



## ASSESSMENT ONLY ROUTE TO QTS

# APPLICATION & PRE-ASSESSMENT VISIT NOTES FOR GUIDANCE (UPDATED OCTOBER 2020)

Please have this booklet with you on the day

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### Yorkshire Three Counties Alliance SCITT

Minsthorpe Community College - Minsthorpe Lane - South Elmsall – Pontefract - WF9 2UJ

☎ : 01977 657604    ✉ : [YTCA@minsthorpe.cc](mailto:YTCA@minsthorpe.cc)    🌐 : [www.ytcascitt.co.uk](http://www.ytcascitt.co.uk)

🐦 : @ytcascitt

📘 : YTCA SCITT

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# INTRODUCTION

## Our Vision and Purpose

According to Educationalist McKinsey:

*“The quality of a school system cannot exceed the quality of its teachers!”*

It has never been more important for schools to deliver quality teaching and learning that can positively respond to the varied needs of society as a whole. There is also no better time to train to become a teacher. The huge numbers of pathways into teaching are enticing and we are delighted to invite you to begin your journey into a profession that demands much but offers plenty to those who will show us they have what it takes to deliver quality teaching and learning.

The Yorkshire Three Counties Alliance SCITT is designed to improve the quality of teachers entering the profession, to enrich the sector and to deliver a quality of teacher recruitment which will drive forward an enhanced model of school improvement across our Alliance.

The members of The Yorkshire Three Counties Alliance SCITT and our Enhanced Placement Providers are committed to providing a warm, welcoming, encouraging and professional learning environment for all. We seek, therefore, to challenge racism, sexism, ageism or homophobia and to remove obstacles facing people with disabilities or from particular socio-economic backgrounds. It is required of everyone in our partnership to reflect these values at all times.

## Alternative Formats

This booklet is available in alternative formats or larger font. Please contact the SCITT Administration Office on 01977 657604 to request a copy.

## Learning Support Needs

Candidates with disabilities or specific learning difficulties, please refer also to **page 10**.

# THE YORKSHIRE THREE COUNTIES ASSESSMENT ONLY ROUTE TO QUALIFIED TEACHER STATUS

*“The partnership is proud of its track record of high rates which contributes effectively to meeting local and national recruitment needs for the supply of good teachers” - Ofsted, 2016*

## What happens on this route?

As the name suggests, this route to Qualified Teacher Status includes your assessment for the recommendation of the QTS award only. As such, there is no training element to this route as candidates on this route are already able to demonstrate that they have met the Teachers’ Standards from the evidence from their experience prior to application.

We’ve listed the key points below but please visit our dedicated Assessment Only Route pages on our website (<http://ytcascitt.co.uk/>) for more details.

- Complete in as little as 4 weeks;
- Qualify whilst in current school employment;
- Be assessed in your own school setting;
- Suitable for people with two or more years teaching experience in at least two educational settings;
- Personal Assessor assigned to each candidate to support successful achievement of QTS;
- Rigorous quality assurance of candidates against the Teachers’ Standards.

When you successfully complete this Programme you will have achieved Qualified Teacher Status (QTS) in the subject and/or age range you have been trained to teach.

## How do I know if this is the route for me?

If you have at least two years teaching experience in at least two different educational settings across at least two consecutive age ranges within the primary or secondary phase and can demonstrate that you already meet the Teachers’ Standards then the Assessment Only Route could be for you.

You will also need to be able to meet the entry requirements **before** commencing your assessment with us:

- GCSEs at grade C/grade 4 or above (or Level 2 qualification equivalent) in English Language and Mathematics, plus Science if you are qualifying to teach Primary.
- An honours degree at classification 2:2 or above (or equivalent) from a UK university:
  - All subjects are acceptable;
  - Third class degrees will be considered on an individual basis;
- Good subject knowledge;
- Meeting the Teachers’ Standards (assessed through the Pre-Assessment Visit);
- A current Enhanced DBS clearance from your current setting which is subscribed to the Update Service;
- Cleared as ‘Fit to Practice’ by the head teacher of your current educational setting.

**Please contact us to discuss whether you qualify for the Assessment Only Route before applying.**

## **How will I be assessed?**

Prior to your assessment period commencing, you will have a 'Pre-Assessment Visit' with a colleague from the YTCA SCITT team to ensure that you are as fully prepared as possible to demonstrate your evidence and excellence for the award of QTS.

Assessment takes a maximum of 12 weeks to complete depending on your evidence base and when we can confirm you are securely meeting the Teachers' Standards. This period begins once we have received your fees, all your documentation including signed agreements and your references.

You will usually be assessed in one educational setting (normally the school in which you are currently working, although we can support you with finding a setting in which to be assessed if needed). Your YTCA SCITT Assessor will also be your named support colleague during your time on the Assessment Only Route.

To achieve QTS by the Assessment Only Route, candidates must demonstrate that they meet the Teachers' Standards. This is assessed in various ways:

- A visit or visits from an Assessment Only Assessor when Interim or Final Reports are written or reviewed and you will be given clear assessment criteria and constructive feedback;
- Lesson observations from your Assessor and in-school colleagues;
- A 'Reflective Portfolio' in which you present your evidence for the Teachers' Standards in Evidence Bundles which show how your students have made progress over time;
- Through dialogue with the Assessor about your performance and future development.

A more detailed outline of the assessment process can be found in the document: "Assessment Process and Grading Guidance". Please request this if you have not already received it.

## FINANCIAL INFORMATION

There is no funding from Student Finance or the DfE available for this route, so candidates are fully self-funded or funded by their Educational setting.

**Our fee for this route is £2300.**

- **£150** of this is payable prior to the Pre-Assessment Visit;
- The remaining **£2150** is payable prior to the start of the Assessment Period.

Please contact us if this will be a problem for you and we can consider a payment plan.

*The fee includes:*

- Pre-Assessment Visit to assess your suitability for the route;
- Programme materials;
- Support from a named member of the YTCA SCITT team;
- Assessment visit(s) from a YTCA SCITT Assessment Only Route Assessor;
- Assessment by the External Moderator;
- Registration with the DfE and associated administration for the recommendation of QTS.

Please note:

- **These payments are non-refundable.**
- The recommendation for Qualified Teacher Status will be withheld from any candidate who fails to honour all monetary debts.

## THE APPLICATION AND ACCEPTANCE PROCESS

Our aim is to identify the highest quality candidates that meet our success criteria; those who are meeting the Teachers' Standards for QTS and most likely to be graded as "Exceeds Teachers' Standards" by the end of their training.

We usually see candidates demonstrate the following in successful applications and Pre-Assessment Visits:

- Thorough and well-organised evidence of meeting the Teachers' Standards;
- Strong Subject Knowledge and a passion for their subject;
- A proactive and reflective approach to their own development;
- Knowledge of issues linked to education and an understanding of how they may address them in their role;
- Commitment to and an understanding of a career in teaching;
- Range of personal characteristics including innovation, flexibility, independence and resilience;
- The ability to relate to and engage with children/young people;
- Excellent interpersonal skills;
- Effective communication skills including the use of written and spoken English and ability to explain concepts clearly;
- A genuine desire to support young people and help them develop and succeed.

### **Stage 1 – Initial Screening (FREE!)**

Following completion of an 'Expression of Interest', we offer an Initial Screening phone call or meeting at the YTCA SCITT with our SCITT Programmes Lead who will ensure you qualify for the Assessment Only Route. This is a good time to check your experience meets the requirements, ask any questions and plan your next steps.

Candidates who take part in the Initial Screening and meet the requirements of the Assessment Only Route are **guaranteed a Pre-Assessment Visit** based on the information they give during the screening process.

Then, providing all the information given was accurate and factually correct and that no concerns arise during the Pre-Assessment Visit in their demonstration of meeting the Teachers' Standards or otherwise, **there should be no reason why these candidates do not get accepted onto the Assessment Only Route.**

### **Stage 2 – Application**

Following the Initial Screening, candidates are required to complete and return our Assessment Only Route application form. We will review your application to check you meet the eligibility criteria and have submitted a convincing Personal Statement, then:

- a) References will be requested;
- b) You will receive guidance documents including the Reflective Portfolio Guidance so that you can make a start on your evidence which is required for the Pre-Assessment Visit;
- c) Following satisfactory references, a date for the Pre-Assessment Visit will also be set in consultation with yourself to endeavour to create minimal disruption to your Educational Setting.

### Stage 3 – Pre-Assessment Visit

The Pre-Assessment Visit allows us to assess the extent to which you are already meeting the Teachers' Standards as well as ensuring you meet our core SCITT competencies and values. It includes:

- **Teaching a lesson**

You will teach half a lesson (25-minutes minimum) with a class and on a topic of your choice.

Please ensure that you give the following to the Assessor at the start of the lesson:

- A copy of your lesson plan, Power Point/Flipchart and resources;
- A seating plan and any relevant class data (i.e. SEND, targets).

- **Presentation**

You are required to do a 10 minute pre-prepared presentation on the following:

**Give a brief overview of a current challenge facing the British Education System.  
How do you address/overcome it in your role?**

The best presentations have included examples and evidence from candidates own practice.

- **Discussion**

You will have a discussion lasting around 1 hour which will include scrutiny of your Reflective Portfolio and cover the following areas:

- Your reasons for wanting to teach;
- Your understanding of the role of the teacher;
- What you learnt from your experience teaching in at least two settings;
- The extent to which your existing **subject knowledge** equates to that needed to meet Teacher Standard 3;
- How you are already meeting the Teachers' Standards;
- Reflection on your current practice – how your own skills and attributes are supporting/will support you in being an outstanding teacher;
- Safeguarding.
- 

- **Meeting with the Head teacher and your School-based Mentor**

We will need the opportunity to have a short meeting (10 minutes minimum) with the Head Teacher and your School-based Mentor of the school/educational setting in which your assessment will be carried out. This can be a joint meeting or two separate ones and will be used to discuss the extent to which you are already meeting the Teachers' Standards.

- **Document check**

We will check all of the documents required for enrolment onto the Assessment Only Route.

## WHAT TO HAVE WITH YOU ON THE DAY

Please provide the **original** and **1 photocopy** of the required evidence from the following categories:

1) **Proof of your identify** (photographic evidence) and **proof of address**. Please provide:

- Your Passport/equivalent (BRP visa, etc.);
- Your Driving Licence;
- Your Birth Certificate;
- Where you have changed your name since birth, evidence pertaining to the name change (i.e. marriage certificate)

And one of:

- A utility bill or council tax letter issued within the last 6 months;
- A bank or credit card statement issued within the last 6 months.

2) **Qualifications and DBS**. If already attained, please bring certificates which show passes in:

- GCSE English Language and Mathematics (or Level 2 qualification equivalent) at grade C or above (grade 4 or above for new GCSEs awarded from Summer 2017 onwards);
- Primary only – GCSE Science (or Level 2 qualification equivalent) at grade C or above (grade 4 or above for new GCSEs awarded from Summer 2017 onwards);
- A and AS levels, BTEC, GNVQ, AVCE, VCE qualifications, or equivalent awards – if relevant to the subject you are teaching;
- Any other qualifications or awards which may not be formal requirements but which form a supporting part of your application (for example, Sport Governing Body Awards);
- Degree certificates;
- Current Enhanced DBS certificate.

Staff will check your copied certificates against your originals and sign them as a true copy to be kept on your file. You will be able to take your original certificates home with you.

### **Please note:**

- If you have changed your name since the certificates were issued, please advise us of this when you hand in your photocopies, and provide us with sight of the relevant supporting documentation (marriage certificate/deed poll etc.);
- If you do not bring photocopies of your certificates on the day and the outcome of the Pre-Assessment Visit is to offer you a place, we will withhold the offer until we have verification of your original certificates.

**For your Pre-Assessment Visit** please have with you:

- A copy of your lesson plan, Power Point/Flipchart and resources;
- A seating plan and any relevant class data (i.e. SEND, targets).
- Any lesson resources for the students;
- Any resources required for your presentation;
- Your Reflective Portfolio;
- Any additional supporting evidence that you wish to show to your selection panel;  
*(Art & Design/ Design & Technology candidates are advised to bring a portfolio of their own work)*
- A pen/ notebook.

***Please see the check list at the back of this Guidance Booklet.***

## CANDIDATES WITH DISABILITIES OR SPECIFIC LEARNING DIFFICULTIES

Applicants with disabilities or learning difficulties should note that the decision to offer a place on this route is made only on the selection criteria outlined in this booklet.

However, you should note the following:

- If you are granted an interview and require any other special arrangements please let us know as soon as possible so that we can take them into consideration.
- Similarly, if you normally have additional time for examinations or tests, or large font type, or any other specific arrangements, please contact us as soon as possible. Please provide a copy of your LA 'statement' or a letter from your school, college or employer to confirm that additional time for tests is a requirement.
- Given the need for all teachers to communicate clearly in spoken and written Standard English and to have excellent presentational skills, you should ensure that you have fully explored for yourself any issues in relation to teaching arising from your disability or learning difficulty, and have thought through any coping strategies and/or adjustments which will need to be made in the workplace to assist you. Please note that discussions about adaptations to the workplace would normally take place **after** an offer has been made to assist us in placing you in a school/setting, but you should begin your thinking about this as soon as possible.
- If you would like any confidential advice or information on our support for candidates with disabilities or learning difficulties, please do not hesitate to contact us on 01977 657604 or by email: [YTCA@minsthorpe.cc](mailto:YTCA@minsthorpe.cc).

## OUR DECISIONS AND YOUR NEXT STEPS

You are likely to be informed of the outcome of your interview on the day, although we will also contact you as soon as possible with a formal written decision.

### **If you are unsuccessful**

If you are unsuccessful, we will send you feedback based on the selection criteria/requirements. Guidance and feedback on how to improve your application/meet the requirements will be given which you should reflect on in order to help you plan what to do so that you can improve your application. You are very welcome to reapply when you feel you have made sufficient enhancements to your application and ability to meet the requirements.

### **If you are successful**

If your pre-assessment visit is successful and you are made an offer, you will be notified in writing. The letter will include any specific conditions of your offer. If you have any queries regarding your offer conditions, you must contact the SCITT Programmes Lead immediately and certainly within 14 days of the date on the offer letter.

**Please accept your offer as soon as possible via email:** we are keen to support and engage with our incoming candidates prior to the commencement of registration on the DfE Portal.

If you agree to accept the offer of a place on the Assessment Only Route, it is essential that you ensure that all documentation in relation to you being legally able to train within educational settings is provided by you within 30 days of you receiving a conditional offer from the SCITT Administration Team.

You will not be able to begin your assessment period until you have been declared fit to teach, have paid the AOR fees and meet all the conditions of your offer.

### **Additional notes to applicants who are made a firm offer after the Pre-Assessment Visit:**

In order to ensure your smooth entry to the YTCA SCITT it is important that you adhere to the national criteria for entry to the profession by following guidance notes issued by the DfE and that you are:

- Able to comply with the requirements of the offer sent to you and any other requests, ideally as soon as they are asked for but certainly within 10 weeks of the offer;
- Able to meet the national requirements for full clearance to work with children in respect of the Police Act and the health standards to enter the profession;
- Responsible for:
  - i. Completing all forms sent to you and their prompt return;
  - ii. References: Contacting any outstanding referees, if requested to do so, to arrange for a reference to be sent to [ytca@minsthorpe.cc](mailto:ytca@minsthorpe.cc);
  - iii. Providing the Admissions Unit with academic qualifications or examination results as soon as they are known;
  - iv. Ensuring all financial obligations are met prior to registration on the DfE Portal and the start of your assessment period.

If you are having difficulties locating previous examination results/certificates it is important that you initiate a search on receipt of the offer either by or through contacting your previous school/college or the relevant examination boards. Please be aware that search fees are in place and searches take a number of weeks to complete.

We have listed below some of the examination boards:

<b>Assessment and qualifications Alliance (AQA) (for NEAB,AEB,JMB,SEG)</b>	<b>Guildford</b>	Tel:	01483 506506
	Stag Hill House Guildford Surrey GU2 7XJ	Fax: Email: Website:	01483 300152 <a href="mailto:postmaster@aqa.org.uk">postmaster@aqa.org.uk</a> <a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
	<b>Manchester</b>	Tel:	0161 953 1180
	AQA Devas Street Manchester M15 6EX	Fax: Email: Website:	0161 273 7572 <a href="mailto:postmaster@aqa.org.uk">postmaster@aqa.org.uk</a> <a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
<b>Edexcel Foundation</b>	Stewart House 32 Russell Square London WC1B 5DN	Tel: Fax: Email: Website:	0870 240 9800 0207 758 6960 <a href="mailto:enquiries@edexcel.org.uk">enquiries@edexcel.org.uk</a> <a href="http://www.edexcel.org.uk">www.edexcel.org.uk</a>
<b>Oxford Cambridge and RSA Examinations (OCR)</b>	Head Office 1 Regent Street Cambridge CB2 1GG	Tel: Fax: Email: Website:	01223 552552 01223 552553 <a href="mailto:helpdesk@ocr.org.uk">helpdesk@ocr.org.uk</a> <a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
<b>Welsh Joint Education Committee (WJEC)</b>	245 Western Ave Cardiff CF5 2YX	Tel: Fax: Email: Website:	029 2026 5000 029 2057 5994 <a href="mailto:exams@wjec.co.uk">exams@wjec.co.uk</a> <a href="http://www.wjec.co.uk">www.wjec.co.uk</a>

Failure to comply with this could result in you having to take and achieve a satisfactory standard in other equivalency tests, for which a fee may be charged.

For applicants who have any doubts about complying with the national requirements to train as a teacher it is important that you are aware of the financial and enrolment implications of this when joining the professional training programme. These are:

- a) Provisional enrolment only will be undertaken;
- b) The Yorkshire Three Counties Alliance SCITT has the right to cancel an application if it is subsequently found that information has been omitted or false statements made on the application form.

## CHECKLIST FOR PRE-ASSESSMENT VISIT

- All original GCSE and A level certificates
- Copies of all GCSE and A level certificates
- Original degree certificate
- Copy of degree certificate
- Passport (if you have one) plus visa information if you are a non-EU citizen
- Driving Licence (if you have one)
- Birth Certificate
- Proof of current address (see page 9 for accepted documents)
- A copy of your formal lesson plan and resources, seating plan and class data
- Any lesson resources for the students
- Any resources required for your presentation
- Your Reflective Portfolio
- Pen and note pad
- Any additional supporting evidence you would like to show the selection panel  
*(Art & Design/ Design & Technology candidates are advised to bring a portfolio of their work)*

## DISCLAIMER

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