

Please retain these pages for your reference and refer to the information on our website:
www.cilt.org.uk/link/gtp.aspx

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APPLICATION PROCESS

Deadline for receipt of application documents

(candidates are encouraged to submit their applications as early as possible)

Midday (12 noon) 25 March 2011

CILT interviews at CILT, London

(if short-listed we will advise you of your interview date)

May-June 2011

School Panel interviews at CILT, London

(for candidates not applying with a training school)

7 June 2011

For all successful candidates (please note that attendance on the dates below is **mandatory**):

- **Visit to Training school** (for candidates selected at School Panel interviews **only**)

8 June 2011

- **Familiarisation Course** at CILT, London

9-10 June 2011

COMPLETING YOUR APPLICATION

If your software does not allow you to complete the tick-boxes correctly, please indicate clearly the option selected (**embolden/underline**).

When completing your application form you must ensure that it is legible and you must check the accuracy/legibility of your email address and telephone number, as we will use these to contact you during the application process. If your contact details change during the application process, it is essential that you contact us.

The deadline for receipt of applications is midday (12 noon) on 25 March 2011. Late or incomplete applications will not normally be considered. You are encouraged to submit your application as early as possible.

ACKNOWLEDGEMENT

We will acknowledge receipt of your application within 2 weeks. If you have not heard from us by this time, you should contact us to check that your application has been received. You will be informed whether or not your application has been short-listed no later than the end of April 2011. We regret that we are not able to provide feedback if your application has not been short-listed.

ELIGIBILITY AND SUITABILITY CRITERIA

To be considered for the CILT Graduate Teacher Programme (GTP):

- a) You must be a mother-tongue speaker of French, German or Spanish. This training course is designed to train mother-tongue speakers to teach their first language. If you are not a mother-tongue speaker of one of these three languages you should apply elsewhere. Genuine bilinguals are welcome to apply if they speak at least one of these three languages as their mother-tongue.
- b) You must have the legal right to work in the UK.

Citizens of the EEA or Switzerland do not require a work permit to work in the UK. If you are not a citizen of the EEA or Switzerland and are unsure, comprehensive guidance is available through the Home Office website (www.ukba.homeoffice.gov.uk/workingintheuk/). Please note that participation in the CILT GTP is not considered as “filling a vacancy” (i.e. your employing school cannot sponsor you for your training year) for UK immigration purposes.

- c)** You must not have been educated at secondary school level in the the UK. One of the aims of this programme is to help trainees to make the shift in educational culture from the system they were educated in to the UK system.
- d)** You must have at least the equivalent of GCSE (grade A*-C) in Maths **or** be willing to take an equivalent test if short-listed.

According to UK NARIC, the following school-level qualifications are considered the equivalent of GCSE (grade A-C) in Maths:*

Austria - any grade between 1 - 4 in Maths at Reifeprüfung/Matura

France - any grade between 10 - 20 in Maths at Baccalauréat. If you took “Enseignement Scientifique” as part of a Bac L, you must provide written proof that the final examination was in Maths

Germany - any grade between 4 - 15 in Maths at Abitur or any grade between 1 - 4 in Maths at Year 10

Spain - any grade between 6 - 10 (bien, notable, sobresaliente) in Maths at Graduado en Educación Secundaria Obligatoria (ESO) level.

Other international and UK qualifications:

- IGCSE in Maths (Grade C or above)
- Adult Numeracy level 2 or 3 (London Open College Network e.g. City & Guilds)
- GCSE equivalency test (e.g. University of Cumbria)

Other countries or qualifications - see www.naric.org.uk

If invited to interview, you will be asked to bring your original Maths certificate/diploma/official document with you.

If you do not have this qualification, please check

http://www.cilt.org.uk/training_to_teach/graduate_teacher_programme/maths_equivalency_test.aspx for details of how and where you can take an equivalent test.

- e)** You must have a university-level qualification at least the equivalent of a UK Bachelor’s degree.

According to UK NARIC, the national agency for the comparability of international qualifications, the following qualifications are considered the equivalent of a UK Bachelor’s degree:

Austria – Magister/Bachelor

France - Licence

Germany – Magister/Erstes Staatsexamen/Bachelor

Spain – Licenciatura

Other countries or qualifications – see www.naric.org.uk

If invited to interview, you will be asked to bring your degree certificate/diploma/official document with you.

If you are currently completing your degree level qualification, you must be able to provide official evidence of successful completion of your qualification by 31 May 2011 in order for your application to be considered.

- f) You must NOT already have a qualification allowing you to teach in a state maintained school in the European Economic Area (EEA), including the UK, or in Switzerland.

*If you have successfully completed any of the following courses of study, you are **ineligible** to apply for the CILT GTP:*

Austria – Unterrichtspraktikum; Dipl (Päd)

France – 2-year course at IUFM

Germany - Unterrichtspraktikum or Zweites Staatsexamen

Spain – CAP; Master in any subject with Maestro

Other countries or qualifications – see www.naric.org.uk

Please note that if you gain any of these qualifications during the application process, you become ineligible for the programme.

- g) You must have an excellent command of spoken and written English. We will assess your written and spoken English as part of the selection process. You do not need to have a particular qualification in English.
- h) You must have experience of teaching or working with young people aged 11-16 either in the UK or another country. We strongly advise that you try to spend at least 3 weeks in a UK school as this will increase your chances of success with your application. You should contact local schools directly to request this. Please note: CILT is not able to set up such visits for you. We recommend that you ask the Head of Department of any school you have spent time in to act as one of your referees.
- i) You must be willing to commit to staying in England for at least 2 years from September 2011.

After successful completion of the GTP training year, you will gain Qualified Teacher Status (QTS). In order to be fully qualified to teach in state funded schools in England and Wales, you must then complete one year full-time (or equivalent) as a Newly Qualified Teacher (NQT).

LANGUAGE PROFICIENCY (including French requirement)

Many language teachers in England are required to teach a second language. It is therefore an advantage if you can offer a second language at intermediate or advanced level. If your mother-tongue is German or Spanish you **must** have a knowledge of **French** at least elementary level or higher. When stating your language proficiency, please refer to the [European language levels self-assessment grid](#) and state 'elementary' if your level is A1/A2; 'intermediate' if your level is B1/B2; or 'advanced' if your level is C1/C2.

EQUAL OPPORTUNITIES

CILT, the National Centre for Languages operates a policy of equality and fair treatment in its recruitment, employment and training. We aim to ensure that all our trainees and employees are treated fairly, regardless of ethnic origin or nationality, gender or sexual orientation, marital status or domestic circumstance, age, or political or religious belief. We are required by the Training and Development Agency for Schools (TDA) – the Government agency which funds the GTP – to collect certain personal data on our trainees, to help ensure that groups which are less well represented in the teaching profession in England are treated fairly and have equal access to training opportunities. Therefore we ask you to submit an equal opportunities monitoring form. The information is held securely on a database, and we do not share it with any other organisation except the TDA. The answers that you provide on the form will not affect any judgments we make about your abilities as a teacher.

You should submit your equal opportunities monitoring form by email as a separate attachment from the rest of your application.

REFERENCES

You must provide two references:

- At least one of your references **must** be professional (work-related) and the other one **may** be professional **or** academic (university-related).
- At least one of your references should be from your experience of teaching or working with children or young people aged 11-16.
- Neither reference should be written by a friend or relative.

References must be provided on standard CILT GTP reference forms, which are available, in English, French, German and Spanish at www.cilt.org.uk/link/gtpapps.aspx.

The references must be sent directly to us by the referee, either by email to gtpapplications@cilt.org.uk or by post to:

Judy Bridgeman
GTP applications
CILT, the National Centre for Languages
111 Westminster Bridge Road
London
SE1 7HR

Your references must be received by **midday (12 noon) on 25 March 2011**.

PLACEMENT WITH A TRAINING SCHOOL

You can apply independently **or** you can apply with a school that wishes to train you.

If you apply independently and are successful at the CILT interviews, you will be invited to the school panel interviews, during which you will be interviewed by partnership schools who are seeking a trainee. If you have stated on your application form that you have specific location requirements (e.g. long term partner/spouse; children; mortgage commitments), we will try to arrange your interviews with schools in your specified location. However, please note we **cannot** guarantee that you will be offered a placement in any town/city you specify. The more flexible you can be in terms of location, the greater your chance of securing a place on the programme.

If you have a school that wishes to train you, please note that this must be a school in which you have worked, on a paid or voluntary basis, for example as a language assistant. The school must also complete an application form and be accepted by CILT as suitable as a training school. Please note that this is not automatic and we reserve the right to turn down a school if not considered suitable. For more information and a school application form, please visit www.cilt.org.uk/link/gtpschoo.aspx.

CHECKS ON SUCCESSFUL CANDIDATES

If you are accepted on the CILT GTP, you are required to complete the following checks:

a) Medical check

Completion of the Declaration of Health questionnaire is a requirement as providers of Initial Teacher Training (ITT) 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. You may also be required to complete a medical questionnaire by your employing school.

b) General Teaching Council for England Suitability Declaration

The General Teaching Council for England (GTC) uses the information provided on your Suitability Declaration form to ensure that you are suitable to be a registered teacher.

c) Criminal Records Bureau check

The UK Criminal Records Bureau (CRB) check is carried out to provide proof that you do not have a criminal record in the UK that would make you unsuitable to work with young people.

d) Police clearance from other countries

If you have lived in any country other than the UK for more than three months during the last five years, you may also be required to provide a police clearance from this/these country/countries. This is to provide proof that you do not have a criminal record in another country that would make you unsuitable to work with young people.

The following documents are acceptable:

Austria - Strafregisterbescheinigung

France - Extrait de Casier Judiciaire

Germany – Führungszeugnis

Spain - Certificado de Antecedentes Penales

Other countries – contact gtp@cilt.org.uk

PROOF OF NATIONALITY

Proof of your nationality and right to work in the UK will be requested at interview. CILT is unable to intervene in any issues relating to visa or work permit applications on behalf of successfully placed trainees.