

INFORMATION FOR TEACHERS IN TRAINING

How to access your Teacher Reference Number

At the start of a teacher training course, students are given a teacher reference number. This remains valid throughout the course, and once a teacher qualifies.

Teachers are asked to provide their teacher reference number when they start looking for a Newly Qualified Teacher position. Prospective employers use this number to carry out a Secure Access Check with the Department for Education.

The Secure Access Check provides information about a teacher's training course and qualification status. It will also confirm when Qualified Teacher Status has been awarded.

Confirmation of your Teacher Reference Number can be obtained from one of the following:

- Your PGCE University – they should have it on record
- The National College for Teaching and Leadership (NCTL)
 - Tel: 0207 593 5391
 - Email: gts.enquiries@education.gsi.gov.uk
 - (Opening hours: Monday to Friday 9am to 5pm, excluding UK bank holidays)