

## SCHEDULE

## Article 3

### PART I

#### **Persons relating to whom the Council is required to maintain records**

1. Persons whose names have been removed from the Register other than those whose names were removed at their own request or who have died.
2. Persons who are ineligible for registration by virtue of section 3(3)(a) to (c) and (4) of the 1998 Act.
3. Qualified teachers who are not registered teachers.
4. Persons who are not registered teachers who have started a course for the initial training of teachers, whether or not they have completed such course.
5. Persons who are not qualified teachers who are employed as teachers in schools maintained by a local education authority.
6. Persons who are not registered teachers who are preparing for, or who have obtained, the National Professional Qualification for Headship.
7. Persons not falling within any of the above mentioned categories and who are not registered teachers, who—
  - (a) have had an official reference number assigned to them; and
  - (b) are, or have at any time been, employed as a teacher at a school or other educational institution.

### PART II

#### **Information to be contained in the records**

1. The official reference number, if any, assigned to the person.
2. Whether the person is male or female.
3. The person's date of birth.
4. If known, any name by which the person was formerly known.
5. If known, the racial group to which the person belongs.
6. If known, whether the person is disabled.
7. The person's home address, or other contact address, telephone number, facsimile number and electronic mail address.
8. The person's national insurance number.
- 9.—(1) If known, where the person is employed as a teacher—
  - (a) the name, address, telephone and facsimile numbers and electronic mail address of the school or institution at which the person is employed to teach;
  - (b) details of the type of school or institution at which the person is employed to teach and the name of the local education authority maintaining the school or institution if applicable;
  - (c) whether the employment is full-time or part-time;

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- (d) the post held by the person; and
  - (e) the date on which the person took up his or her current post.
- (2) Where the person is not currently employed as a teacher, the date on which he or she was last so employed, and the details specified in paragraphs (a) to (e) of sub-paragraph (1) in relation to his or her most recent teaching post.
- 10.** If the person is retired, on a career break, unemployed or employed otherwise than as a teacher.
- 11.** Where the person holds a degree or equivalent qualification—
- (a) the date of its award;
  - (b) its title;
  - (c) the institution by which it was awarded;
  - (d) the class of the degree or qualification; and
  - (e) the subject.
- 12.** The date on which the person qualified as a teacher.
- 13.** The date on which the person took up his or her first post as a qualified teacher.
- 14.** Where the person has successfully completed a course for the initial training of teachers—
- (a) the name of the institution providing the course;
  - (b) the title or description of the course;
  - (c) the subject or subjects studied by the person;
  - (d) the ages of pupils the course was designed to prepare the person to teach; and
  - (e) the date on which the course started and was completed.
- 15.** Where the person qualified as a teacher other than by successfully completing a course for the initial training of teachers—
- (a) the type of training programme completed;
  - (b) the name of the school or institution at which the teacher training was undertaken; and
  - (c) the date on which the training programme was completed.
- 16.** If known,
- (a) particulars of any qualification held by the person for teaching the visually or hearing impaired such as is referred to in regulation 11, 12 or 13 of the Education (Teachers' Qualifications and Health Standards) (Wales) Regulations 1999<sup>(1)</sup>;
  - (b) where the person has been awarded the National Professional Qualification for Headship, an indication of that fact and the date of the award;
  - (c) particulars of any other academic or professional qualification held by the person; and
  - (d) where the teacher is able to teach through the medium of Welsh, an indication of that fact.
- 17.** If known—
- (a) where the person is a teacher who has passed the threshold, an indication of that fact, the date on which the person passed the threshold and the name of the school at which the person was employed when he or she passed the threshold;

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(1) S.I.1999/2817 (W. 18).

- (b) where the person is an advanced skills teacher, an indication of that fact, the date on which the person was certified as such, and the school at which the person was employed when he or she was certified as an advanced skills teacher;
- (c) where the person is a fast track teacher, an indication of that fact, the date on which the person joined the fast track, and the school at which the person was employed when he or she joined the fast track.

**18.**—(1) Where the person has served an induction period or part of an induction period, whether in England or in Wales, —

- (a) the identity of the appropriate body (within the meaning of section 19 of the 1998 Act);
  - (b) the date on which the person started the induction period;
  - (c) where applicable, an indication that the person successfully completed the induction period, and the date of its completion;
  - (d) where applicable, an indication that the person has failed successfully to complete the induction period;
  - (e) where applicable, an indication that the person has had the induction period extended, and the period of the extension; and
  - (f) where applicable, an indication that the person has completed only part of an induction period, and the period served.
- (2) Where the person has not served an induction period,
- (a) if the person is exempt from the requirement to serve an induction period and the reason for the exemption; or
  - (b) if there was no requirement on the person to serve an induction period at the relevant time, a statement of that fact<sup>(2)</sup>.

**19.** If applicable, an indication that the person has failed a period of probation, and whether the National Assembly or the Secretary of State has consented to his or her employment as a teacher under regulations made under section 218(1) and (2) of the 1988 Act<sup>(3)</sup>.

**20.** Where the person is a qualified teacher who is ineligible for registration pursuant to section 3(3), and regulations under section 4, of the 1998 Act, particulars of the direction, disciplinary order or other prohibition by virtue of which the person is ineligible for registration.

**21.** Where the person's name has been removed from the Register, particulars of the grounds on which the person's name was removed from the Register.

**22.** The terms of any restriction or particulars of any prohibition for the time being in force in relation to the person as the result of a direction given by the National Assembly or the Secretary of State by virtue of section 218(6) of the 1988 Act<sup>(4)</sup>.

**23.** Terms of any restriction or particulars of any prohibition for the time being in force in relation to the person as a result of disciplinary action taken by the General Teaching Council for Scotland.

**24.** If applicable, an indication that the person has retired under regulation E4(4) of the Teachers' Pensions Regulations 1997<sup>(5)</sup> (ill health retirement).

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(2) When this Order was made, induction was not a requirement for teachers in Wales; no regulations had been made under section 19 of the 1998 Act in relation to Wales. The requirement to have an induction period in England applies from 1st September 1999 (S.I. [1999/1065](#)).

(3) See note (b) on page 4 above.

(4) At the time of making this Order the regulations in force under this provision were the Education (Teacher) Regulations 1993 (S.I. [1993/543](#)); the relevant amending instruments are S.I. [1995/2594](#) and [1998/1584](#).

(5) S.I. [1997/3001](#) to which there are amendments not relevant to this Order.

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