

Geschäftszahl: BMUKK-648/0002-III/13b/2010  
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Ihr Zeichen:

Antwortschreiben bitte unter Anführung der Geschäftszahl.

## **Ausschreibung Lehren und Lernen in England 2010/2011 - GTP**

Verteiler: VII/2 N

An alle  
Landesschulräte/  
Stadtschulrat für Wien

Institute der Anglistik und Amerikanistik der  
Universitäten Graz, Innsbruck, Klagenfurt, Linz, Salzburg und Wien

Germanistische und Romanofone Institute der  
Universitäten Graz, Innsbruck, Klagenfurt,  
Salzburg, Wien

Das Bundesministerium für Unterricht, Kunst und Kultur macht darauf aufmerksam, dass nur AbsolventInnen eines universitären Lehramtsstudiums für AHS/BHS ohne Unterrichtspraktikum die Möglichkeit geboten wird, am Programm „**Lehren und Lernen in England**“ teilzunehmen.

Weiters wird darauf hingewiesen, dass das in der Ausschreibung näher beschriebene Programm **GTP** gemeinsam mit dem CILT, the National Centre for Languages, durchgeführt wird, weitere Anfragen also auch an das CILT in London gerichtet werden können.

Der Landesschulrat/Stadtschulrat wird ersucht, die vorliegende Ausschreibung vor allem den genannten Zielgruppen angehender LehrerInnen im Bereich AHS und BHS bzw. den AnwärterInnen auf ein Unterrichtspraktikum bekannt zu machen.

Ebenso werden die Universitäten ersucht, die Ausschreibung des GTP-Programms vor allem AbsolventInnen eines Lehramtsstudiums für Deutsch, Englisch, Französisch oder Spanisch für AHS/BHS zugänglich zu machen.

Es ist darauf hinzuweisen, dass auch nach erfolgreichem Abschluss der 1. Bewerbungsrunde keine Garantie für eine erfolgreiche Platzierung übernommen werden kann, da letztendlich die jeweilige Schule in England für die Anstellung eines/einer LehrerIn zuständig ist.

Weitere Details sind der Ausschreibung zu entnehmen.

#### Beilagen

Ausschreibung

Bewerbungsformular

Informationsblatt für BewerberInnen

Referenzschreiben

Monitoring Form

Wien, 3. Februar 2010

Für die Bundesministerin:

MR Dr. Nikolaus Douda

**Elektronisch gefertigt**

Geschäftszahl: BMUKK-648/0002-III/13b/2010  
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Ihr Zeichen:

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**Ausschreibung**  
**Lehren und Lernen in England 2010/2011 - GTP**

**AUSSCHREIBUNG**

**LEHREN UND LERNEN IN ENGLAND**  
**2010/11**

Für das Schuljahr 2010/11 wird das Bundesministerium für Unterricht, Kunst und Kultur gemeinsam mit CILT, the National Centre for Languages (UK), das LehrerInnen-Vermittlungsprogramm **GTP** (Graduate Teacher Programme) mit England weiterführen. Das ausgeschriebene Mobilitätsprogramm soll UniversitätsabsolventInnen eines Lehramtsstudiums für Sprachen ohne Unterrichtspraktikum die Möglichkeit bieten, an einer Sekundarschule in England zu den dort geltenden Bedingungen für mehr als ein Jahr zu unterrichten.

**Ausschreibungsbedingungen**

<b>Zielgruppe:</b>	AbsolventInnen eines universitären Lehramtsstudiums <b>ohne Unterrichtspraktikum!</b>
<b>Fächerkombination:</b>	Deutsch mit einer Fremdsprache, eine Fremdsprache mit einem beliebigen Fach
<b>Voraussetzungen:</b>	Deutsch als Muttersprache Ausgezeichnete Sprachkompetenz in Englisch Studienabschluss bis 31. Mai des Antrittsjahres
<b>1. Bewerbungsrunde: (Interviews CILT)</b>	<b>April – Juni 2010</b> in London

<b>2. Bewerbungsrunde: (Selection Week)</b>	<b>Juni 2010</b> in London
<b>Einführungsseminar („Familiarisation Course“):</b>	<b>Juli 2010</b> in London für erfolgreiche KandidatInnen (Vorbereitung für das Seminar im Juni 2010)
<b>Arbeitsbeginn:</b>	ca. Ende August/Anfang September
<b>Dauer:</b>	Das Programm sieht vorerst <b>zwei Jahre</b> vor, mehrere Jahre werden empfohlen.
<b>Programm:</b>	Als „unqualified teachers“ absolvieren Sie im Rahmen des Ausbildungsprogramms für <i>Graduate Teachers</i> eine praktische Ausbildung an einer englischen Schule, die work-shadowing, team-teaching und eigenständiges Unterrichten einschließt. Ebenso ist eine begleitende pädagogische Ausbildung Teil des Programms. Am Ende des Schuljahres, nach bestandener Beurteilung erhalten erfolgreiche LehrerInnen den QTS (Qualified Teacher Status).
<b>Bedingungen:</b>	Vertrag nach dem geltenden Dienstrecht für LehrerInnen in England.
<b>Gehalt:</b>	ca. <b>£ 15.461,-</b> brutto pro Jahr

**Ende der Einreichfrist: 16. April 2010 (bis 12:00 Uhr)**

**Bewerbungen sind zu senden an:**

1. **Frau Mary Ohene**  
(alle Unterlagen)

per Email: [mary.ohene@cilt.org.uk](mailto:mary.ohene@cilt.org.uk) .

Die Referenzen und die Zeugnisse können auch per Post an Frau Mary Ohene gesendet werden.

Mary Ohene  
GTP applications  
CILT, the National Centre for Languages  
111 Westminster Bridge Road  
London SE1 7HR  
Grossbritannien

**UND**

2. **dem Bundesministerium für Unterricht, Kunst und Kultur**  
(Bewerbungsformular, Lebenslauf und Zeugnisse)

entweder per Email: [hanna.malhonon@bmukk.gv.at](mailto:hanna.malhonon@bmukk.gv.at) oder per Post

Bundesministerium für Unterricht, Kunst und Kultur  
Abt. III/13b  
Concordiaplatz 1  
1010 WIEN

Weitere Informationen:

CILT, the National Centre for Languages  
111 Westminster Bridge Road  
London SE1 7HR  
Tel.: +44 (0) 8456 12 5885  
E-mail: [gtp@cilt.org.uk](mailto:gtp@cilt.org.uk)  
[www.cilt.org.uk/training\\_to\\_teach/graduate\\_teacher\\_programme.aspx](http://www.cilt.org.uk/training_to_teach/graduate_teacher_programme.aspx)

Bundesministerium für Unterricht, Kunst und Kultur  
Mag. Hanna Malhonen  
Concordiaplaz 1  
1010 Wien  
Tel.: 01 – 53 120 – 3626  
Email: [hanna.malhonen@bmukk.gv.at](mailto:hanna.malhonen@bmukk.gv.at)  
<http://www.bmukk.gv.at/europa/bildung/lla/gtp.xml>

Es kann **keine Garantie** für eine Stelle gegeben werden! Die Auswahl obliegt der jeweiligen Schule! Erst in der zweiten Bewerbungsrunde in London werden die erfolgreichen KandidatInnen für eine bestimmte Stelle nominiert! Es wird empfohlen, vor einer Bewerbung mit dem Bundesministerium für Unterricht, Kunst und Kultur Kontakt aufzunehmen.

**WEITERE INFORMATIONEN IN DEN BEILIEGENDEN BEWERBUNGSFORMULAREN UND AUF DER HOMEPAGE DES CILT!**

Im Rahmen dieses Programms besteht nicht nur die außergewöhnliche Chance, den Schulalltag in einem anderen Schulsystem kennen zu lernen, sondern auch die eigenen Sprach- und Kulturkenntnisse hervorragend zu verbessern. Das Programm soll allen interessierten AbsolventInnen eines universitären Lehramtsstudiums für Sprachen die Möglichkeit geben, lehrend zu lernen, Erfahrungen im Ausland zu sammeln, um die europäische Dimension im Bildungssystem selbst erleben und weitergeben zu können.

Weiters wird besonders darauf hingewiesen, dass die **Absolvierung dieses LehrerInnenvermittlungsprogramms „Lehren und Lernen in England, GTP“ der Absolvierung des Unterrichtspraktikums in Österreich gleichgehalten werden kann.**

Beilagen

Wien, 3. Februar 2010  
Für die Bundesministerin:  
MR Dr. Nikolaus Douda

Elektronisch gefertigt

Refer to Notes for Applicants and the information on the website for guidance on completing this form:  
[www.cilt.org.uk/link/gtp.aspx](http://www.cilt.org.uk/link/gtp.aspx)

You should complete this form electronically. The boxes will expand as you type. To select a tick box () , click on it and then select "checked" as the default value and a cross will appear in the box () . If you have problems completing the form, contact [gtp@cilt.org.uk](mailto:gtp@cilt.org.uk)

Before you complete this form, please tick the following statements. You must be able to tick all of them to be eligible for the CILT Graduate Teacher Programme (GTP):

- I am a native speaker of French, Spanish or German
- I have at least the equivalent of a UK Bachelor's Degree
- I am not already qualified to teach in state-funded schools either in the UK or in another country
- I have an excellent command of written and spoken English
- I have the equivalent of GCSE (grades A\* - C) in Maths or I am willing to take an equivalent exam if short-listed
- I did my secondary education outside the UK
- I have a legal right to work in the UK
- I have some experience of teaching or working with groups of children or young people
- I can commit to staying in England for more than one year

We welcome applications from all eligible candidates regardless of gender, age, disability, ethnic origin or background

## Personal details

Surname(s)		Title (Mr, Miss etc)	
First name(s)		Preferred first name	
Any other name(s) by which you have been known (e.g. maiden name), with dates			
Nationality		Native language	
Email address		Telephone number	
Permanent address			
Other address (give dates)			

Do you have a legal right to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If your nationality is from a non-EU country, give details	
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Next of kin (person to be contacted in case of emergency)

Name		Relationship to you	
Telephone number		Address:	

Have you applied for the CILT GTP previously? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, state academic year
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Have you ever started a course in the UK leading to Qualified Teacher Status (QTS) e.g. PGCE? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, give details
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How did you hear about the CILT GTP?	
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## Education

Please provide information in the original language without translation.

### Qualification(s) gained after secondary school

Complete this section starting with your most recent course of study.

Date (mm/yy)	Qualification and grade	Subject	Name of institution

### School leaving qualification(s)

Date (mm/yy)	Qualification and grade	Subject	Name of institution

### Qualification(s) in English

Please provide details of English courses in your school leaving qualification(s) and any more recent study. Include any courses not yet completed, with expected date of completion.

Date (mm/yy)	Qualification and grade	Subject	Name of institution

### Qualification(s) in Maths

Please provide details of Maths courses in your school leaving qualification(s) and any more recent study. Include any courses not yet completed, with expected date of completion.

Date (mm/yy)	Qualification and grade	Subject	Name of institution

### Teacher training

Please provide details of any teacher training or pedagogy studied after leaving school. Include any courses not yet completed, with expected date of completion.

Date (mm/yy)	Qualification and grade	Subject	Name of institution

Language proficiency

Please state your proficiency in any language **other than English and your mother tongue**. Please refer to the Notes for Applicants for guidance on assessing your proficiency. Give details on where you studied the language (e.g. secondary school/university), the number of years studied and any qualifications gained. Continue on a separate sheet if necessary.

**French**

<b>Oral:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Written:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Details:</b>			

**Spanish**

<b>Oral:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Written:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Details:</b>			

**German**

<b>Oral:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Written:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Details:</b>			

**Other - please state: .....**

<b>Oral:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Written:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Details:</b>			

**Other - please state: .....**

<b>Oral:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Written:</b>	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>
<b>Details:</b>			



## Information in support of your application

This section forms a key component of the selection process and you should consider it as your supporting statement. Please complete it carefully and in detail.

### **Section 1**

You may complete this section in the form of a list.

1. Please provide details of any relevant classroom experience (e.g. foreign language assistant), including location and dates

2. Please provide details of any other relevant experience of working with children or young people (e.g. youth club leader), including location and dates

### **Section 2**

Please complete this section in continuous prose. You should write between 100 and 300 words for each question.

1. What skills and personal qualities do you have that are relevant to teaching?

2. Why have you chosen the CILT GTP as your route into teaching in England?

3. What aspects of the CILT GTP do you think would be most challenging? How would you overcome these challenges?

4. How does participation in the CILT GTP form part of your future plans?

Please provide any other information in support of your application

## Other relevant experience

Please briefly state any other relevant experience in the UK or another country which has not been mentioned elsewhere on the form

## Interests outside teaching

Please briefly state your interests outside teaching

## Suitability for teaching

Is there any reason that you might be considered unsuitable to work with young people?

- No, there is no reason that I might be considered unsuitable to work with young people
- Yes, there is a reason that I might be considered unsuitable to work with young people

If yes, give details

## Placement information

Please tick and complete the relevant section below:

**Either:**

I do not have a training school but I am willing to accept a placement offered to me at a CILT training school

**Or:**

I do not have a training school and I have specific location requirements (e.g. long term partner/spouse; children; mortgage commitments)

Location (town/city)	
Reason for location requirement	

**Please note that we cannot guarantee that successful candidates will be placed in a training school in any town/city specified**

**Or:**

I have a school\* that is willing to train me on the CILT GTP

Name of school		Name of contact person at the school	
Email of contact person at the school		Position of contact person at the school	
Address of school			

**\*This should be a school in which you have worked, on a paid or voluntary basis**

The school must also complete and submit an application form by 16<sup>th</sup> April 2010. School application forms can be found at [www.cilt.org.uk/training\\_to\\_teach/graduate\\_teacher\\_programme/information\\_for\\_schools.aspx](http://www.cilt.org.uk/training_to_teach/graduate_teacher_programme/information_for_schools.aspx).

Do you have use of a car in England?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## Referees

Please give details of two people whom you have asked to write 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. **Neither** reference should be written by a friend or relative. For more information on references, see p.4 of *Notes for Applicants*.

### Referee 1

Name		Institution	
Email		Telephone	
Position		Relationship to you	

### Referee 2

Name		Institution	
Email		Telephone	
Position		Relationship to you	

## Submission of application

Applications must consist of the following (tick if submitted with this application form):

- Detailed CV in English
- Two references
- Relevant diplomas/certificates e.g. degree; maths qualification (if held)
- Equal opportunities monitoring form

The application form, CV and equal opportunities monitoring form must be submitted **by email**. The diplomas/certificates and references may be submitted **by either email or by post**. If you are sending your diplomas/certificates by post, **please send photocopies and NOT original copies**.

**The deadline for receipt of applications is midday (12 noon) on 16<sup>th</sup> April 2010.** Late or incomplete applications will not normally be considered. Candidates are encouraged to submit their applications as early as possible.

Email: [mary.ohene@cilt.org.uk](mailto:mary.ohene@cilt.org.uk)

Post: Mary Ohene  
 GTP applications  
 CILT, the National Centre for Languages  
 111 Westminster Bridge Road  
 London  
 SE1 7HR

## Declaration

Please note that if your application includes any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

I declare that the information I have provided in my application is, to the best of my knowledge and belief, correct and complete.

Signature:.....

Date: .....

(Typing your name will be taken as binding as your signature.)

### **Data Protection 1998 Notice**

CILT will use the information you have given to administer your application to the GTP. By providing your information to us you consent to our processing personal data about you where this is necessary, for the above purpose. Your information will be shared with our co-operating partners in Austria, France, Germany, Spain and other UK partners as appropriate.

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

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## APPLICATION PROCESS

<b>Deadline for receipt of application documents</b> (candidates are encouraged to submit their applications as early as possible)	<b>Midday (12 noon) 16<sup>th</sup> April 2010</b>
<b>CILT interviews</b> at CILT, London (if short-listed we will advise you of your interview date)	<b>April-June 2010</b>
<b>School interviews</b> at CILT, London (for candidates not applying with a training school)	<b>June 2010</b>
<b>Preparation for Familiarisation Course and pre-course administration</b> at CILT, London (for all successful candidates)	<b>June 2010</b>
<b>Familiarisation Course</b> at CILT, London (for all successful candidates)	<b>July 2010</b>

## ELIGIBILITY AND SUITABILITY CRITERIA

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

- a) be a native speaker of French, Spanish or German.
- b) have 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 or Doktor*

*France - Licence*

*Germany - Magister/Diplom or the Erstes Staatsexamen*

*Spain – Licenciatura*

*Other countries or qualifications – contact [gtp@cilt.org.uk](mailto:gtp@cilt.org.uk)*

- c) NOT already have a qualification allowing you to teach in a state maintained school in the UK or another country.

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

*Austria – Unterrichtspraktikum*

*France - CAPES, PLP2 or any other concours*

*Germany - Unterrichtspraktikum or Zweites Staatsexamen*

*Spain - CAP*

*Other countries or qualifications – contact [gtp@cilt.org.uk](mailto:gtp@cilt.org.uk)*

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

- d) have an excellent command of spoken and written English (you will be required to take a written test at first interview).
- e) have at least the equivalent of GCSE (grade A\*-C) in Maths or be willing to take an equivalent test if short-listed. Please check [www.cilt.org.uk/link/gtp.aspx](http://www.cilt.org.uk/link/gtp.aspx) for details of how and where you can take an equivalent test.

*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 – 3 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 7 - 15 in Maths at Abitur or any grade between 1 - 4 in Maths at Year 10 level*

*Spain - any grade between 6 - 10 in Maths at Bachillerato*

*Other countries or qualifications - contact [gtp@cilt.org.uk](mailto:gtp@cilt.org.uk)*

- f) have attended secondary school in a country other than the UK.
- g) have a 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/](http://www.ukba.homeoffice.gov.uk/workingintheuk/)). Please note that participation in the CILT GTP is not considered as “filling a vacancy” for UK immigration purposes.*

- h) have experience of teaching or working with groups of children or young people.
- i) be willing to commit to teaching in England.

*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). Please note that this programme will not enable you to work as a qualified teacher in most other European Union countries.*

## **LANGUAGE PROFICIENCY**

Many language teachers in England are required to teach a second language (usually French, Spanish or German). It is therefore an advantage if you can offer a second language at intermediate or advanced level. 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 separately from the rest of your application (i.e. as a separate attachment) as it will be processed by the Human Resources Department.

## PROCESS FOR SUBMITTING YOUR APPLICATION

Your application should consist of:

- **Application form (completed in English)**
- **Detailed CV (in English)**
- **Two references** (see section below on references)
- **Copies of relevant diplomas/certificates** e.g. degree; maths qualification (if held) NB if your name has changed since the award of the diploma/certificate (e.g. because of marriage) please send a copy of the relevant document confirming the change of name
- **Equal opportunities monitoring form**

The application form, reference forms and equal opportunities monitoring form can be downloaded from [www.cilt.org.uk/link/gtpapps.aspx](http://www.cilt.org.uk/link/gtpapps.aspx)

The application form, CV and equal opportunities monitoring form must be submitted **by email**. The diplomas/certificates and references may be submitted **by either email or by post**. If you are sending your diplomas/certificates by post, **please send photocopies and NOT original copies**.

Email: [mary.ohene@cilt.org.uk](mailto:mary.ohene@cilt.org.uk)

Post: Mary Ohene  
GTP applications  
CILT, the National Centre for Languages  
111 Westminster Bridge Road  
London  
SE1 7HR

**The deadline for receipt of applications is midday (12 noon) on 16<sup>th</sup> April 2010.** Late or incomplete applications will not normally be considered. You are encouraged to submit your application as early as possible.

## 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.
- 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, Spanish and German, at [www.cilt.org.uk/link/gtpapps.aspx](http://www.cilt.org.uk/link/gtpapps.aspx). They may be sent by email or by post to Mary Ohene (email and postal address on previous page).

- If submitted by email, the reference must be sent from the referee's professional/academic email address.
- If sent by post, the reference should be signed and bear the official stamp of the institution. It may be sent by you or your referee.

Your references can be submitted with the rest of your application or separately, but must be received by midday (12 noon) on 16<sup>th</sup> April 2010.

## 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 (this must be a school in which you have worked, on a paid or voluntary basis, for example as a language assistant), it 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](http://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 must also 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](mailto: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.

## Graduate Teacher Programme 2010-11: Referenz

**Bitte senden Sie dieses Empfehlungsschreiben vor dem 16. April 2010 entweder per Email an**

[mary.ohene@cilt.org.uk](mailto:mary.ohene@cilt.org.uk)

**oder per Post an**

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

Der Kandidat/die Kandidatin bewirbt sich für das CILT Graduate Teacher Programme in England. Das einjährige Lehrerprogramm wird (angehenden) Sprachlehrern/innen angeboten um den Qualified Teacher Status (die englische Lehrerqualifikation) zu erlangen. Erfolgreiche Kandidaten/innen werden nach Aufnahme in das Programm an einer englischen Schule im Sekundarbereich arbeiten. Der Sprachlehrer/die Sprachlehrerin wird während der einjährigen Ausbildung Schüler zwischen 11 und 16 Jahren mit Unterstützung eines erfahrenen Lehrers (Mentors) unterrichten. Zudem wird der Kandidat/die Kandidatin an Seminaren teilnehmen, die im CILT Institut in London angeboten werden. Neben notwendigen akademischen Qualifikationen müssen die Kandidaten/innen persönliche Qualitäten wie Durchsetzungsvermögen, kreatives Denken, Flexibilität und Teamfähigkeit vorweisen. Wenn Sie denken, dass sie diesen Kriterien gerecht werden und bereit sind, sich dem englischen Bildungssystem anzupassen, füllen Sie einfach den Bewegungsbogen aus.

Name des Kandidaten/der Kandidatin		Wie lange kennen Sie den Bewerber/die Bewerberin?	
Woher kennen Sie den Bewerber/die Bewerberin?			

Name des Referenten/der Referentin		Position	
Name Ihrer Institution		Anschrift	

## Graduate Teacher Programme 2010-11: Referenz

Email		Telefon	
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Bitte bewerten Sie den Kandidaten/die Kandidatin nach den folgenden Eigenschaften: (A= Ausgezeichnet, B= Gut, C= Durchschnittlich, D= Weniger Gut)

• <i>Anpassungsfähigkeit:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Aufgeschlossenheit:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Teamfähigkeit:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Zwischenmenschliche Fähigkeiten:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Initiative:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Verantwortungsbewusstsein:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Allgemeine Motivation:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
• <i>Selbstvertrauen:</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D

Welche Stärken weist der Kandidat/die Kandidatin auf?	
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Weist der Kandidat/die Kandidatin Schwächen auf, die Ihrer Meinung nach für diese Bewerbung relevant sind?	
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ENGLISCH: Wie würden Sie das Sprachniveau des Kandidaten/der Kandidatin bewerten?

- <i>mündlich?</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
- <i>schriftlich?</i>		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D

Zusätzliche Informationen	
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Bitte fügen Sie hier alle weiteren Informationen hinzu, die für diese Bewerbung von	
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## Graduate Teacher Programme 2010-11: Referenz

Bedeutung sein könnten:	
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Aus meinen Erfahrungen ist mir kein Grund bekannt, warum der Bewerber/die Bewerberin nicht mit Jugendlichen im schulpflichtigen Alter zusammenarbeiten sollte. Bitte hier ankreuzen.	<input type="checkbox"/>
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Generelle Eignung des Kandidaten/der Kandidatin		
<input type="checkbox"/> Sehr empfohlen	<input type="checkbox"/> Empfohlen	<input type="checkbox"/> Mit Einschränkung empfohlen

Unterschrift:	Datum:

Maschinelle Unterschrift gilt als bindend.



## Graduate Teacher Programme 2010-11: Equal Opportunities Monitoring Form

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. The information is held securely on a database, and we do not share it with any other organisation except the TDA.

Your answers to these questions will not affect any judgements we make about your abilities as a teacher.

Note: the categories listed are those commonly used within the UK context for equal opportunities monitoring. Please select the category that seems to you most appropriate. You may also indicate that you do not wish to supply this information.

<b>Surname</b>		<b>First name</b>	
<b>Gender</b>	<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>	<b>Date of birth</b>

**1. Please indicate the ethnic group that you consider yourself to belong to:**

- White – British
- White – Irish
- White Scottish
- Irish Traveller
- Other White background
- Black or Black British – Caribbean
- Black or Black British – African
- Other Black background
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Chinese
- Other Asian background
- Mixed – White & Black Caribbean
- Mixed – White & Black African
- Mixed – White & Asian

All the information collected is held on computer and is covered by the provisions of the Data Protection Acts 1984 & 1998. We treat all the information as confidential and do not make any part of it available to any commercial organisation.



## Graduate Teacher Programme 2010-11: Equal Opportunities Monitoring Form

- Other Mixed background
- Other ethnic background
- Not known
- Do not wish to supply
- Other – please specify: .....

### 2. What is your religion or belief?

- |                                    |                                   |  |                                 |                                 |
|------------------------------------|-----------------------------------|--|---------------------------------|---------------------------------|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Hindu                 | <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Sikh      | <input type="checkbox"/> None     | <input type="checkbox"/> Do not wish to supply | <input type="checkbox"/> None   |                                 |

### 3. Please indicate whether you have a disability or long-term illness:

- No known disability
- Dyslexia
- Blind/partially sighted
- Deaf/have a hearing impairment
- Wheelchair user/have mobility difficulties
- Personal care support
- Mental health difficulties
- An unseen disability, eg diabetes, epilepsy, asthma
- Multiple disabilities
- A disability not listed above
- Not known
- Do not wish to supply

If you have indicated a disability or long-term illness which means that you think you might need additional support, please provide further details here, or speak to a member of CILT staff in confidence:

***Thank you for completing this form***