

Advanced Teacher Status

Terms and conditions for those who are undertaking or have undertaken the Developmental process leading to Advanced Teacher Status (ATS) starting in October 2020

By registering to undertake Advanced Teacher Status (“ATS”), you accept and agree to be bound by these terms and conditions. SET reserves the right to amend these terms and conditions at any time. Members will be given 14 days’ notice by email of any changes.

1. Non-financial obligations

- 1.1 You must be a member of the Society for Education and Training (“SET”) to undertake the developmental process leading to ATS and continue to maintain current membership post award of ATS. As a member, you are therefore bound by SET’s [Code of Professional Practice](#) and [Conditions of Membership](#), which may be updated from time to time.
- 1.2 Upon joining or renewing membership to SET and registering for ATS, you must complete an updated Declaration of Suitability available from the Knowledge Base in your portfolio. Any misleading information may be regarded as a breach of the [Code of Professional Practice](#). SET may refuse or delay registration or renewal if it needs to clarify information provided.
- 1.3 SET will provide all members undertaking ATS with an online portfolio, access to the ATS Forum, support on the SET website and customer support.
- 1.4 All ATS applicants require a Mentor (“Mentor”). It is the member’s responsibility to arrange this. In some circumstances, SET may be able to help arrange a Mentor, but cannot guarantee this.

2. Payment

- 2.1 The standard fee for undertaking the development process leading to ATS is £750.
 - 2.1.1 Cohort 6 applicants can apply for a £500 bursary. This leaves £250 to pay. Applications for bursaries must be received with the application for ATS and will not be considered after the application window is closed.
 - 2.1.2 ATS Bursary Terms and Conditions apply to all participants who are granted a bursary. Where a participant in receipt of a bursary does not submit the portfolio, paragraph 5.9 of this document applies.
- 2.2 Payment can be made in direct debit instalments with an initial payment of just £150 required on acceptance of a place followed by six payments of £100 starting from the initial payment date.
 - 2.2.1 If you are in receipt of the bursary you can either pay the £250 in full, or make an initial payment of £100 required on acceptance of a place followed by six Direct Debit payments of £25, starting from the initial payment date.
 - 2.2.2 Payment by the individual can be made with a debit or credit card over the phone. Requests for employer invoices should be sent to member.payments@etfoundation.co.uk.

2.2.3 The Fee is non-refundable, except as per item 3.6 of these terms and conditions.

2.2.4 If you in receipt of a bursary, the bursary is non-transferable to a new cohort.

2.2.5 Confirmation of payments will be sent to the member's email address from membership.enquiries@etfoundation.co.uk.

3. Application and eligibility

3.1 Members of SET can apply to undertake ATS as part of the sixth cohort between April and mid September 2020.

3.2 Applying for ATS does not automatically guarantee you a place on the sixth cohort.

3.3 SET will review all applications (including bursary) and will allocate places on the sixth cohort taking into account:

3.3.1 The eligibility of individuals to participate as per the criteria in item 3.4 of these terms and conditions.

3.3.2 The date on which individuals applied (allocation on a first come, first served basis).

3.3.3 Ensuring the cohort represents the breadth of the further education and training sector.

3.4 In order to undertake ATS, an individual must meet the [eligibility criteria as outlined on the SET website](#).

3.5 In addition, members who have been accepted to undertake ATS must complete an updated Declaration of Suitability available in the Knowledge Base of the e-portfolio, as per item 1.2 in these terms and conditions.

3.6 SET reserves the right to refuse an application, for example if there is evidence that the member is not eligible to undertake ATS or if an individual is deemed unsuitable for membership under SET's [Code of Practice](#). Where this is after payment of the Deposit or Full Fee has been taken, and before the portfolio is submitted for review, a full refund will be given.

3.7 SET will confirm whether or not an individual's application onto the sixth cohort of ATS has been successful. This correspondence will be sent to the member's email address.

3.8 SET will not be able to provide feedback on why the member's application was unsuccessful beyond the information given in the email outlined in item 3.7.

4. Completion and submission of your application

4.1 The submission deadline for the sixth cohort of ATS is 30 September 2021 by 5:00pm.

4.2 To submit their portfolio, members will need to have: fully completed their portfolio, and shared their portfolio with SET.

4.3 All participants will be required to attend a viva event once they have submitted their portfolio for review. This will take place online via a video conferencing platform.

- 4.4 If participants wish to notify SET of any disability or request adjustments on account of a disability for their viva event, they should contact us by email SET with details of their disability and any additional arrangements that are required. This information will be kept confidential and will not be used for any purpose other than the viva event. Refer to the Reasonable Adjustments Policy for details.
- 4.5 It is the member's responsibility to ensure that they have provided all of the evidence required to meet the criteria for ATS as per the guidance on the SET website and the ATS portfolios.
- 4.6 If the member is unable to meet the submission deadline, item [5](#) of these terms and conditions applies.
- 4.7 The details of awarded participants who remain current members of SET will be added to the publicly searchable [Register](#). The details include participants' full name, membership number, membership type, membership status, and title of the professional formation programme awarded. To opt out, participants are required to email ATS@etfoundation.co.uk
- 4.8 After completing the developmental process leading to ATS, as a SET member you will need to remain a member of SET in order to maintain the currency of the status.

5. Extension to submission deadline

- 5.1 An extension to the submission deadline may be granted to a member under some exceptional circumstances that are out of their control.
- 5.2 Examples of exceptional circumstances applicable in item 5.1:
 - 5.2.1 Serious ongoing technical issues beyond the members control and identified more than five working days before the submission deadline.
 - 5.2.2 Illness, accident or severe trauma or an unexpected deterioration in an ongoing illness or chronic medical condition of the member or a person for whom the member has caring responsibility. Minor ailments and conditions that have prevented a member from submitting on time are allowable.
 - 5.2.3 Recent bereavement of someone close to the applicant.
 - 5.2.4 Serious personal disruption such as burglary, fire or requirement to appear in court in the lead up to the submission deadline.
 - 5.2.5 Significant change of employment circumstances.
- 5.3 SET may request evidence to substantiate a request for an extension.
- 5.4 Any circumstances outside of those listed above will be considered on a case-by-case basis by SET.
- 5.5 The length of the extension will be no more than three months after the original submission deadline and will be determined on a case-by-case basis.

- 5.6 The member should apply for an extension ahead of the submission deadline by email to ats@etfoundation.co.uk, no later than six weeks before the deadline. When they have been prevented from submitting a request before the submission deadline by the same unforeseen event, they can apply for an extension up to five working days after the submission deadline.
- 5.7 When a request for an extension is made before the submission deadline, efforts will be made by SET to respond to the request before that deadline, wherever possible.
- 5.8 SET will consider the situation of members who do not submit their application with or without an extension in place on a case-by-case basis.
- 5.9 Where a participant in receipt of the £500 bursary does not submit the portfolio, half the amount of the bursary payment (£250) will be refunded by the participant to SET. This clause is valid where the mitigating circumstances described in point 5.2 do not apply.

6. Review, moderation and results

- 6.1 Portfolios are reviewed by reviewers and moderators.
- 6.2 Members will be informed of their result via email within four weeks of the viva referred to in item 4.4.
- 6.3 Members who are awarded ATS can access an electronic copy of their certificate from their SET dashboard. A hard copy certificate will be mailed to members within three months of being awarded.
- 6.4 Members whose portfolio does not meet the criteria will have the opportunity to add the additional evidence required and re-submit once only. Detailed feedback to support this will be given. Members who are required to re-submit their portfolio will be advised of their resubmission deadline by the ATS moderator. The deadline will be dependent on whether minor or major modifications to the portfolio are required. There is no charge for a re-submission, unless major modifications are required to be made to the portfolio, in which case a fee of £50 will be charged.
- 6.5 Where a member cannot provide the additional evidence, or if the portfolio more fundamentally fails to meet the criteria, SET will not be able to award ATS.
- 6.6 If there are concerns about a member's suitability arising from their submission for ATS (for example an allegation of plagiarism) and no decision as to whether or not to award ATS has yet been made, the [Membership Procedures](#) will apply and a decision as to whether or not to award ATS will be deferred until the conclusion of the Membership Procedures.
- 6.7 If a member disagrees with the decision not to award ATS, they should write to SET for the attention of the Head of Professional Status within 10 working (business) days of receiving the decision from SET with a clear explanation as to why this is the case, including any relevant background information. This should be sent to membership.enquiries@etfoundation.co.uk. SET will respond in writing within 5 working days of receiving the member's email explaining the award decision.
- 6.8 If the member still disagrees with the decision, they can request an appeal by forwarding to the Head of Professional Status in writing their grounds for appeal within

10 working days of receiving SET's explanation. These will be considered by the ATS Registrar, Head of Professional Status and Director of Membership and if it is agreed by them that there are sufficient grounds for further discussion, an appeals panel will be convened. The panel will comprise the ATS Registrar, member(s) of the SET Board and at least two members of SET Management Board. The purpose of the appeals meeting will be to ensure that in reaching its decision in relation to the member, SET is acting in a fair and transparent manner. The member lodging the appeal will not be required to attend the panel meeting but will be invited to submit any further information for consideration

- 6.9 The member will be informed of the outcome within three working days of the panel meeting being held. The panel can decide to either uphold the original decision, or overturn the original decision and grant ATS status.
- 6.10 Where a decision has been made not to award ATS and, prior to the determination of any appeal under clauses 6.7 and 6.8 above (the appeal procedures), a member is subject to proceedings under the [Membership Procedures](#), the appeal procedures will not have an effect unless and until a final decision is made to take no action against the member. If it is held that the member is guilty of breaching the Code of Practice, then the member will need to apply to restart the process of Professional Formation. That will not be possible until, in the event that they are removed as a member of SET, they are readmitted; or, in the event that they are suspended, that suspension comes to an end and they are entitled to resume normal membership.

7. Suspension and removal of ATS status

- 7.1 Where a member is subject to the Membership Procedures and SET considers that the information received may give rise to a concern about a member's suitability to hold ATS status, it may consider that issue at the same time.
- 7.2 Where clause 7.1 of these terms and conditions applies, the following shall apply in respect of the Membership Procedures, to the extent that they relate to the member's suitability to hold ATS status:
- 7.2.1 any reference to "member" shall also refer to "member holder of ATS status";
- 7.2.2 any reference to "membership" shall also refer to "holding ATS status as a member";
- 7.2.3 any reference to "suspension" shall also refer to "suspension of ATS status"; and
- 7.2.4. any reference to "removal" shall also refer to "removal of ATS status"; and be construed accordingly.
- 7.3 Where, in respect of a holder of ATS status who is not a member ("a non-member holder"), SET:
- 7.3.1 receives information that may give rise to a concern about a non-member holder's suitability to hold ATS status; or
- 7.3.2 itself considers there to be information that may give rise to a concern about a non-member holder's suitability to hold ATS status;
- 7.3.3 Paragraphs 6 of the [Membership Procedures](#) shall apply.

7.4 Where clause 7.3 of these terms and conditions applies, the following shall apply in respect of the Membership Procedures:

7.4.1 any reference to "member" shall refer to "non-member holder of ATS status";

7.4.2 any reference to "membership" shall refer to "holding ATS status as a non-member";

7.4.3 any reference to "suspension" shall refer to "suspension of ATS status"; and

7.4.4 any reference to "removal" shall refer to "removal of ATS status; and be construed accordingly.