

PROFESSIONAL DEVELOPMENT BURSARY PROGRAMME

STEM Applications

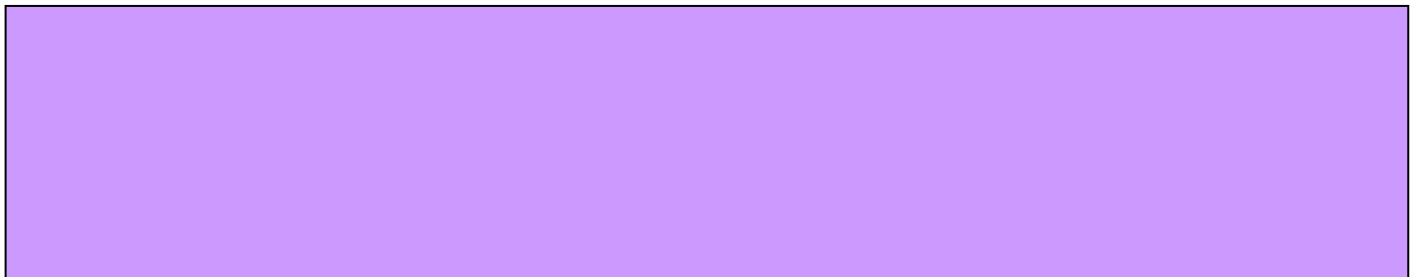
Building Dynamic Professional Communities

Information and application form for teachers

Application period: Monday 11 January 2010 until Monday 1 March 2010

Activity period: Monday 5 April 2010 until Tuesday 1 March 2011

You should also read the 'Information for Principals' document and ensure that your principal has a copy of it before you complete this application form





INTRODUCTION

The Council's commitment to help promote a culture of reflective practice by teachers in all schools is consistent with its Code of Values and Professional Practice. This commitment is endorsed in the Council's advice to the Department of Education in March 2005 in which a 'mixed economy' of provision of continuing professional development (CPD) activities was recommended. Since 2005, the Council has been running a yearly bursary programme which provides financial support for teachers wishing to undertake individualised professional development activities such as, attendance at conferences or training workshops, visits and exchanges, and school-based action research. Details of the bursary programme have been included in several editions of the GTCNI's newsletter, "termtalk", and in posters and other information sent to all schools.

During the **financial year** 2010-2011 the Council will be administering a small-scale STEM bursary programme on behalf of the Department Of Education.

The purpose of the STEM bursary programme is to help individual teachers to plan and organise professional development activities to address identified needs. This will include teachers who are developing innovative approaches in the classroom in response to the learning needs of their pupils. The STEM programme is again placing an emphasis on teaching and learning and relates closely to the Northern Ireland Curriculum. Teachers who are successful in obtaining a bursary are required to share their new professional competences and expertise with other teachers in their schools and, more widely, by completing a report which will be published on the GTCNI website.

The bursary essentially provides financial support to help cover costs incurred by the teacher or the school in facilitating teacher participation in the programme. For example, the bursary may be used for conference / training workshop fees, reasonable travel and subsistence (within the UK/ROI), or providing cover to enable the teacher to be away from his/her school to undertake professional development activities. The bursary funding does not replace funding that has been withdrawn by other bodies and cannot support activities that should normally be funded by the schools themselves or the area boards.

The STEM Bursary programme will be restricted to applications from individual teachers. Applications from groups of teachers will not be considered. Awards will be made up to a maximum of £1000. It is essential that applicants cost their planned activity keeping to the £1000 limit. To date, approximately 85% of the bursary awards have been around £600.

GENERAL INFORMATION

Who can apply?

In this STEM programme, for logistical reasons, the bursaries will be restricted to registered teachers who meet the STEM criteria (see below) working in grant-aided schools in Northern Ireland. However, the following teachers are excluded:

- teachers on secondment;
- teachers undertaking induction and EPD; and
- teachers undertaking PQH (NI) and/or other professional development / leadership programmes that are publicly funded in Northern Ireland.

Application Process

Individual teachers wishing to apply for a STEM bursary should complete the relevant application form (APPENDIX 1) and return to GTCNI no later than **Monday 1 March 2010**. The completed application must be supported and signed by the principal.

All applications are scrutinised by an independent assessor using the following STEM criteria:

To be eligible for a STEM Bursary Award teachers, both primary and secondary, must be teaching or planning to teach a STEM- related area of the Northern Ireland Curriculum. The proposed activity must clearly focus on the development of the teacher's professional competence in a STEM subject or area of learning. For the purposes of the awards, STEM subjects will be broadly interpreted to encompass, Science (the physical and biological sciences) Technology and Engineering and Mathematics. In Geography, applications will be welcomed from teachers proposing to carry out a professional development activity with a focus on the physical aspects of the subject or the Earth Sciences. Applications will also be welcome from teachers of Physical Education and Home Economics who propose to carry out a professional development activity that relates to the STEM aspects of their subjects.

The independent assessor will evaluate each application in terms of:

- the rationale for the professional development activity indicating how the individual need was identified and the knowledge and skills the teacher is hoping to gain;
- details of the professional development activity;
- details of the expected outcomes or benefits of the activity for the individual teacher in terms of professional practice as well as the benefits for the school and the pupils;
- details of how the outcomes of the professional development activity will be evaluated; and
- the plan to share the outcomes of the professional development activity with colleagues and the wider teaching community in Northern Ireland.

Based on the recommendations of the independent assessor, the Council will make the final decision regarding the teachers selected to receive STEM bursaries. In arriving at the final decision, the Council will seek to ensure that the successful applicants are representative of the spectrum of schools in Northern Ireland, and that their proposed projects reflect a range of professional development approaches.

All teachers who apply for a STEM bursary will be informed of the outcome of their applications.

Professional Development Activities within the STEM Programme

This STEM bursary programme seeks to encourage and promote innovative practice in the classroom that will enhance the learning of pupils and the strengthening of professional competences and expertise of the teachers involved.

The following are examples of professional development activities which may be supported by the bursary programme:

- an action research project on professional practice in the classroom or school;
- attendance at conferences, seminars, training workshops;
- visits to, and exchanges with, other schools for the purpose of classroom observation, work shadowing or peer mentoring; and

- work shadowing a person employed in industry to extend skills and knowledge.

Applications from teachers with other innovative practice-led projects will also be considered for support within the bursary programme.

Funding

Teachers who are awarded a bursary can use the funding to help meet:

- teacher cover costs, if required;
- fees associated with attendance at a conference or participation in training workshops;
- consultant or training costs; and
- reasonable travel and subsistence costs. (Travel outside UK/Republic of Ireland will not be covered).

A teacher may use up to £100 of their bursary to purchase materials specifically relevant to the professional development activity. Costs of materials in excess of £100 will have to be met by the teacher.

Please note that the STEM Bursary Programme is being administered by the GTCNI on behalf of the Department of Education and that the funding covers the financial year 2010-2011 and not the school year 2010-2011. Therefore, all professional development activities must be completed by the 1 March 2011 and all claims for reimbursement must be made by this date.

Ineligible Expenditure

Funding will not be allocated to the following:

- professional development activities that have not been agreed in advance or that have already been completed;
- fees, travel and subsistence costs associated with award bearing post-graduate modules and courses e.g. masters' modules etc;

- fees, travel and subsistence costs associated with courses not related directly to teaching, for example, GCE A level and AS level courses;
- provision of training courses that are considered to be the responsibility of employers, for example, first aid and health and safety courses;
- capital expenditure (i.e. purchases of all hardware and materials over £100 that have an economic life of over 12 months);
- professional development activities that are already publicly funded such as PQH (NI) leadership training, and courses that are part of induction and EPD;
- costs associated with typing or word processing reports / learning materials;
- activities that are primarily for pupils;
- travel costs involved in accompanying pupils on school visits;
- resources for pupils;
- remunerating teachers for activities undertaken during the evening or weekend; and
- personal payments to teachers in respect of time spent carrying out the project.

Outcomes

On completion of the professional development activity, for which the STEM bursary was awarded, the teacher will be required to submit a report to GTCNI, countersigned by her/his principal, and to agree to the report being published on the GTCNI website.

The final report should contain clear details on the following:

- the professional development activity undertaken, including how the need was identified;
- the outcomes in terms of improved practice by the teacher;

- the outcomes or benefits of the activity in terms of improvements in pupils' learning experiences;
- how the success of the professional development activity has been / will be evaluated;
- how the experiences, skills and knowledge gained have been / will be shared with other teachers;
- reflection by the teacher on the value and effectiveness of the activity;
- and,
- future plans.

A final report proforma (APPENDIX 2) is attached for your information.

Releasing the funding

Successful applicants will be provided with claims forms. Payment of awards will be made retrospectively on completion and return of the following:

- a financial claim, **including all relevant invoices;**
- a completed teacher cover form(i.e. TR140 form or NISTR booking form) where appropriate;
- a final report of the work undertaken which must be counter-signed by the principal; and
- an electronic copy of the final report which should be sent to GTCNI for publication on the GTCNI's website.

Costing the professional development activity

Applicants must cost all aspects of the proposed activity as accurately as possible.

All requests to provide funding for 'cover days' must be very carefully justified by applicants. The STEM bursary programme will provide funds for the cost of employing substitute cover to a maximum of £165.00 per day. Only in very exceptional circumstances will GTCNI provide funding for 'cover days' in excess of three days.

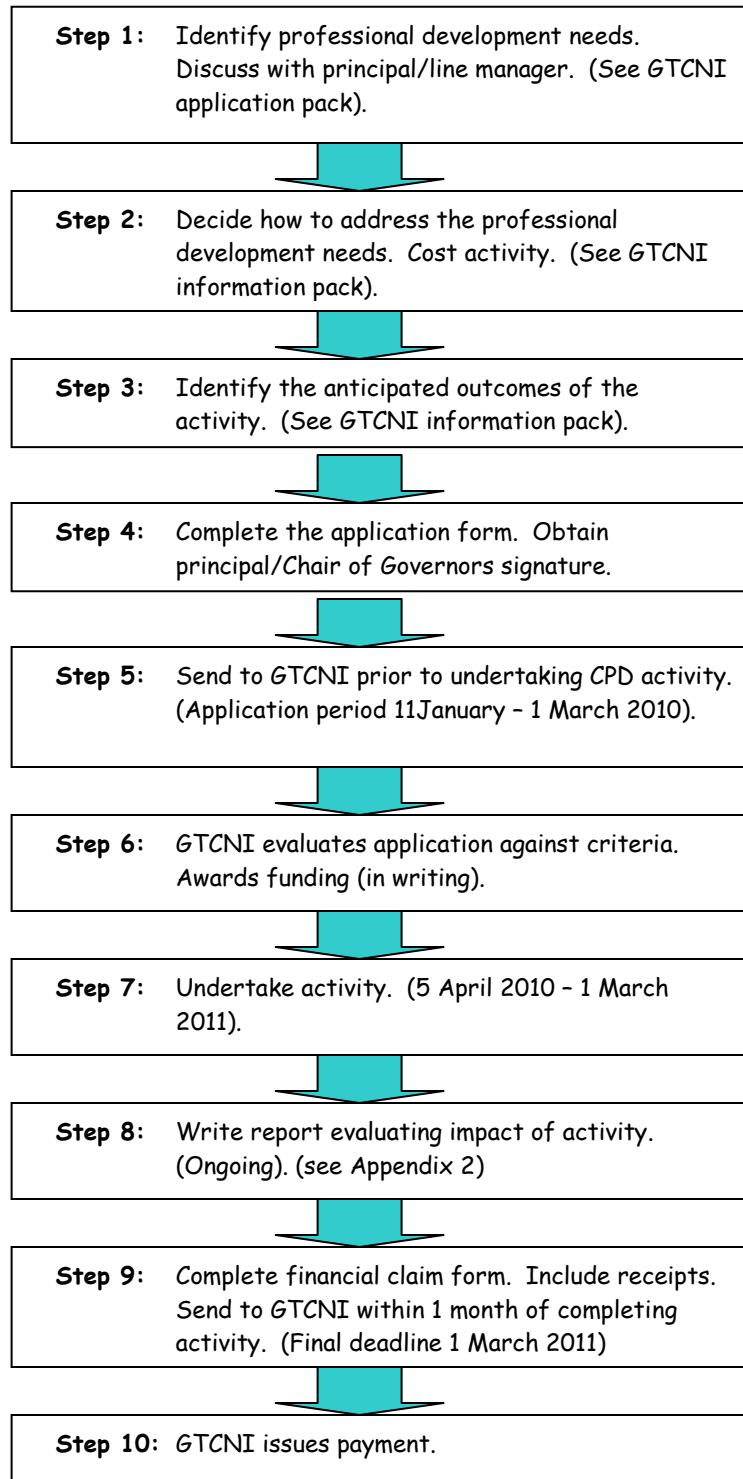
Travel costs will be covered at 40p for the first 100 miles and at 25p thereafter.

The limit for an award will be £1000 and it is essential that the activity is planned to keep within this limit.

All claims and reports must be returned within one month of completing the CPD activity. Interim claims to cover substitute teacher costs will be paid on an exceptional basis. The application period opens on Monday 11 January 2010 and closes on Monday 1 March 2011. The STEM activity period runs from 5 April 2010 until 1 March 2011. The final date for submission of all claim forms and STEM reports is 1 March 2011.

To further exemplify the process a flow chart indicating the stages and timeframe of the bursary scheme has been provided overleaf

CPD STEM Bursary Timeline



APPENDIX 1



General Teaching Council
for Northern Ireland

STEM Professional Development Bursary Application Form 2010-2011

Closing date for applications is 1st March 2010

Complete **ALL** sections of the application form in **block capitals or type**. Incomplete applications will be returned and will not be considered for funding.

Personal Details		
1. GTCNI Registration Number		
2. Title		
3. Full Name		
4. Address for correspondence		
Postcode	Telephone	E-mail

Current Employment		
5. Name of School and Education and Library Board		
6. School Address		
Postcode	Telephone	E-mail
7. Are you employed	Permanent Full-Time <input type="checkbox"/>	Permanent Part-Time <input type="checkbox"/> Temporary 1 year <input type="checkbox"/>
	Temporary Other <input type="checkbox"/>	
8. Position including Key Stage		
9. Number of years employed at school		

STEM Professional Development Activity Proposal

10. Activity Title*:

* Check the General Information to ensure that the activity proposed is eligible for funding.

11. Proposed Activity start date:

Proposed Activity end date:

12. Briefly set out:

(a) the rationale for the professional development activity indicating how the need was identified.

(b) the activity you propose to undertake. (If you are attending a course, please give dates, venues and details of training provider. If visiting other schools, please give the names of of the schools).

13. What knowledge and/or skills are you trying to gain by undertaking this activity?

Outcomes and Dissemination

14. Identify the benefit(s) or outcome(s) you expect from undertaking the proposed activity in the following areas: your own development as a teacher, benefits to the school, and improvements to your pupils' learning.

15. What evidence will you use to evaluate improvements and when? Please consider in terms of your own development as a teacher, benefits to the school and improvements to your pupils' learning.

16. How will you share your experiences gained from the activity with fellow teachers, either within your own school or outside?

Financial Breakdown of Application

17. Please complete the Financial Breakdown to indicate the way you will spend the Professional Development Bursary

Activity	EXAMPLE	Cost	EXAMPLE
Attending one day course on managing behaviour – 25 January 2006		£220.00	
Supply cover/1 day (at the standard rate of £165 per day)		£165.00	
Travel (110 miles @ 40p/25p per mile)		100@40 £40 10@25 £2.50	
Total		£427.50	

**When you make your claim these items require receipts/invoices.*

Proposed activity: Please provide all costings.	Cost
Total	

18. Teacher Declaration

1. All information submitted in this application and in supporting documentation is truthful and accurate and the GTCNI will be informed in writing if there are any changes to this application or any change in circumstances affecting the project for which the bursary has been sought.
2. My application complies with the Terms and Conditions outlined in the GTCNI Information Booklet which I have read.
2. I accept that if I do not complete the conditions for releasing funding, the Council reserves the right not to provide funding and may seek the re-payment of any funding already released.

Signed

Date

19. Principal/Chair of Governors support declaration (in the case of the principal)

I declare that I have read the application and support the above application for a Professional Development Bursary in accordance with the conditions outlined by GTCNI.

Name of Principal / Chair of Governors
(BLOCK CAPITALS)

Signed

Date

COMPLETED APPLICATION FORMS MUST BE RETURNED TO GTCNI NO LATER THAN MONDAY 1st March 2010

APPENDIX 2

FINAL REPORT PROFORMA

(To be completed by teacher awarded the STEM Bursary).

Structure of report

Section:

1. Professional development activity undertaken, including how the need was identified. (50 words)
2. The outcomes in terms of improved practice by the teacher. (100 words)
3. The outcomes or benefits of the activity in terms of improvements in pupils' learning experiences. (100 words)
4. How the success of the professional development activity has been / will be evaluated. (50 words)
5. How the experiences, skills and knowledge gained have been / will be shared with other teachers. (50 words).
6. Reflection by the teacher on the value and effectiveness of the activity (100 words).
7. Future plans / suggestions for further development. (50 words)

Note: The report should be signed and dated by the teacher and returned to GTCNI along with a signed declaration by the principal or Chair of Governors. An electronic copy of the report must also be sent to GTCNI for publication on the GTCNI website.