



Guidance on making your CTHist application

Those applying for the Chartered Teacher of History are likely to have a plethora of evidence that can be provided. The application process is **not seeking a full portfolio** of evidence – rather the **best 2 exemplars** to illustrate how the criteria have been met.

Key documents

A key document in the application process is the **CPD Record and Impact Statement**. The first item in this document is an itemised list of CPD you have undertaken or delivered in the last 12 months. Any CPD included should be history focused rather than generic. It is unnecessary to include CPD which does not directly impact on history. CPD can be through your own organisation, school or trust or external through the Historical Association, heritage provider or other commercial organisation, although it is a good idea to try and include a mix of both. CPD can include a podcast listened to, a meeting involving significant discussion of history, lectures/talks, visits and online courses as well as more traditional face to face CPD and residential conferences. It is also important to show how you are supporting the sharing of practice, so you should also include CPD that you have taken a role in developing and/or delivering either at school, community, regional or national level.

Below your list is space for your CPD Impact Statement. This is an opportunity to explain how you believe the CPD you have participated in and/or delivered has impacted you and those around you. You should aim to reflect on at least 5 of the items you list on your record. The whole statement should be 1000 words maximum and should refer to a wide range of evidence but particularly citing the 2 pieces of supporting evidence that you have supplied. The focus is upon your commitment to professional learning and development and the impact this is having for you and others, so it is your opportunity to expand upon your CPD log. A link to a **CV should also be included**. This should not exceed 2 pages (A4) and need only include aspects that demonstrate fulfilment of the eligibility criteria, e.g. degree, appropriate length of experience. Finally, a link to electronic scans of your degree and teaching qualifications (where relevant) should be included.

Accompanying this should be a completed application form along with a supporting statement from a third party referee verifying its authenticity. This can be brief, just a sentence or two is all that's required.

Supporting evidence

The supporting evidence should relate directly to the CPD Impact statement. **A Maximum of two pieces of evidence** should be provided. The pieces of evidence act as a sample and are certainly not intended to demonstrate the full activity of the applicant. The evidence may well differ depending on teaching phase or current role. It is important that applicants use their professional judgement to select the two most telling exemplars that illuminate the claims in the impact statement. These two pieces of evidence must not be made up of several documents stitched together, but must be single documents in their own right.

Supporting evidence – Examples

Below are some possible suggestions of a range of the kinds of things you might consider submitting (by no means exhaustive).

Example 1: Programme for a local network/MAT history meeting - indicating how it was put together and with which MAT/local issues in mind - showing impact at local level.

Example 2: Mentoring records - showing how the individual supports and develops new teachers and how this has impacted the new teacher's practice.

Example 3: A CPD course or courses undertaken and any resources/policies that have come out of it or evidence of further study e.g Masters - showing the individual's commitment to their own development.

Example 4: In school training - departmental meeting records/plans or whole school INSET plans for history - impact at school level indicating how this has fitted with whole school improvement or led to improved outcomes.

Example 5: Development/action plans for history in the school/trust - showing capacity to use learning to implement development and how this is shaping up.

Example 6: Awards - eg QM - showing impact of working towards and gaining the award on the staff, pupils, school and community.

Evidence is submitted electronically using the HA evidence upload facility (MyHA space). Details of how and when to submit are provided in the module.