



Cyngor Addysgu Cyffredinol Cymru  
General Teaching Council for Wales

## CPD Funding Programme - April 2009 to March 2010

### Guidance for teachers applying for a Professional Development Bursary

GTCW's CPD Funding programme offers a variety of funding streams to enable teachers to undertake CPD activities. By far the most popular is the individual Bursary.

The following steps and advice should help you to be successful with your application.

#### **Before anything else – check your eligibility**

Most registered teachers working in maintained schools are eligible but check the exceptions in the Information Booklet (Sections 1.2 & 1.3).

#### **What area of your teaching you wish to improve and why?**

You must identify which aspect of your practice or role you wish to improve. Be clear about why you have prioritised this need. This will usually involve your line manager; probably as part of your Performance Review.

#### **Consider which activity will meet your needs?**

Where possible, you should choose the best way for you to gain the new skills or knowledge you need. This could involve:

- Attending a course or workshop. Do you respond best to face-to-face events or to on-line training?
- Visiting other schools to see good practice and talking to practitioners
- Working with an adviser/expert one-to-one

#### **What will it cost?**

Find out ALL the costs involved:

- How much are the course fees?
- Is there a charge for the adviser/expert?
- Supply cover costs?
- How much will it cost to get there? Additional travel? Rail fares?
- Will I need to stay overnight?
- Will I need additional childcare/care costs?
- Are there any books/resources that would help me?

Check the Finance rates in the Information Booklet (Blue pages).

#### **How much funding is available?**

Bursary grants are up to £650 in any financial year.

You can only submit one application in any financial year but you can include more than one activity. So it is important to plan your CPD to make best use of the funding available.

#### **Timing?**

You must apply BEFORE you start the activity and before you incur any costs. Funding is allocated on a first-come-first-served basis. Funding is allocated from the day the application is received and up to the 18 March in any financial year.



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When an activity runs across two financial years, funding may be awarded on a pro-rata basis if sufficient part of the activity has been undertaken to allow the writing of a meaningful report at the financial year end. A new application must be submitted at the start of the next financial year.

### **How do I complete the application form?**

<b>Advice</b>
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Remember that this funding is for YOUR professional development and the form should be focussing on yourself, your classes and/or your role.

The questions ask you to provide answers to the following:

- |        |  |
|--------|--|
| Q.1-8  | Personal and employment information  |
| Q.9-10 | Brief title of activity and start and finish dates   |
| Q.11   | Give details of the activity itself – What? When? Where? With whom?  |
| Q.12   | What are you trying to improve and why?  |
| Q.13   | What are the expected benefits and outcomes for you, the school and pupils?<br>You may be able to see improvements by the end of term, or it may be longer, be realistic.                            |
| Q.14   | Who will you share your new skills and/or knowledge with afterwards?   |
| Q.15   | Is the activity linked to one or more of the following objectives/priorities? If so, tick as appropriate.  |
| Q.16   | Itemise costs – this will form the basis of your claim – so consider all costs for you and your school.  |
| Q.17   | You sign here to agree this is what you are going to do.   |
| Q.18   | Your headteacher signs to show he/she supports you and will do their best to make sure you can achieve the benefits. Applications from headteachers require a signature from the Chair of Governors. |

<b>Advice</b>
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All headteachers have been sent a booklet with Exemplar Applications. You may also download a copy from our website: [www.gtcw.org.uk/cpd](http://www.gtcw.org.uk/cpd)

### **Next**

Post the application to the CPD Team. Please check the postage (to correlate with both the weight AND size of envelope used) and keep a photocopy (just in case). Applications may also be faxed to the CPD Team: 02920 550655

### **How long does the evaluating take?**

Usually an applicant will receive written correspondence within a week and a half of submitting an application form. Delays may occur at the end of the financial year.

If you have applied very close to the date of your activity, you should contact the CPD Team to draw the evaluator's attention to the short timescale.

**IMPORTANT** - If you have not heard anything after 30 days, or if your activity date is approaching you should contact the CPD Team.



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**Warning**

DO NOT undertake an activity without a clear indication that funding will be awarded.

**How will you know you have been funded?**

If successful an 'Award' letter and claim forms will be sent to your home address. You should show a copy to your Headteacher, SDO or Bursar.

**Why do applications fail?**

- Some questions have not been completed
- Identical applications have been submitted
- The focus is on the school/others benefiting and not the teacher
- The activity has already taken place
- The activity is similar to ones undertaken previously

**When do you claim?**

You send the claims after undertaking the activity. The Award letter will state when your claim is required. This is usually one month after the activity has been completed or the end of the financial year; 18 March. Claims are not requested during August for obvious reasons. Please check the postage (to correlate with both the weight AND size of envelope used) and keep a photocopy (just in case!).

**How long will you wait for payment?**

Payments are usually made within 2/3 weeks. The end of the financial year is obviously busier and delays will occur.

**Why do payments get delayed?**

- Claim forms are not signed
- A copy of the invoice for the course fees or expert hasn't been attached
- Receipts for books, rail tickets, etc haven't been attached
- The Headteacher hasn't signed that a report has been written or the report included.

**And finally...**

If you wish to check your eligibility, or that the activity is suitable for funding, etc. you can contact the CPD Team on 029 2055 0350, by fax 029 2055 0655 or by e-mail [cpd@gtcw.org.uk](mailto:cpd@gtcw.org.uk)