



Teacher Training Policy

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Charity Number: SCO 36198

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Policy Name: Teacher Training Policy

1. Introduction

1. This policy is in support of the wider College values, particularly those relating to delivery of world-class learning and teaching and developing the individual.
2. It will also support the delivery of the Learning and Teaching Strategy, including the implementation of the New Campus, New Learning initiative.
3. This document should be read alongside the Teacher Training Procedure.

2. Purpose and Aims.

The purpose of this policy is to establish fair and transparent access to College supported teacher training.

Its aim is to increase the quality of teaching in the College to a world-class level by enabling staff to obtain a professional, recognised teaching qualification.

3. Scope.

This policy applies to all staff on full-time or part-time (temporary or established) contracts who teach students.

4. TQ(FE) Policy Statement.

4.1. It is College policy to support members of teaching staff to achieve an appropriate professional teaching qualification.

4.2 All staff delivering on courses which lead to nationally recognised qualifications who do not hold a recognised teaching qualification shall normally be required to commence the PDA Teaching Practice as soon as possible after commencing permanent employment.

4.3 The PDA Teaching Practice will normally be delivered internally via the College's Teaching Academy.

4.4 Staff on temporary contracts may apply to do the PDA Teaching Practice however no remission of class contact will be granted.

4.5 Teaching staff must comply with the college requirements for commencement and completion of the Professional Development Award and/or TQ(FE) Award or equivalent as specified in the Teacher Training Procedure which should be read alongside this policy. Staff must ensure they hold the university entrance qualifications for TQ(FE) prior to applying for a place on the TQ(FE). (See Appendix 1 within the Procedure for guidance).

4.6 Teaching staff on permanent contracts will be nominated to undertake TQ(FE) by their Faculty Director according to the criteria specified at 3.6 in the Teacher Training Procedure.

4.7 Staff on teaching contracts may apply (in the first instance to their Faculty Director, who will liaise with the Organisational Development Department) for College funding to study TQ(FE) under the Enhancement of Qualifications procedure if they are not nominated and do not wish to wait.

4.8 Staff who accept a fully-funded TQ(FE) training place must sign and return the Agreement (as detailed in Appendix 3 within the Teacher Training Procedure), before having their place confirmed on the TQ(FE) programme.

5. Responsibilities

5.1 The Executive Director People and Culture has overall responsibility for this policy.

5.2 The Head of Organisational Development is responsible for the implementation of this policy college-wide.

5.3 Faculty Directors and Curriculum Heads are responsible for ensuring the policy is delivered within their Faculties.

6. Review of Operation of the Policy

The Head of Organisational Development shall monitor this procedure on a regular basis and ensure it is reviewed and updated as required in line with legislation and best practice.

7. References

7.1. Policy Framework

Associated Policies and Procedures	Title
Procedure	Teacher Training Procedure
Procedure	Enhancement of Qualifications Procedure
Policy	Organisational Development Policy

7.2. External References

Source	Title
Professional Learning and Development Forum.	Guidance on University entrance qualifications for TQ(FE)

8. Document Control and Review

Approval Status	Approved
Approved by	Students, Staff and Equalities Committee
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EQIA Status	EQIA Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date	2017
Lead Department	Organisational Development
Lead Officer(s)	Executive Director People & Culture
Board Committee	Students, Staff and Equalities Committee
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9. Revision Log

Version Date	Section of Document	Description of Revision
Version 1 06 Aug 2014	All	First Version of City of Glasgow College Teacher Training Policy