**COBIS Training Schools**

**Application Form – 2020 – extended pilot**

*Following the extended pilot phase, the application process (including uploading of supporting evidence) will be managed online via the COBIS Digital Workbook. For 2020, supporting evidence can be provided as hyperlinks, or submitted, in a single compressed folder, using a standard file-sharing platform such as Dropbox or WeTransfer. Please note that all application material, with the exception of personal contact details, will be shared with CPD Leaders from current COBIS Training Schools for assessment. Please do not include any personal data relating to staff or students in the application.*

**School Details**

School Name:

Country:

Pupil age range:

Number of pupils:

Number of teaching staff:

Number of non-teaching staff:

**Lead Applicant**

This will normally be the individual within the school with responsibility for CPD. This individual will be involved in the assessment of future COBIS Training School applications and will become part of a network of COBIS CPD Leaders.

Lead Applicant Name:

Email Address:

Phone Number:

Job Title:

**Consent and Data Protection**

By submitting this form, you agree to the content of the application and supporting documents being shared with those individuals who will be assessing the application. This includes COBIS Head Office Staff, COBIS Board Members, and members of the COBIS CPD Leaders network from current COBIS Training Schools.

*Please tick here to indicate consent. \_\_\_*

Applications will be subject to a non-refundable fee of £295 plus VAT. Applications should only be submitted with the approval of the Headteacher.

*Please tick here to confirm that you are submitting this application with the approval of the Head of School and that your Head agrees to the non-refundable application fee. \_\_\_*

Successful applicants may be asked to review future COBIS Training School applications as part of the COBIS CPD Leaders network.

*Please tick here if you are happy to be involved in this process. \_\_\_*

For more information about Data Protection and how COBIS handles personal information, please see the COBIS Privacy Policy: [www.cobis.org.uk/privacy-policy](http://www.cobis.org.uk/privacy-policy)

1. **Initial Teacher Training**

**1A. Provide an overview of the school’s involvement in Initial Teacher Training (ITT)** (Word limit: 750 words)

*Guidance notes: e.g. AO QTS; PGCE(I); NQT induction; other; include numbers of teachers trained over the past three years and providers*

Response:

**1B. Provide an overview of training, support and evaluation for mentors working with trainee or new teachers** (Word limit: 500 words)

*Guidance notes: How are mentors identified/selected? What training do they receive? How are they assessed or evaluated?*

Response:

Supporting Evidence – Section 1:

You can choose to append supporting evidence (e.g. training resources; syllabi; programme guides; feedback summaries; etc.) Please list hyperlinks or relevant file names here. Please do not provide any personal data (e.g. staff or student names, contact details, etc.) Supporting evidence is optional. COBIS may request further evidence when the application is being assessed.

1. **Progression Routes**

**2A. Provide an overview of the school’s support of progression routes within the workforce** (Word limit: 750 words)

*Guidance notes: e.g. from TA to HLTA or specialist; from unqualified Teacher (or TA) to qualified Teacher; from Teacher to Middle Leader; from Middle Leader to Senior Leader; preparation for Headship*

Response:

Supporting Evidence – Section 2:

You can choose to append supporting evidence (e.g. training resources; syllabi; programme guides; feedback summaries; etc.) Please list hyperlinks or relevant file names here. Please do not provide any personal data (e.g. staff or student names, contact details, etc.) Supporting evidence is optional. COBIS may request further evidence when the application is being assessed.

1. **Leadership of Professional Development**

**3A. Demonstrate strategic leadership of CPD within the school** (Word limit: 500 words)

*Guidance notes: Does the school have a CPD strategy/relevant policies? Who has responsibility for leadership of CPD? How is CPD strategy/provision aligned with the school development plan? How does it align with the school’s wider vision or aims?*

Response:

**3B. Provide an overview of the CPD culture and approach within the school** (Word limit: 750 words)

*Guidance notes: You may wish to consider some of the following questions: How is CPD promoted/encouraged/embedded across the whole school workforce? How is the CPD strategy or vision communicated to staff? How is provision tailored to individual needs? How are CPD needs identified? How are external providers selected and evaluated? How are outcomes cascaded? How do you measure impact of CPD on student outcomes?*

Response:

Supporting Evidence – Section 3:

You can choose to append supporting evidence (e.g. training resources; syllabi; programme guides; feedback summaries; etc.) Please list hyperlinks or relevant file names here. Please do not provide any personal data (e.g. staff or student names, contact details, etc.) Supporting evidence is optional. COBIS may request further evidence when the application is being assessed.

1. **Different Members of the School Workforce and Wider Community**

**4A. Provide an overview of the school’s CPD offer for different members of the school workforce and, if relevant, wider community. Consider the value or relevance of the CPD, how it is evaluated, and the wider impact.** (Word limit: 750 words)

*Guidance notes: Consider training for Teachers (including Newly Qualified Teachers; Early Career Teachers; Experienced Teachers), TAs, Middle and Senior Leadership, Administration and non-teaching staff, other specialist staff (e.g. Pastoral Lead; SENCO; Counsellor; Librarian; Nurse), Governors, Parents and the wider community. You may wish to consider why the school offers this training. How does it align with the school’s strategic plans or vision? How does it map against DfE teacher CPD standards or other CPD research?*

Response:

Supporting Evidence – Section 4:

You can choose to append supporting evidence (e.g. training resources; syllabi; programme guides; feedback summaries; etc.) Please list hyperlinks or relevant file names here. Please do not provide any personal data (e.g. staff or student names, contact details, etc.) Supporting evidence is optional. COBIS may request further evidence when the application is being assessed.

1. **Specific Topics**

**5A. Outline any topic or subject-specific training, not mentioned elsewhere, that would support your application.** (Word limit: 500 words)

*Guidance notes: This could include safeguarding training (child protection, safer recruitment, e-safety); regulatory topics (first aid, data protection, hygiene, fire safety); curriculum, subject or phase-specific training; other training (e.g. SEN, EAL, Assessment, Wellbeing, IT/Technology); staff induction. You may wish to consider why the school offers this training. How does it align with the school’s strategic plans or vision? How does it map against DfE teacher CPD standards or other CPD research?*

Response:

Supporting Evidence – Section 5:

You can choose to append supporting evidence (e.g. training resources; syllabi; programme guides; feedback summaries; etc.) Please list hyperlinks or relevant file names here. Please do not provide any personal data (e.g. staff or student names, contact details, etc.) Supporting evidence is optional. COBIS may request further evidence when the application is being assessed.

1. **Different Approaches**

**6A. Outline how your school engages with different approaches to professional development.** (Word limit: 750 words)

*Guidance notes: This could include opportunities to engage with research; opportunities to undertake research; opportunities to share best practice (internally/externally); examples of working with other schools (including local schools); opportunities for staff to share their expertise/deliver training; examples of partnerships; professional learning networks.*

Response:

Supporting Evidence – Section 6:

You can choose to append supporting evidence (e.g. training resources; syllabi; programme guides; feedback summaries; etc.) Please list hyperlinks or relevant file names here. Please do not provide any personal data (e.g. staff or student names, contact details, etc.) Supporting evidence is optional. COBIS may request further evidence when the application is being assessed.

**Submission:**

Applications should be submitted to [cpd@cobis.org.uk](mailto:cpd@cobis.org.uk) by 13:00 UK time on 11 March 2020. Please ensure you have provided the necessary consent on Page 1 of the application. If consent has not been provided, the application will not be processed. Supporting documents should be provided in a single compressed folder using a standard file-sharing platform such as Dropbox or WeTransfer.

**Next Steps:**

Applications will be processed by COBIS and peer reviewed by a panel of CPD Leaders from current COBIS Training Schools. The final recommendation will be ratified by the COBIS Board. Feedback and the outcome of the application will be shared with schools within eight weeks from the application deadline.

***Thank you for submitting your application to be considered as a COBIS Training School.***