



Before completing this application form please read the notes on the back page. Incomplete forms and enclosures may delay the processing of your application.
Please complete ALL sections of this form using a black ballpoint pen or black type in **BLOCK CAPITALS**. ALL fields are mandatory and require completion.

A. Proposed Programme of Study (see note 1)

Programme Name : (Indicate which programme you wish to apply for)	<input type="checkbox"/> Postgraduate Certificate –Teaching Qualification (Further Education) <input type="checkbox"/> Undergraduate Certificate –Teaching Qualification (Further Education)	
Level of Studies: <input type="checkbox"/> Postgraduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Teacher Programme	Entry Year: _____	Entry Month: _____

B. Previous Contact with Dundee (see note 2)

Are you currently, or have you previously been, a student of the University of Dundee? Yes <input type="checkbox"/> No <input type="checkbox"/>	Matriculation or Application No.	
Have you previously submitted an application to the University of Dundee? Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	

C. Personal Details – please complete all fields, as indicated (see note 3)

Surname / Family Name	Title : Mr / Miss / Ms / Mrs	Male / Female (Please circle)
First / Given Name(s)	Date of Birth (dd / mm / yyyy)	d d / m m / 1 9 y y
Name by which you would like to be known:	Previous Surname:	
Permanent Home Address	Employment Address (or stamp)	
City	City	
Postcode / Zipcode	Postcode / Zipcode	
Country	Country	
Home Email	Work Email	
Telephone & Fax Number Tel: (with Country and Area Code) Mobile :	Telephone & Fax Number Tel: (with Country and Area Code) Fax:	
Which is your correspondence address (letters from the University will be sent to this address) : Home address <input type="checkbox"/> Employment address <input type="checkbox"/>		
Nationality :	Passport Number (if non-UK/EU) :	
Country of Birth :	Local Education Authority (UK only) :	
Area of Permanent Residence :	How long have you lived in that county/country?	
If you are not a UK/EU national, but have given a home address in the UK/EU, what date did you enter the UK/EU? _____		

D. Funding Details

How will your programme fees be met?

Wholly by Employer

Partly by Employer, partly by yourself

Wholly by yourself

Other. Please specify _____

Note : if you are not self-funded, it is in your interests to ensure that arrangements are confirmed with your funder at an early stage.

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Note				
UO	SIG 1:	Date:	SIG 2:	Date:
CO				
R		Start Date:		Date Received:

E. Additional Information

(see note 4)

1 **Disability:** The University encourages applications from students with disabilities and special needs and is keen to provide appropriate support for study. If you have a disability, special needs (including dyslexia) or medical condition, please tick the appropriate box and enclose further details where necessary. Tick 'A' if you have no disability or support requirements :

- A. No disability or awareness of additional support requirements
- B. You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C. You are blind or have a serious visual impairment uncorrected by glasses
- D. You are deaf or have a serious hearing impairment
- E. You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- F. You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G. You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H. You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I. You have a disability, impairment or medical condition that is not listed above
- J. You have two or more impairments and/or disabling medical conditions

2 a) Are you registered with the General Teaching Council for Scotland? Yes No

b) GTCS Registration Number _____

3 If you are applying to the **Teaching Qualification (Further Education) Programme**, please complete this section:

- a) How long have you taught in Further Education? _____
- b) Do you work : Part-time Full-time
- c) How many hours per year are you involved in teaching?
(including delivery of classes, lectures, practical sessions, individual tuition and guidance, assessment, for groups and individuals, by face-to-face, distance and online methods). Note: you must be involved in at least 120 hours of teaching during the TQ(FE) course.
- d) Please state the subject you teach (required by the Scottish Government and GTCS)
- e) Has your employer agreed to support and assess you? Yes No

F. English Language – to be completed by ALL applicants

(see note 5)

All students studying at the University of Dundee must have an English Language qualification equivalent to GCSE/ Standard Grade English Language.

Please indicate whether English is: (tick only one)

- a) Your first language b) Your main language for education c) Learnt as a foreign language

UK-based English Language qualifications that satisfy the English Language requirement are, for example, O-grade, standard grade, Higher, Advanced Higher, Intermediate 2, CSYS, O-level, AO-level, AS-level, A-level, GCSE, and Communications 4.

Indicate any **UK based qualifications** that you have in English Language below:

Exam type and subject (e.g. O-grade English Language)	Score/Grade (e.g. Grade C)	Date of Award (or expected date of award)	University/College/School attended

Indicate any **internationally recognised qualifications** gained as proof of English Language level and score/grade achieved (e.g. IELTS, TOEFL, Cambridge, IGCSE, International O-Level). You must have completed these exams and received the results prior to matriculation.

You must attach a certified copy of your certificate.

Test type (e.g. IELTS)	Score/Grade (e.g. 6.5)	Date /Expected date of Test	IELTS TRF/ Ref Number (if applicable)

Further information about English Language requirements can be obtained at <http://www.dundee.ac.uk/admissions/international/english.htm>

G. Current Employment Details**(see note 6)**

Name of Current Employer

Current Employer Address

Postcode

Telephone Number

Fax Number

Present Place of Employment

Position Held :

What is the nature of your current post?

Admission to the Programme is conditional on being in appropriate employment or having made other arrangements to undertake the workplace requirements.

Please confirm that you meet this condition. Yes

Details of Work Experience to date (including current work, relevant voluntary and/or unpaid work):

Date		Part-time / Full-time	Paid / Unpaid	Organisation	Employer	Position Held and Responsibilities
From	To					

H. Qualification Details**(see note 7)**

Please list below relevant qualifications obtained at university/college/school, starting with the highest qualification.

University/College/School attended	Start Date	Completion Date	Award Obtained (e.g. BA, HNC, SQV3)	Subjects and Grades (where appropriate)

I. Other relevant academic or professional qualifications**(see note 8)**

Please list below any other relevant academic or professional qualifications, including qualifications in progress, starting with the most recent.

Awarding Body	Award Title/ Level / Number of Credits	Year of Award

J. Interests

Additional relevant information on your post-school career/interests which are not covered by the information already given in previous sections

K. Personal Statement in Support of Application

(see note 9)

Please tell us why you are applying to this Programme, why you are suited to it, and what you hope to gain from it.
Continue on an extra sheet, if required.

L. Credit Claim Details

(see note 10)

Please detail below any elements of study/learning for which you wish to seek specific credit or exemption in relation to this Programme (e.g. other teaching qualifications, etc.). Please tick the relevant box below and enclose a photocopy of the relevant certificate as evidence in support of your claim. More information about credit claims can be found on our website.

ADA Advanced Diploma Teaching in Further Education : An Intro	<input type="checkbox"/>
ADA Advanced Diploma Teaching in Further Education	<input type="checkbox"/>
Teaching English as a Second Language (TESOL)	<input type="checkbox"/>
Diploma in English Language Teaching to Adults	<input type="checkbox"/>
Other (<i>please give details below</i>)	<input type="checkbox"/>

M. Source of Information on this Programme

How did you hear about this Programme? (Please tick one)

- | | |
|--|--|
| <input type="checkbox"/> Education & Social Work CPD Prospectus/Mailshot | <input type="checkbox"/> Colleague |
| <input type="checkbox"/> Education & Social Work CPD Website | <input type="checkbox"/> Current/Former Student |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Family or Friend |
| <input type="checkbox"/> Learn Direct | <input type="checkbox"/> University of Dundee Distance Learning Prospectus |
| <input type="checkbox"/> GTCS | <input type="checkbox"/> Agent – please specify below |
| <input type="checkbox"/> Media Advert – please state which one below | <input type="checkbox"/> Other – please specify below |

N. Supporting Documents

(see note 11)

You are required to provide photocopies of your Birth and Qualifications Certificates, if you are a self-funding participant.

We reserve the right to have sight of any original documents at later date, if required.

All applicants are required to provide a passport-sized photograph, which will be used to produce a Student ID card for you.

Please tick the relevant boxes below to indicate which copies of documents you have enclosed with your completed application form.

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Transcript of previous postgraduate study from awarding Higher Education Institution(s) |
| <input type="checkbox"/> Degree Transcript | <input type="checkbox"/> Teaching Certificate / Diploma |
| <input type="checkbox"/> Degree / Diploma Certificate | <input type="checkbox"/> GTCS Eligibility Certificate (if applicable) |
| <input type="checkbox"/> Credit claim : photocopy of certificate (if applicable) | <input type="checkbox"/> School / College Certificates |
| <input type="checkbox"/> A passport photograph (see note 11 for more details) | <input type="checkbox"/> More information on your disability, if applicable |
| <input type="checkbox"/> Other – give details _____ | <input type="checkbox"/> Other – give details _____ |

O. Declaration

(see note 12)

I certify that the information given on this form is true, complete and accurate. If I am admitted to the University, I undertake to observe the University's Ordinances and Regulations and to ensure payment of tuition fees and other financial liabilities to the University.

Data Protection Act 1998. The personal information provided by you on this form will be used for the purposes of processing your application, monitoring your student career, and for general market research. For market research, the information will be used to produce aggregate statistics and will not be used in ways that identify any individual. The information you provide will be used for no other purpose. In signing this form you consent to the information which you provide being held and processed by the University of Dundee, in electronic and manual formats, for the purposes specified above.

I accept that information about my progress on the Programme may be shared with my employers if they are funding my studies.

Once you are matriculated, may we release your contact details to other students on the Programme? Yes No

Signed:

Date:

Please return this form to :

TQ(FE) Programme Administrator
School of Education, Social Work & Community Education
OTI Building
University of Dundee
Nethergate
Dundee
DD1 4HN
UK

For further information, contact:

TQ(FE) Programme Administrator
Tel: +44 (0)1382 381498
Fax: +44 (0)1382 381511
Email: eswce-tqfe@dundee.ac.uk
Web:
www.dundee.ac.uk/postgraduate/courses/teaching_qualification_further_education_certificate.htm

Proposed Programme of Study

Note 1

Programme – please see programme information in the CPD prospectus or on our website: www.dundee.ac.uk/postgraduate/courses/

Entry Level – indicate which level you wish to be considered for as some courses are run at several levels

Entry Year – this is the calendar year in which you wish to start the programme, e.g. 2010, 2011, etc

Entry Month – this is the calendar month in which you wish to start the programme, e.g. September

Previous Contact with Dundee

Note 2

Please provide this detail, if appropriate, as it will help us to retrieve your previous applicant/student record, and add this application quickly.

Personal Details

note 3

Surname/ Family Name and First/Given name(s) – please make sure that you write your family name **in full** and include **all** of your given names. It should be written the same way that your name is written in your current passport, driving licence or other formal document. Do not shorten or abbreviate any of your names. Use 'Name by which you would like to be known' to record shortened or alternative names.

Date of Birth – please write this in the order of day / month / year (e.g. 19/07/80 = 19th July 1980)

Previous Surname – provide this if your surname is different from that on your birth certificate or supporting documentation

Correspondence Address – this will be the address we will use to write to you about any decisions made on your application.

Please notify us if you change your permanent home or work address.

Email – please write this very clearly, as it is a quick way of contacting you about your application.

Nationality – provide your nationality as written in your current passport; if you have dual nationality, please state both nationalities clearly.

Passport Number – this is only required for applicants who have a non-UK or non-EU passport

Area of Permanent Residence – this is the home area where you normally live. If UK-based, please enter the county/city you live in (e.g. Fife or Durham, etc). If you are not in the UK, please enter the name of the country where you currently live (e.g. New Zealand, France etc).

Additional Information – All information is kept in accordance with the Data Protection Act 1998

note 4

Disability and Special Needs – Please mention any disability or medical condition, so that where possible appropriate support and resources can be arranged. The University encourages applications from students with disabilities, medical conditions and special needs.

English Language – to be completed by ALL applicants

note 5

Programmes at the University are taught in English, and so a minimum level of English Language is required by all applicants.

Employment Details

note 6

Please provide details of duties and responsibilities of current and previous work experience including any relevant unpaid work.

Qualification Details

note 7

Please give full details of qualifications completed to date, starting with the highest level. Where possible, list the subjects and grades obtained. You must attach copies of your certificates to support your qualifications, if you are a self-funding applicant.

Other relevant academic or professional qualifications

note 8

Please provide full details of other relevant qualifications including any that are pending (say when you expect to receive the results). You may be given a conditional offer based on the results of pending exams.

Personal Statement in Support of Application

note 9

Your personal statement is an opportunity for you to tell us why you have chosen this Programme and what your career aspirations are.

Credit Claim Details

note 10

Please give full details of any prior study/learning for which you wish to claim specific credit within this programme. The amount of specific credit which may be awarded will depend on how closely the prior learning relates to the proposed programme of study. Specific credit will normally be given only for learning undertaken within the last 6 years.

Supporting Documents

note 11

Please provide copies of your Birth and Qualifications certificates in support of this application, if you are a self-funding applicant. Please do not include original documents, although we reserve the right to ask to see these at a later date if necessary.

When providing other supporting documentation, ensure that your name is clearly written or visible on each additional sheet.

Ensure that your passport photograph is in colour and that it is of your face, head and shoulders (no hats). On the back of the photograph, please write your full name and sign the back to confirm that this photograph is a true likeness of you.

Declaration

note 12

You must sign the application form. By signing the form, you are declaring that, to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application.

What happens next?

We will acknowledge receipt of your application soon. If your application is complete we will then write to you with our decision, which will be one of the following: an unconditional offer of a place; a conditional offer of a place (requiring you to meet certain requirements first); a rejection (usually indicating why you have been unsuccessful).