



National College for  
Teaching & Leadership

# **Application for Qualified Teacher Status Nationals of European Economic Area Member States**

For a copy of this form in Braille or large print please contact the QTS team at [qts.enquiries@education.gsi.gov.uk](mailto:qts.enquiries@education.gsi.gov.uk), or by phone on 020 7593 5394

Please complete all relevant sections in black ink and BLOCK CAPITALS. Where cross boxes appear please put a cross in those that apply.

## 1 Personal details

Forename:

Middle name(s):

Surname:

Previous surname(s):

Title:

Gender (m/f):

Date of birth:

National Insurance number:

Of which EEA state are you a national:

Address:

Country:

Telephone number:

Mobile number:

Email address:

## 2 Eligibility for qualified teacher status

a) In which EEA state are you recognised as a qualified school teacher?

b) Please indicate the eligibility condition you satisfy:

i) You have successfully completed a course of post-secondary higher education of at least three years' duration, as well as the professional training which may be required in addition to that post-secondary course.

ii) In a member state where post-secondary higher education of at least three years is the normal requirement, where you are recognised and permitted to practice as a qualified school teacher, having undertaken some lesser education and training in such a State (acquired rights).

iii) You are recognised in an EEA state by virtue of qualifications obtained outside of the EEA and have 3 years' certified professional experience in that state.

### 3 Teacher Qualifications

Name of teacher qualification:

Name of institution:

Period of study:  
From:

To:

Date of Award:

Subject(s) trained to teach:

Age range trained to teach: From:

Please continue on a separate sheet if necessary.

### 4. Higher Education Qualification

(only complete if your initial teacher qualification was a postgraduate course)

Name of qualification:

Name of institution

Period of study: From:

To:

Date of Award:

Subject(s):

### 5 Particulars of employment as a school teacher undertaken in the last ten years

Employer name and address:	Date	Date	Subject(s) employed to teach:	Age range taught	
	from:	to:		From:	To:

## 6. Diversity

### Disability

Please put a cross in the box to indicate whether or not you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities (Section 1(1) of the Disability Discrimination Act 1995)

Yes  No

This information will be used to estimate the number of teachers with disabilities, as defined by the Disability Discrimination Act 1995. If you are not sure whether you consider yourself disabled as defined by the Act, or need information, please contact the Equality and Human Rights Commission on 0845 604 6610 (phone), 0845 604 6630 (fax), 0845 604 6620 (textphone), or visit [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### Ethnicity:

Please put a cross in one box to indicate your cultural background. This information will be used to estimate the number of teachers from different ethnic groups to enable the NCTL to track and help monitor equal opportunities for all teachers.

White	Black, Black British	Asian, Asian British	Mixed
<input type="checkbox"/> British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/>
<input type="checkbox"/> Irish	<input type="checkbox"/> African	<input type="checkbox"/> Pakistani	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
		<input type="checkbox"/> Other	<input type="checkbox"/>

### Chinese, Chinese British or other ethnic background

Chinese  
 Other

### Prefer not to state

Put a cross here if you prefer not to state your ethnic group

## 7 Declaration

I declare that the information above is correct and I have not withheld any material information and that the translation(s) I have provided is/are true and faithful translations. I understand that such answers shall be the basis on which my application will be considered.

Signed:

Date of Signature:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Checklist** Please send photocopies of your documents, not originals

- |  |   |
|--|---|
| <input type="checkbox"/> Signed and Dated                              | <input type="checkbox"/> Initial Teacher Training certificate                                     |
| <input type="checkbox"/> Proof of Nationality                          | <input type="checkbox"/> Initial Teacher Training diploma supplement/ transcript (if appropriate) |
| <input type="checkbox"/> Change of name documentation (if appropriate) | <input type="checkbox"/> Higher Education/Degree certificate (if appropriate)                     |
|  | <input type="checkbox"/> Certified Translations of qualifications and transcripts                 |

# Guidance Notes

## Qualified teacher status

Qualified Teacher Status (QTS) is an accreditation made to those teachers who meet the professional standards required to be able to teach in maintained schools, non-maintained special schools or pupil referral units in England. Without QTS a teacher cannot be employed as a qualified teacher in state schools.

The European Council Directive 2005/36/EC allows EEA nationals who are recognised as qualified school teachers in an EEA state to be recognised as qualified school teachers in England. The National College for Teaching & Leadership (NCTL) is the competent authority in England for recognising EEA teachers for the award of QTS under this directive.

This application form is designed for teachers who are qualified to teach the compulsory age-range in England (5-16).

## Are you eligible for QTS?

To be eligible for recognition as a qualified school teacher in England under the directive, you must be able to satisfy one of the following three conditions:

1. You have successfully completed a course of post-secondary higher education of at least three years' duration, as well as the professional training which may be required in addition to that post-secondary course.
2. In a member state where post-secondary higher education of at least three years is the normal requirement, you are recognised and permitted to practice as a qualified school teacher, having undertaken some lesser education and training in such a state (acquired rights).
3. You are recognised in an EEA state by virtue of qualifications obtained outside of the EEA and have three years' certified professional experience in that state.

Recognition for school teachers is covered by Article 13 under Directive 2005/36/EC. The directive can be found online at [http://eur-lex.europa.eu/\(directive\)](http://eur-lex.europa.eu/(directive))

## How to apply

Please complete all parts of the form in full and attach any additional information on separate sheets.

### 1. Personal Details

Please ensure the contact address you supply is the address you wish all NCTL correspondence to be sent to.

If you do not have a UK national insurance number, please leave this box blank.

You need to send in evidence of your EEA nationality e.g. photocopy of passport, ID card, etc.

If your name is different to that on your qualifications you will need to send in evidence of your change of name e.g. photocopy of marriage certificate, etc.

### 2. Eligibility

Please tick which criteria you meet.

Please note that if you are applying under part 2 b iii you will need to provide a letter of attestation from the EEA state that recognised you that confirms you are a recognised teacher and that you have three years' professional experience in that EEA State after being recognised by them.

### **3. Teacher qualifications**

Please detail your initial teacher training qualifications.

Please send in a copy of your teaching qualification along with a certified translation.

If your qualification does not clearly state your status as a teacher along with the age-range and subjects you are qualified to teach, please send in a copy of your diploma supplement or transcript to support this.

If you needed to complete an induction or probation period to become a fully qualified teacher in the EEA state in which you qualified, please send in evidence of this also.

### **4. Higher Education qualification**

Please complete this section if your initial teacher training was a postgraduate course.

You will need to send in a copy of your higher education qualification along with a certified translation.

### **5. Particulars of employment as a school teacher undertaken in the last ten years**

Please detail employment you have undertaken in the last 10 years after you qualified as a teacher.

### **6. Diversity**

This information will be used to estimate the number of teachers from different ethnic groups to enable the NCTL to track and help monitor equal opportunities for all teachers.

### **7. Declaration**

Please sign and date this section of the form. All applications must be signed and dated before they can begin to be processed.

## **Translations**

For your qualifications listed in parts 3 and 4, you need to send in certified English translations of these documents. A certified translation must be undertaken by an independent translator. The Association of Translation Companies can tell you about translation companies:  
**[www.atc.org.uk](http://www.atc.org.uk)**

Please note we do not accept UK NARIC comparability statements in lieu of certified translations. UK NARIC provides a service whereby qualifications from outside the UK are compared to the UK's qualification frameworks. These can be useful in demonstrating your level of education to potential employers or educational institutions.

You will need to send photocopies of your proof of nationality and additional supporting document if your name is different to those on your qualifications.

We do not require certified translations of your evidence of nationality or change of name; you may however wish to accompany them with a translation you have completed yourself.

## Contacts

Contacts	Web	Tel
<b>Other stakeholders</b>		
General Teaching Council for Northern Ireland	<a href="http://www.gtcni.org.uk">www.gtcni.org.uk</a>	028 9033 3390
General Teaching Council for Scotland	<a href="http://www.gtcs.org.uk">www.gtcs.org.uk</a>	0131 314 6000
General Teaching Council for Wales	<a href="http://www.gtcw.org.uk">www.gtcw.org.uk</a>	029 2055 0350
Department for Education	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	0870 000 2288
Independent Schools Council	<a href="http://www.isc.co.uk">www.isc.co.uk</a>	020 7766 7070
Institute for Learning	<a href="http://www.ifl.ac.uk">www.ifl.ac.uk</a>	0844 815 3202
Eures	<a href="http://ec.europa.eu/eures">http://ec.europa.eu/eures</a>	
UK NARIC	<a href="http://www.naric.org.uk">www.naric.org.uk</a>	

The National College for Teaching & Leadership is an executive agency which is part of the Department for Education (DfE). Under the terms of the Data Protection Act 1998, the DfE is a data controller. Information you provide to the National College for Teaching & Leadership on this form will be used to allow the Agency to fulfil its functions and legal obligations. All personal data will be handled in compliance with the DPA. Personal data collected may be shared with selected third parties who fulfil a service on behalf of and under the express instructions of the National College for Teaching & Leadership.

### **Where to send your documents:**

Once the application form is completed, please send it to us at the following address:

QTS and Induction Division  
National College for Teaching & Leadership  
7th floor, 53-55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH  
United Kingdom

Please remember to send photocopies of your supporting documents and translations. The NCTL does not accept responsibility for original documents.

### **What happens next**

When we receive your application form we will send you a letter acknowledging receipt of your application.

If there are any documents missing from your application we will contact you within one calendar month from the date of receipt.

Once we receive a complete application the NCTL has four months in which to assess and make a decision on whether to award you QTS under the terms of Directive 2005/36/EC.

If you are successful you will be regarded as a qualified teacher in England and you will be sent:

- your QTS certificate; and
- your teacher reference number (if you do not already have one).

If you are unsuccessful in your application we will write to you stating why. Applicants wishing to appeal must do so within four months of the notification of the decision.

### **Getting a job**

Most teachers look for work through advertisements in national and local newspapers. Alternatively, they write to individual employers, such as local authorities and school governors, or take advantage of the services offered by EURES (European Employment Services): <http://ec.europa.eu.eures>.

If you are looking to work in Scotland, Northern Ireland or Wales, please contact the appropriate teaching council; details are listed in the Contacts section.

You do not need QTS to be a teacher in many independent schools. For more information, contact the Independent Schools Council: [www.isc.co.uk](http://www.isc.co.uk).

If you wish to work in the Further Education sector (16+) you will need to contact the Institute for Learning: [www.ifl.ac.uk](http://www.ifl.ac.uk).

There are also many opportunities to work in a school without being a qualified teacher e.g. teaching assistants and support staff.