Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

GTCW Professional Development Funding Programme
April 2009 to March 2010

Guidance for Teachers applying to be part of a Professional Network

1.0 Introduction

The GTCW Programme makes available a variety of funding streams to enable individual teachers to identify their own professional development needs, within the context of performance management and to organise CPD activities to meet those needs. One such professional development activity which may be undertaken by teachers is to participate in a Professional Network.

Please refer to the CPD Information Booklet 2009-2010 for full guidance.

2.0 Timescale

Funding is allocated on a financial year basis with the requirement that the activity is completed, and a claim submitted, no later than 18th March 2010.

Applications must be received by the CPD Team **no later than 1st June 2009**. Applications will not be considered after this date. Funding will be allocated for **activities undertaken during the autumn and spring terms only**.

The Network Coordinator will need to collect and submit individual application forms from all participating teachers (Form 4b), together with the separate form for Coordinators (Form 4a). All applications must be submitted together and no proposed Networks will be considered unless this is the case.

3.0 Making an application

To apply to be part of a Professional Network, you should use the appropriate *standard application form*. In completing the form (Form 4b), you will need to refer to the relevant sections of the *Professional Development Funding Programme Information Booklet*, in particular:

- sections 1.2 and 1.3 Who can / cannot apply
- section 1.4 Applications
- section 1.5 Criteria for Success
- section 1.6.1 & 1.6.2 Eligible and Non-eligible expenditure
- section 6.0 Professional Network

In making an application, the application form asks you to provide particular details of the following:

- a rationale for your professional development need, in respect of the knowledge and skills you are trying to gain
- details of the professional development activity
- clear details of the expected outcomes or benefits of the activity on your own practice, the school and pupil learning
- clear details of how you will measure the success of the professional development activity
- clear details of how the experiences gained will be shared with others (disseminated).

You are advised to refrain from duplicating the application of a fellow Network member, as your professional development needs, expected outcomes and ways of sharing your experiences are likely to differ despite the fact that teachers are working as part of the same Network.

2.1 Identifying your professional development needs (application form – question 12)

These should usually result from:

- the annual Performance Management review
- discussions between the teacher and his / her line manager.

In completing this section of the application form, the main emphasis should be upon defining the specific knowledge and skills you are trying to gain and in doing so, what area of your own work you are aiming to improve. In addition, you will need to consider how the activity might link to the needs of the school, an LEA or national priority. You should refrain from merely describing the activity you plan to undertake.

In aiming to fulfil the professional development need, you will have considered the various ways to achieve this and concluded that your needs will best be met by working alongside other practitioners in a Network.

2.2 Expected benefits or outcomes (application form – question 13)

All professional development activities should be undertaken with anticipated outcomes or benefits in mind, and ones which can be recognised or measured. It is important that you evaluate the potential benefits or outcomes of your planned activity from the outset. These benefits or outcomes may be in one or more of the following areas: your own development as a teacher, benefits to your school or benefits to your pupils' learning.

The evidence you plan to use to measure the benefits or improvements in these three areas does not necessarily need to be quantitative. It may be through the collection of objective or qualitative data, for example an improvement in pupil reading levels or increased levels of participation in lessons by pupils, a change in lesson planning or methodology used.

2.3 Dissemination/sharing (application form – question 14)

Professional development provides the opportunity for you to share the learning experience with others, including for example to:

- train others;
- cascade skills and experiences to teachers of the same Key Stage or department;
- raise the awareness of other staff.

This sharing of information might be within your school, LEA or national level.

The Council is actively encouraging headteachers to ensure that teachers who undertake GTCW professional development activities spread the good practice learned with their colleagues. Indeed, some schools/departments have established CPD dissemination as a standing agenda item for twilight sessions or INSET days. In this way, knowledge is shared and not lost.

The Council would also highlight that in previous years, teachers who have presented the outcomes of their projects to fellow teachers, whether locally or nationally have found this to be particularly valuable as a developmental opportunity in its own right, enabling the teacher to consolidate new knowledge or practice by sharing / disseminating it to others.

2.4 Support for your application

In submitting your application for GTCW funding, you must secure the support of your headteacher, who should sign the declaration *"I have read the application and support the above named teacher's application in accordance with the conditions outlined by the GTCW"*. (**Headteacher applicants** are required to get the support of the Chair of Governors).

In separate guidance for headteachers, the Council states that headteachers / the Chair of Governors should not support a teacher's application if he / she is not satisfied that the considerations set out above have been adequately addressed. Also, the Council recognises that in some schools, large numbers of teachers may wish to apply for funding. Teachers will therefore need to appreciate that headteachers have the responsibility for managing their schools and pupils' learning experiences and it may not be possible for all applications to be supported by the headteacher in the same year.

2.5 Unsuccessful applications

Teachers are advised that in 2005-08, one in ten applications were returned to teachers as they did not meet the funding criteria in the Council's Information Booklet. Examples of reasons for this include:

- the criteria set out above had not been adequately addressed
- the applicant was not eligible
- some questions had not been completed
- identical applications had been submitted by all members of the proposed Network
- the members of the Network are from the same school
- the application had not been signed by the teacher and / or the headteacher
- the Network Coordinator application is incomplete or does not meet the criteria set out in the Information Booklet
- the professional development activity had already been completed
- the activity was one which is not eligible for funding, such as updating a scheme of work, continuing established termly meetings, teachers working individually but not as a group (see section 6.0 of the Information Booklet)
- the dates for the activity were outside the particular financial year
- a teacher had already received one grant in the current financial year
- the activity was similar to one undertaken previously.

3.0 Further information

The Professional Development Team, The General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW. Telephone: 029 2055 0350,

Fax: 029 2055 0655, E-mail: cpd@gtcw.org.uk.

The Council's CPD Wales website (www.gtcw.org.uk) holds a range of information to assist teachers and others with an interest in the GTCW Professional Development Funding Programme, including guidance material and details of previous projects.