

# **A GUIDE FOR OVERSEAS TRAINED TEACHERS & THEIR SCHOOLS**

## **THE PROCESS FOR APPLYING FOR QUALIFIED TEACHER STATUS IN ENGLAND**

All teachers who successfully complete their teaching qualification in England and Wales are awarded Qualified Teacher Status (QTS).

QTS is the accreditation that enables individuals to teach in state-maintained and special schools in England and Wales.

Hourglass Education encourages teachers who trained overseas to apply for QTS immediately if they are automatically eligible to do so. Overseas trained teachers who must undergo further assessment have 4 years in which to obtain QTS.

This guide is designed to assist teachers and their schools in assessing how Qualified Teacher Status in England can be obtained.

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**FOR FURTHER ADVICE OR ASSISTANCE PLEASE CONTACT:**

**HOURGLASS EDUCATION**

**(0845 812 0201)**

**OR**

**THE NATIONAL TEACHING & LEADERSHIP AGENCY**

**(0300 7900 225)**

## TEACHERS FROM SCOTLAND

### THE PROCESS FOR APPLYING FOR QUALIFIED TEACHER STATUS IN ENGLAND

#### FOR FULLY QUALIFIED TEACHERS

To be recognised as a fully qualified teacher then you must have full, current and clean registration with the Teaching Council of Scotland.

Full Registration with the GTCS means you have successfully completed a period of probation, including any conditions/ requirements relating to their provisional registration

Please note:

Overseas trained teachers (OTTs) who qualified outside of the European Economic Area (EEA) who have obtained **full** registration with the General Teaching Council Scotland can also apply for QTS in England.

You access the form 'Application for Qualified Teacher Status from teachers trained in Scotland or with full GTCS registration status':

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302246/qts-application-scotland.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302246/qts-application-scotland.pdf)



Complete Section 2 and send it to either:

- The GTCS (if you are registered with them); or
- The University who awarded you your teaching qualification

If you qualified outside of the EEA but you are recognised as a qualified teacher in Ireland then you must ensure you complete section 5 on the form before it is submitted for endorsement.

The GTCS address is:

Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT



. The GTCS or University will complete the appropriate sections on the form and verify your status as a recognised teacher in Scotland.

They will then send the form to the National College of Teaching and Learning (NCTL).



. Complete Section: 'Induction – Application for Exemption'  
Send this part of the form to the appropriate education and library board for endorsement.



The Education/Library Board will verify that you have successfully completed the required induction period.

They will then send the form to the National College of Teaching and Learning (NCTL).



Upon receipt of a completed application with both forms endorsed, the NCTL will award Qualified Teacher Status

This process should take approximately 2-4 weeks.  
QTS is awarded without the need to serve a statutory induction period.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number

#### FOR NEWLY QUALIFIED TEACHERS

As a newly qualified teacher you will hold a teaching qualification but you will still need to successfully complete an induction process. This can be done in England.

You should still apply for QTS immediately and it will be awarded but it will be awarded with induction required.

You access the form 'Application for Qualified Teacher Status from teachers trained in Scotland or with full GTCS registration status':

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302246/qts-application-scotland.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302246/qts-application-scotland.pdf)



Complete Section 2 and send it to either:

- The GTCS (if you are registered with them); or
- The University who awarded you your teaching qualification

If you qualified outside of the EEA but you are recognised as a qualified teacher in Ireland then you must ensure you complete section 5 on the form before it is submitted for endorsement.

The GTCS address is:

Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT



. The GTCS or University will complete the appropriate sections on the form and verify your status as a recognised teacher in Scotland.

They will then send the form to the National College of Teaching and Learning (NCTL).



Upon receipt of a completed application with your teaching qualification endorsed, the NCTL will award Qualified Teacher Status.

This process should take approximately 2-4 weeks.  
QTS is awarded with the requirement that you will still need to serve a statutory induction period.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number



Once you have secured a long term position and your school has agreed to support you, then your school needs to register you on their NQT programme of induction. (1 year in duration)



Upon completion of an NQT induction programme your school will notify the NCTL and your QTS status with the NCTL updated.

The NCTL will send you;

- a QTS 'Induction' certificate

## TEACHERS FROM NORTHERN IRELAND

### THE PROCESS FOR APPLYING FOR QUALIFIED TEACHER STATUS IN ENGLAND

#### FOR FULLY QUALIFIED TEACHERS

To be recognised as a fully qualified teacher then you must:

- have qualified before 7 May 1999; or
- hold a recognised teaching qualification and have also fulfilled an induction period.

Please note:

Overseas trained teachers (OTTs) who qualified outside of the European Economic Area (EEA) who have obtained full registration with the General Teaching Council in Northern Ireland can also apply for QTS in England as long as they have 60+ days of teaching experience in Northern Ireland.

You access the form 'Application for Qualified Teacher Status from teachers trained in Northern Ireland:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302255/qts-application-northern-ireland.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302255/qts-application-northern-ireland.pdf)



Complete Section 2 and send it to either:

- The GTCNI (if you are registered with them); or
- The University who awarded you your teaching qualification

If you qualified outside of the EEA but you are recognised as a qualified teacher in Ireland then you must ensure you complete section 5 on the form before it is submitted for endorsement.

The GTCNI address is:

3rd Floor Albany House, 73 - 75 Great Victoria Street, Belfast, BT2 7AF



. The GTCNI or University will complete the appropriate sections on the form and verify your status as a recognised teacher in Northern Ireland.

They will then send the form to the National College of Teaching and Learning (NCTL).



. Complete Section: 'Induction – Application for Exemption'  
Send this part of the form to the appropriate education and library board for endorsement.



The Education/Library Board will verify that you have successfully completed the required induction period.

They will then send the form to the National College of Teaching and Learning (NCTL).



Upon receipt of a completed application with both forms endorsed, the NCTL will award Qualified Teacher Status

This process should take approximately 2-4 weeks.  
QTS is awarded without the need to serve a statutory induction period.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number

#### FOR NEWLY QUALIFIED TEACHERS

As a newly qualified teacher you will hold a teaching qualification but you will still need to successfully complete an induction process. This can be done in England.

You should still apply for QTS immediately and it will be awarded but it will be awarded with induction required.

You access the form 'Application for Qualified Teacher Status from teachers trained in Northern Ireland:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302255/qts-application-northern-ireland.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302255/qts-application-northern-ireland.pdf)



Complete Section 2 and send it to either:

- The GTCNI (if you are registered with them); or
- The University who awarded you your teaching qualification

If you qualified outside of the EEA but you are recognised as a qualified teacher in Ireland then you must ensure you complete section 5 on the form before it is submitted for endorsement.

The GTCNI address is:

3rd Floor Albany House, 73 - 75 Great Victoria Street, Belfast, BT2 7AF



. The GTCNI or University will complete the appropriate sections on the form and verify your status as a recognised teacher in Northern Ireland.

They will then send the form to the National College of Teaching and Learning (NCTL).



Upon receipt of a completed application with your teaching qualification endorsed, the NCTL will award Qualified Teacher Status.

This process should take approximately 2-4 weeks.  
QTS is awarded with the requirement that you will still need to serve a statutory induction period.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number



Once you have secured a long term position and your school has agreed to support you, then your school needs to register you on their NQT programme of induction. (1 year in duration)



Upon completion of an NQT induction programme your school will notify the NCTL and your QTS status with the NCTL updated.

The NCTL will send you;

- a QTS 'Induction' certificate

## TEACHERS FROM THE EUROPEAN ECONOMIC UNION

### THE PROCESS FOR APPLYING FOR QUALIFIED TEACHER STATUS IN ENGLAND

#### FOR FULLY QUALIFIED TEACHERS

Under the European Council Directive 2005/36/EC you are eligible for automatic QTS in England if you are recognised as a qualified teacher in an EEA member state.

Please note:

If you are recognised in an EEA member state as a qualified teacher but your teaching qualification was obtained from outside the EEA then you must also have 3 years professional experience in an EEA member state in order to be eligible to apply for QTS in England.

#### FOR UNQUALIFIED TEACHERS

If you have experience working as a teacher you have a degree but do not hold a teaching qualification then you can still be employed in schools in England and Wales but you are deemed an 'unqualified teacher'.

If you want to obtain QTS then you can apply for a place on the Assessment Only route to QTS.

The Assessment Only route gives you the opportunity to demonstrate that your teaching already meets the standards for QTS in England without the need for further training.

You access the form 'Application for Qualified Teacher Status: Nationals of European Economic Area Member States'.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302256/qts-application-eea.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302256/qts-application-eea.pdf)



You complete the form and submit it along with the following documentation:

1. Proof of Nationality
2. Change of name documentation (if required)
3. Teacher Training certificate and/or Transcript  
You must evidence your status as a teacher and the subjects and ages you are qualified to teach.
4. Higher Education/Degree certificate  
Required if your teacher training was a post graduate course.
5. Certified Translations of qualifications and transcripts

If you qualified outside of the EEA but you are recognised as a qualified teacher in an EEA member state then you also need to provide a letter of attestation from the EEA state confirming this and that you have completed 3 years of professional experience after being recognised as a qualified teacher.

This form and the required documentation must be sent to:  
QTS and Induction Division  
National College of Teaching & Leadership  
7th floor, 53-55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH



Upon receipt of a completed application the Teaching Agency will award Qualified Teacher Status

This process could take up to 4 months.  
QTS is awarded without the need to serve a statutory induction period.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number

Once you have secured a long term position and your school has agreed to support you, then you need to find an approved Assessment Only provider within a realistic proximity to your current school.

AO Providers can be found via this link:

<https://www.education.gov.uk/get-into-teaching/teacher-training-options/experienced-teachers/assessment-only/providers.aspx>



You must then provide evidence that you meet the entry criteria:

1. That you hold a degree qualification from a higher education institution in the UK or a comparable qualification from overseas.
2. That you have achieved a standard equivalent to a grade C at GCSE examination level in Maths and English. If you are a primary teacher then this also includes science.

(To confirm that you meet the criteria above, UK NARIC can provide the status of overseas qualifications and their comparable level in the UK <http://ecctis.co.uk/naric/default.aspx>)

3. That you have passed the professional skills tests in literacy and numeracy.

Individual providers may have additional entry criteria.

The Assessment Only route involves the following:

- an assessment of practical teaching in a school by a the provider
- an assessment of a candidates portfolio of evidence of achievement



Once you have completed the Assessment Only programme and have demonstrated the standards for QTS, the provider then recommends you for QTS.

This process does not normally take longer than 3 months so can be completed in one school term.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number

## TEACHERS FROM IRELAND

### THE PROCESS FOR APPLYING FOR QUALIFIED TEACHER STATUS IN ENGLAND

#### FOR FULLY QUALIFIED TEACHERS

Under the European Council Directive 2005/36/EC you are eligible for automatic QTS in England if you are recognised as a qualified teacher in an EEA member state.

To be recognised as a fully qualified teacher then you must have full, current and clean registration with the Teaching Council of Ireland.

Please note:

If you are recognised in Ireland as a qualified teacher but your teaching qualification was obtained from outside the EEA then you must also have 3 years professional experience in Ireland in order to be eligible to apply for QTS in England.

#### FOR NEWLY QUALIFIED TEACHERS

If you hold conditional, current and clean registration with the Teaching Council of Ireland then you can still be employed in schools in England and Wales.

It is likely that you hold provisional /conditional registration because you have not yet completed the post qualification probationary period and supplementary training requirements and therefore do not qualify for full registration.

If you want to obtain QTS then you can complete a recognised programme of induction in England. This will fulfil the requirements for full registration with the Teaching Council of Ireland and on that basis you can then apply for QTS under the EU Directive 2005/36/EC.

You access the form 'Application for Qualified Teacher Status: Nationals of European Economic Area Member States'.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302256/qts-application-eea.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302256/qts-application-eea.pdf)



You complete the form and submit it along with the following documentation:

6. Proof of Nationality
7. Change of name documentation (if required)
8. Teacher Training certificate and/or Transcript  
You must evidence your status as a teacher and the subjects and ages you are qualified to teach.
9. Higher Education/Degree certificate  
Required if your teacher training was a post graduate course.
10. Certified Translations of qualifications and transcripts
11. Evidence of full registration with the Teaching Council of Ireland.

If you qualified outside of Ireland but you are recognised as a qualified teacher in Ireland then you also need to provide a letter of attestation from the Teaching Council of Ireland confirming this and that you have completed 3 years of professional experience.

This form and the required documentation must be sent to:  
QTS and Induction Division  
National College of Teaching & Leadership  
7th floor, 53-55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH



Upon receipt of a completed application the Teaching Agency will award Qualified Teacher Status

This process could take up to 4 months.  
QTS is awarded without the need to serve a statutory induction period.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number

Once you have secured a long term position and your school has agreed to support you, then your school needs to register you on a recognised programme of induction

The programme must:

- Be at least one year in duration.
- Be carried out by an 'Appropriate Body' (with responsibility with the school).
- Be served in a relevant school in the UK.
- Be supervised by the Headteacher of the school.



Once you have secured a long term position and your school has agreed to support you, then your school needs to register you on a recognised programme of induction



The Appropriate Body approves the Headteachers recommendation and officially documents that you have completed an induction programme which is compliant with UK Induction Regulations.

This is then sent to the Teaching Council of Ireland and upon receipt of this certification, the Teaching Council of Ireland will grant you full registration.

You are now recognised as a fully qualified teacher who can provide evidence of full registration with the Teaching Council of Ireland. Under the European Council Directive 2005/36/EC you are eligible for automatic QTS in England.



## TEACHERS FROM CANADA, AUSTRALIA, NEW ZEALAND & THE US THE PROCESS FOR APPLYING FOR QUALIFIED TEACHER STATUS IN ENGLAND

### FOR FULLY QUALIFIED TEACHERS

To be recognised as a fully qualified teacher then you must have full, current and clean registration with one of the following:

- For Australia: A territory's department for education or teacher registration board.
- For Canada: A territory's department for education or college of teachers.
- For New Zealand: The New Zealand Teachers' Council.
- For the USA: A state's Department of Education.

To hold full and current registration with one of the above, you must have:

1. Successfully completed a course of Initial Teacher Training recognised by one of the above authorities.
2. Successfully completed and satisfied any additional post qualification conditions, such as a probationary period or induction process.

### FOR NEWLY QUALIFIED TEACHERS

If you hold provisional or conditional, current and clean registration with one of the adjacent teaching councils/registration boards then you can still be employed in schools in England and Wales but you are deemed an 'unqualified teacher'.

If you want to obtain QTS then you can apply for a place on the Assessment Only route to QTS. Overseas trained teachers have 4 years (from the date of your first day teaching) to obtain QTS.

It is likely that you hold provisional /conditional registration because you have not yet completed a post qualification probationary period and/or supplementary training requirements and therefore do not qualify for full registration.

The Assessment Only route gives you the opportunity to demonstrate that your teaching already meets the standards for QTS in England without the need for further training.

You access the form 'Application for QTS: Teachers qualified in Australia, Canada, New Zealand and the United States of America'

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302258/qts-application-non-eea.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302258/qts-application-non-eea.pdf)



You complete the form and submit it along with the following documentation:

- A letter from the recognised authority confirming you are a qualified teacher.
- Evidence of full registration with the recognised authority.
- Proof of Nationality (or visa to demonstrate permission to teach permanently in the country in question)
- Change of name documentation (if required)

This form and the required documentation must be sent to:  
QTS and Induction Division  
National College of Teaching & Leadership  
7th floor, 53-55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH



Upon receipt of a completed application the NCTL will verify your qualifications and your registration with the appropriate board. They will also verify that your registration is clean and that no restrictions or barring is present.

The NCTL will then award Qualified Teacher Status.  
QTS is awarded without the need to serve a statutory induction period

This process could take up to 4 months.

- The NCTL will send you;
- a QTS certificate
  - a Teacher Reference Number

Once you have secured a long term position and your school has agreed to support you, then you need to find an approved Assessment Only provider within a realistic proximity to your current school.

AO Providers can be found via this link:

<https://www.education.gov.uk/get-into-teaching/teacher-training-options/experienced-teachers/assessment-only/providers.aspx>



You must then provide evidence that you meet the entry criteria:

4. That you hold a degree qualification from a higher education institution in the UK or a comparable qualification from overseas.
5. That you have achieved a standard equivalent to a grade C at GCSE examination level in Maths and English. If you are a primary teacher then this also includes science.

(To confirm that you meet the criteria above, UK NARIC can provide the status of overseas qualifications and their comparable level in the UK <http://ecctis.co.uk/naric/default.aspx>)

6. That you have passed the professional skills tests in literacy and numeracy.

Individual providers may have additional entry criteria.

The Assessment Only route involves the following:

- an assessment of practical teaching in a school by a the provider
- an assessment of a candidates portfolio of evidence of achievement



Once you have completed the Assessment Only programme and have demonstrated the standards for QTS, the provider then recommends you for QTS.

This process does not normally take longer than 3 months so can be completed in one school term.

- The NCTL will send you;
- a QTS certificate
  - a Teacher Reference Number



## UNQUALIFIED TEACHERS & TEACHERS TRAINED OUTSIDE THE EEA, CANADA, AUSTRALIA, NEW ZEALAND & THE USA

### THE PROCESS FOR OBTAINING QUALIFIED TEACHER STATUS IN ENGLAND

If you have experience working as a teacher you have a degree but do not hold a teaching qualification then you can still be employed in schools in England and Wales but you are deemed an 'unqualified teacher'.

If you want to obtain QTS then you can apply for a place on the Assessment Only route to QTS.

The Assessment Only route gives you the opportunity to demonstrate that your teaching already meets the standards for QTS in England without the need for further training.

Once you have secured a long term position and your school has agreed to support you, then you need to find an approved Assessment Only provider within a realistic proximity to your current school.

AO Providers can be found via this link:

<https://www.education.gov.uk/get-into-teaching/teacher-training-options/experienced-teachers/assessment-only/providers.aspx>



You must then provide evidence that you meet the entry criteria:

7. That you hold a degree qualification from a higher education institution in the UK or a comparable qualification from overseas.
8. That you have achieved a standard equivalent to a grade C at GCSE examination level in Maths and English. If you are a primary teacher then this also includes science.

(To confirm that you meet the criteria above, UK NARIC can provide the status of overseas qualifications and their comparable level in the UK <http://ecctis.co.uk/naric/default.aspx> )

9. That you have passed the professional skills tests in literacy and numeracy.

Individual providers may have additional entry criteria.

The Assessment Only route involves the following:

- an assessment of practical teaching in a school by a the provider
- an assessment of a candidates portfolio of evidence of achievement



Once you have completed the Assessment Only programme and have demonstrated the standards for QTS, the provider then recommends you for QTS.

This process does not normally take longer than 3 months so can be completed in one school term.

The NCTL will send you;

- a QTS certificate
- a Teacher Reference Number