile described on their application. |

**Interview**

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| Candidates are assessed against all elements of the selection process and the candidate specification.  CTTP are committed to ensuring that all applicants can fully participate in the recruitment process as far as is reasonable; therefore, should a candidate require any additional arrangements and/or adjustments to be made, to fully take part in any part of the interview process, CTTP will ensure this happens.  The Interview panel will complete the relevant interview documentation. This is reviewed on an annual basis by the Strategic Board. |

**Decision**

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| The Interview panel take account of all areas of the selection process in a fair, transparent, and consistent way when making their decision. Places are offered to the candidates based on their performance against criteria, subject to availability in certain cases.  The panel will complete the Post-Interview Summary document that will summarise the decision of the panel. |

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| Unsuccessful candidates at interview will be informed of the decision and feedback will be given.  DfE “Apply” service will also be updated with the decision. |

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| Successful candidates at interview will be informed of the decision via telephone. All offers of training places, both verbal and written are subject to satisfactory clearances and conditions:  **Qualifications**  All applicants must hold a GCSE grade C / 4 (or standard equivalent) in Maths and English Language - and a science subject if applying for primary phase. Candidates must also hold an undergraduate degree awarded by a higher education provider in England or Wales, or a recognised equivalent qualification.  **Disclosure and Barring Service Check**  All successful applicants must undergo a satisfactory enhanced Disclosure and Barring Service check, including a check of the children’s barred list.  **Health and Physical Capacity to Teach**  CTTP have a responsibility to ensure that trainees have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a teacher must perform are set out in Education (Health Standards) (England) Regulations 2003. Successful candidates are required to undertake an online medical questionnaire. In some cases, further investigation via physical examination or via a consultant’s report may be required. It is a candidate’s responsibility to ensure that they disclose any/all medical issues to CTTP. A certificate confirming that they are fit to teach must be issued prior to commencing the programme.  **Overseas Criminal Record Checks**  Trainees who have resided overseas for three-months or more in the last five years will be asked to provide all relevant overseas criminal record checks.  In some instances, it may be necessary for a candidate to complete a Subject Knowledge Enhancement course. This will be discussed with candidates when offering a place.  DfE, “Apply” service will be updated with the offer subject to the conditions outlined above and an official offer letter including those conditions, will be sent to all successful candidates. |

**Following offer of a place with CTTP**

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| All candidates who have accepted a place with CTTP will be requested to complete an online DBS application form. An appointment will then be arranged by the candidate with the Professional Training Centre Administrator to verify their three forms of identification.  Candidates will also receive a link via email to complete their online medical questionnaire and once assessed CTTP will be informed of the outcome.  Original qualification certificates and the right to work will be checked for all candidates.  CTTP will remain in contact with all candidates who have accepted a training place with CTTP, and they will be invited to an induction day in July prior to commencement, September. |

**Registration with the Department for Education (DfE)**

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| Trainees are registered through the DfE portal once they have commenced the ITT programme and are issued with a Teacher Reference Number (TRN) from the DfE. |