

Application for Registration

with the Education Workforce Council (EWC)



How to complete this form:-

- Please complete all relevant sections in **black ink** and BLOCK CAPITALS.
- Where tick boxes appear, please tick those that apply.
- Please include photocopies of your qualification certificates where possible

All questions in Part 8(a) (declaration) of the application form must be answered. If you answer yes to any question you should provide a detailed explanation of your declaration in section 8(b). Failure to do so will result in your application form being rejected.

Where do you send your documents?

Return the completed form and supporting documents to:

**The Qualifications and Registration Team
Education Workforce Council
9th Floor
Eastgate House
35-43 Newport Road
Cardiff
CF24 0AB**

For any queries contact the team on:

Telephone: +44(0)29 2046 0099
E-mail: registration@ewc.wales

Application for Registration

With the Education Workforce Council (EWC)

Please refer to the guidance notes and complete all sections. Please write in black ink/type and BLOCK CAPITALS.

Part 1 – Personal details

Application Category (Tick all that apply) Further education learning support worker ☐ Further education teacher ☐ School learning support worker ☐ School teacher ☐ (Subject to mandatory qualifications see guidance notes for further details) Work based learning practitioner ☐ Youth worker ☐ (Subject to mandatory qualifications see guidance notes for further details) Youth support worker ☐ (Subject to mandatory qualifications see guidance notes for further details)	National insurance number Title Gender Full Name (forenames, surname) Any previous names (i.e. maiden name or change of name via deed poll) Date of birth Home address Postcode Contact number Email address Teacher reference number (if applicable) Date Qualified Teacher Status Awarded (if applicable)
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Part 2 – Current / Impending employment details

Current/Impending post title Employer (school, local authority, FE college or organisation) Level if appropriate 	Start date Subject(s) taught / supported (if relevant) 	Type of contract (tick appropriate) Full ☐ Part ☐ Supply ☐ Time ☐ Time ☐
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Previous employment details

Previous employment post title Employer (school, local authority, FE college or organisation) 	Date employment ceased Subject(s) taught / supported (if relevant) 	Type of contract (tick appropriate) Full ☐ Part ☐ Supply ☐ Time ☐ Time ☐
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Part 3 – Ethnic group

Asian or Asian British:

Indian	☐
Pakistani	☐
Bangladeshi	☐
Other	☐

Black or Black British:

- Caribbean ☐
- African ☐
- Other ☐

Chinese or Chinese British ☐

White:

British ☐

Any other White Background ☐

Other ethnic group ☐

Mixed:

- White & Asian ☐
- White & Black Caribbean ☐
- White & Black African ☐
- White & Chinese ☐

I do not wish my ethnic group to be recorded

Part 4 – National identity

Welsh ☐ English ☐ Scottish ☐ Irish ☐ British ☐ Other ☐ I do not wish my national identity to be recorded ☐

Part 5 – The Welsh language

	<u>Yes</u>	<u>No</u>
Are you a Welsh speaker?	☐	☐
Do you work through the medium of Welsh?	☐	☐
Are you able to teach Welsh as a second language? (Only School Teachers)	☐	☐

Part 6 – Disability

☐ Please tick this box if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to perform normal day-to-day activities (Equality Act 2010). This information is used to estimate the number of registered practitioners with disabilities as defined by legislation. Further information on this is available from the Equality & Human Rights Commission directly (www.equalityhumanrights.com)

Part 7 – Qualifications

Please list your qualifications below starting with the highest award. Any details provided in this section should be accompanied by photocopies of original certificates if available.

Qualification Title

e.g. PHD, Masters, PCGE, BA / Bsc (hons), Diploma, NVQ e.g. Teaching Assistant, BTEC, HLTA, HND, HNC and A Level

Institution or awarding body

Year of award
or expected date if
currently training

Class or level of award
e.g. pass, distinction, merit etc.

Subject(s) studied

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☐ Please tick box if you do not currently hold any formal qualifications

Part 8(a)– Declaration

If you answer YES to any of the following questions, please provide, in Part 8(b) attached, a detailed explanation of your declaration.

	Yes	No
1. Have you ever been or are you currently subject of a bar, partial bar, warning or any other action by the Secretary of State, the Disclosure & Barring Service (DBS) or any other organisation in the UK or abroad in relation to working with children or vulnerable adults, or concerned with misconduct, or are you currently the subject of investigation by such a body?	☐	☐
2. Have you ever been or are you currently subject to a disciplinary sanction (including interim orders) by any other professional or regulatory body in this country or abroad or are you currently the subject of investigation by such a body?	☐	☐
3. Have you ever been refused registration or a licence to practise by any other regulatory body in the UK or another country?	☐	☐
4. Within the last 10 years, have you been subject to disciplinary action by any employer which has led to you leaving their employment (by dismissal, settlement agreement or any other means)?	☐	☐
5. Are you currently under investigation by any employer? ‘any employer’ means all employers, not just those relating to employment within the education sector.	☐	☐
6. Do you have any cautions or convictions (including spent convictions), which are not deemed ‘protected’ under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, issued by a court of law in the UK (including a military court or tribunal) or in any other country?	☐	☐
7. Are you currently the subject of any police investigation in the UK or any other country? (Refer to www.gov.uk/government/collections/dbs-filtering-guidance for further guidance on protected offences)	☐	☐

I wish to apply for registration with the Education Workforce Council in the category or categories of registration selected in part 1. I have read the guidance notes included with this form and understand, should my application for registration be successful, I will be required to comply with the Education Workforce Council Registration Rules (see www.ewc.wales). I also understand that non compliance with the EWC Code of Professional Conduct and Practice may call into question my registration with the Council. I declare that, to the best of my knowledge and belief, all the information provided is correct.

Signed:

Date:

The Education Workforce Council (EWC) is a data controller under the terms of the Data Protection Act. The Information submitted on this form will be processed for the purposes necessary for the EWC to fulfil its remit and its legal obligations as set out in the Education (Wales) Act 2014 and associated Regulations.

The information submitted on this form may be shared with selected third parties such as the Disclosure & Barring Service and any of the Education or Teaching Councils in the UK. The EWC will only share personal data with those organisations that it is legally able to, and where sharing personal data is necessary we will comply with the Data Protection Act.

Part 8(b)— Declaration explanation

If you have marked YES to any questions in Part 8(a), please provide further details below. If you fail to provide the details required under this part, your application for registration will be delayed.

Please provide the:

- full name of the body, and/or employer, and/or police force which was involved and any relevant contact (name, address and email):

- relevant date(s) and brief details of matter(s) declared, whether past or current (for example, an explanation of the conduct which led to a conviction, barring, dismissal):

- the final outcome of the matter(s) declared (for example, Final Written Warning, inclusion in the Children’s Barred List, caution, Suspension Order, dismissal):

- if convicted or cautioned, the name of the offence, and penalty imposed:

I consent to the EWC reproducing the declaration I make above to the employer, organisation or body I refer to in order to verify my declaration.

Signed:

Date:

Guidance notes

For practitioners applying to register with the Education Workforce Council (EWC)

Registration categories

You must be registered in the correct category or categories of registration for the work that you are undertaking/ intend to undertake. They are:-

- **Registered school teacher**— for working as a qualified (holder of Qualified Teacher Status (QTS)) school teacher in a maintained school or non-maintained special school in Wales. **Note:** school teachers who are required to complete the statutory Induction period in Wales and have not yet done so will be given ‘provisional’ registration status only (subject to meeting the suitability criteria).
- **Registered further education teacher**—for working as an FE teacher (lecturer) in a further education institution in Wales.
- **School learning support worker**— for working as a learning support worker in a maintained school or non-maintained special school in Wales.
- **FE learning support worker**— for working as a further education learning support worker in a further education institution in Wales.
- **Work based learning practitioner**— for working as a work based learning practitioner (e.g. trainer, assessor, learning deliverer, coach or mentor) **for or on behalf of a work based learning provider**. This also includes those practitioners who co-ordinate the delivery of WBL such as: those involved in management / leadership roles; quality assurance staff.
- **Youth worker**— for working as a person who provides youth development services for or on behalf of a local authority, school, FE institution or voluntary organisation in Wales. This category of registration is subject to mandatory qualification requirements. They are listed on our website.
- **Youth support worker**— for working as a person who provides youth development services for or on behalf of a local authority, school, FE institution or voluntary organisation in Wales. This category of registration is subject to mandatory qualification requirements. They are listed on our website.

IF YOU ARE UNSURE WHICH CATEGORY OR CATEGORIES OF REGISTRATION APPLY TO YOU PLEASE CONTACT THE QUALIFICATIONS AND REGISTRATION TEAM FOR ADVICE ON 029 2046 0099 OR E-MAIL registration@ewc.wales

Applying to register

All Applicants

- must not be barred from practising by the Disclosure and Barring Service, the EWC or any of our equivalents in Scotland, England and Northern Ireland;
- must answer all questions in part 8(a) (declaration) of the application form and provide a written detailed explanation of any declaration made on part 8(b). Failure to do so will result in the application form being rejected;
- should provide evidence (eg photocopies of certificates) of their qualifications, where applicable.

Note

In considering the declaration questions relating to “protected” offences, further guidance is available from the Disclosure & Barring Service (DBS) website (www.gov.uk/government/collections/dbs-filtering-guidance).

In order to apply for registration as a school teacher you must:

- hold the appropriate Qualified Teacher Status (QTS) **which is recognised under Welsh regulations**. Please note, the following individuals **are not** recognised as qualified school teachers in Wales and are NOT therefore eligible for registration as a school teacher:
- school teachers who trained in Australia, Canada, New Zealand and the USA and who have been awarded QTS by the National College for Teaching & Leadership (NCTL) in England. This recognition is NOT recognised under Welsh regulations;
- FE qualified teachers who are recognised as qualified school teachers by the NCTL and are therefore eligible to work as qualified school teachers in England only. Such individuals are NOT recognised as qualified school teachers under Welsh regulations;
- not have failed to successfully complete an Induction period in Wales or England.

In order to apply for registration as a youth worker or youth support worker you must:

- **Hold at least one appropriate youth work related qualification as listed in regulations**. Please refer to our website www.ewc.wales for further guidance regarding youth worker qualifications.

Guidance notes

For practitioners applying to register with the Education Workforce Council (EWC)

The Welsh language (part 5)

- “Are you a Welsh Speaker?” Please answer “Yes”, if you consider yourself to be fluent, or fairly fluent, in the Welsh language.
- “Do you work through the medium of Welsh?” Please tick yes if you deliver education or training in Welsh.
- “Are you able to teach Welsh as a second language?” (**relevant to registration as a school teacher only**) The current requirement is for all learners in English-medium schools in Wales to be taught Welsh as a second language. In the primary phase, it is recognised that the ability of teachers to teach Welsh as a second language will vary, depending on a range of factors, including the teacher’s own Welsh language ability and training. As a school teacher qualified to teach in an infant, junior or primary school, please answer “Yes” if you currently teach or have taught Welsh as a second language to your learners; otherwise, answer “No”.

Qualifications (Part 7)

Please list your qualifications starting with the highest:

- **Postgraduate** - such as PGCE (QTS), PCET, Master or PHD
- **Degree** - If you hold a degree or degree equivalent qualification
- **Other relevant qualifications** such as NVQ, BTEC, HND, HNC, Diploma, A-level or role-specific qualifications.

You should include copies of your certificates (if available). Please **DO NOT** send original certificates.

Please refer to our website www.ewc.wales for further information regarding youth worker qualifications.

Tax relief

Your registration fee is eligible for tax relief and does not affect your ability to claim tax relief on existing teacher association or union subscriptions. To claim tax relief, please contact your local tax office, and not the EWC.

Returning your application form

You can return your application by post to:

**The Qualifications and Registration Team,
Education Workforce Council,
9th Floor, Eastgate House,
35-43 Newport Road,
Cardiff, CF24 0AB**

Or—You can e-mail scanned and signed copies to: **registration@ewc.wales** (NOTE - The maximum file size is 5MB). Should you have any queries about any aspect of applying for registration with the Council please contact the team directly by email or telephone (+44(0)29 2046 0099) and they will be pleased to assist you.

Ffurflen Dalu Payment Form

Blwyddyn gofrestru 01 Ebrill 2020 - 31 Mawrth 2021

2020/21

Registration year 01 April 2020 - 31 March 2021

Manylion ffi / Fee details (gweler y canllawiau am ragor o wybodaeth ar ffioedd / see guidance for further information on fees)

Enw llawn / Full name:			
Rhif cyfeirnod athro (Athrawon gyda SAC yn unig) / Teacher reference number (Teachers with QTS only):		Rhif yswiriant gwladol / National insurance number:	
Ticiwch y ffi berthnasol i'w dalu / Please tick the relevant fee to be paid:			
☐ £45 - Athro addysg bellach, Athro ysgol a Gweithiwr leuenctid a Ymarferydd dysgu yn y gwaith FE Lecturer, School teacher, Youth Worker and Work-based Learning practitioner	☐ £15 - Gweithwyr cymorth dysgu AB, Gweithwyr cymorth dysgu ysgol a Gweithiwr leuenctid FE learning support worker, School learning support workers and Youth support worker		
Os oes angen i gofrestru mewn mwy nag un categori cofrestru bydd dim ond angen i chi talu un ffi. Codir ffi hon ar gyfradd uwch. If you need to register in more than one category of registration you only need to remit one fee. This fee will be charged at the higher rate.			

Opsiynau talu / Payment options

☐ Opsiwn 1 - Siec / Option 1 - Cheque	Gwnewch yn siŵr eich bod yn ysgrifennu eich enw llawn, rhif YG a'ch rhif cyfeirnod athro (os caiff ei gynnal) ar gefn eich siec. Dylai sieciau fod yn daladwy i 'CGA' Please ensure that your full name, NI number and teacher reference number (if held) is written on the back of your completed cheque. Cheques should be made payable to 'EWC'.
☐ Opsiwn 2- Cerdyn debyd / Option 2 - Debit card	Cwblhewch fanylion eich cerdyn debyd yn yr adran isod. Please complete your debit card details in the section below

Manylion eich Cerdyn Debyd / Debit Card Details

Math o gerdyn / Type of card:			Y cardiau a dderbynnir / Cards accepted: Visa, Mastercard, Switch, Maestro, Solo, Visa Delta																								
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Enw deiliad y cerdyn (enw ar y cerdyn at ddibenion diogelwch) / Card holder name (name on card for security purposes):																											
Llofnod deiliad y cerdyn / Card holder signature:				Dyddiad / Date:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						