



# A guide to applying for SCEL endorsement



**SCEL**

Scottish College for  
Educational Leadership

# Our mission

To bring clarity and coherence to educational leadership in Scotland, ensuring all teachers and early years practitioners engage with the most relevant, meaningful and inspiring professional learning and development.

## Introduction

To deliver an excellent learning experience for every child and young person in Scotland requires the quality of teaching and educational leadership to be outstanding in every educational establishment across the nation. Highly effective professional learning and development is an essential ingredient to help achieve this outcome. In recognition of this, SCEL was established as an independent organisation by the Scottish Government in 2014 following the recommendations of the report by Graham Donaldson: Teaching Scotland's Future (Scottish Government, 2010). SCEL has a responsibility to bring coherence and structure to the wide and increasingly expansive leadership professional learning landscape by quality assuring, supporting and brokering provider delivered professional learning through an endorsement process linked to the Framework for Educational Leadership. The Framework is structured around professional learning at teacher, middle, school and system leadership.

Our rigorous endorsement process is designed to deliver this coherence and structure, and incorporates The Framework for Educational Leadership, the General Teaching Council for Scotland (GTCS) Standards and other national areas of focus including, inter alia, the Model of Professional Learning, the National Implementation Framework, the Scottish Attainment Challenge and the 'Improving Schools in Scotland' report (OECD, 2015).

## Benefits of Endorsement for the Providers of Leadership Programmes

A course/programme formally endorsed by SCEL will enhance the marketing and quality assurance of a provider's offer. Importantly, successful endorsement gives commissioning bodies, as well as participating teachers and early years practitioners assurance from SCEL that endorsed courses/programmes are relevant, well-constructed and of high quality. In addition, endorsed courses/programmes can be seen to reflect

a research-based Model of Professional Learning, nationally recognised as a benchmark against which effective professional learning can be planned. The Model of Professional Learning is constructed around four themes:

- Reflection
- Cognitive development
- Experiential learning
- Social learning processes

Leadership courses/programmes encompassing these themes should be able to ensure that participants:

- Reflect on experiences by using practice and conceptual ideas as interrogatory tools
- Develop a critical understanding of aspects of leadership drawing from a range of bodies of knowledge
- Enact leadership strategies within their own context
- Engage with others and work collaboratively to develop understanding and practice

Endorsed programmes will therefore have successfully passed through a robust set of research-based criteria and be set within the Framework for Educational Leadership. This kite mark of endorsement will be of significant value to providers when communicating their offer to prospective participants. Providers are also entitled to use the SCEL logo when marketing their endorsed courses and programmes.

Finally, as increasing numbers of courses/programmes are endorsed, SCEL will map these holistically to the Framework for Educational Leadership matched to the four tenets of teacher, middle, school and system leadership to assist commissioning bodies and individual teachers and early years practitioners identify which provision will help them best meet their leadership objectives. Providers of endorsed programmes will have their offer publicised on the Framework for Educational Leadership - thereby increasing their potential market opportunity.

## Consultancy Support from SCEL to Providers

SCEL has established a consultancy service led by their Lead Specialists (Teacher, Middle, School and System Leadership) to assist providers prepare their courses/programmes to meet the criteria set out in the endorsement process.

As outlined above, programmes being brought to SCEL for endorsement will require to meet a range of criteria. Members of the SCEL team are available to provide advice and assistance across these areas of specialism, as well as advice on the endorsement process itself. If providers wish to make use of this consultancy service, our normal consultancy rate is £500 per day. In order to assess the value of this

additional service, we plan to offer this at a reduced rate of £250 until December 2016. If providers would like more information on this consultancy support they should, in the first instance, contact [sally.armstrong@scelscotland.org.uk](mailto:sally.armstrong@scelscotland.org.uk).

## Endorsement Process

This section describes the three stages of the endorsement process.

### Stage 1 - Completion of the application

Providers are asked to complete an application form which is broken down into 5 sections. A separate application form must be completed for each course/programme presented.

#### Section 1 - Full contact and organisation details

#### Section 2 – Background and context to the Professional Learning Programme

- Area/s where learning is directed: teacher, middle, school, system
- Title of the course/programme
- Target audience and proposed participant numbers
- Specific learning outcomes
- Core components of the programme (e.g. themes/topics)
- Modes/methodology of delivery
- Evidence of experience and expertise of delivery team
- Partner input (if applicable)

#### Section 3 – Impact of the course / programme on improving leadership in Scottish Education and on outcomes for young people

- Evidence of impact and evaluation (including examples, where available)
- How the programme will lead to sustainable learning for participants

#### Section 4 – Meeting local and national priorities

- Description of how provision meets local and/or national priorities e.g. National Improvement Framework/ 'Closing the attainment gap' etc.

## Section 5 – Framework for Educational Leadership and GTCS Professional Standards

- Description of how provision articulates with the appropriate GTCS Standards
- Description of how provision links with the SCEL Framework for Educational Leadership
- Outline of how the provision incorporates the Model of Professional Learning
- Description, if appropriate, where the provision sits on the Scottish Credit Qualification Framework (SCQF)
- Confirmation of whether the provider also intends to seek GTCS professional recognition for successful participants.

Completed applications should be submitted to SCEL, using the contact details provided. An initial administration fee is applicable at this stage. All applications will be reviewed internally by a member of the SCEL core team to ensure that sufficient information has been provided, prior to the application progressing to the next stage. If sufficient information has not been provided, SCEL will provide written feedback to the provider outlining the additional information required. The provider will be eligible to submit a further application following this feedback, at no additional administration cost.

### Stage 2 – Endorsement Panel

The endorsement application will be reviewed by a second member of the core SCEL team to confirm that sufficient information has been provided, and once agreed the application will go forward to a SCEL endorsement panel. The panel will be chaired by a SCEL board member or SCEL Fellow and will include a member of the core SCEL team, and an external panel member selected for their knowledge and expertise of professional learning and programme delivery. The panel will always have a minimum of three personnel. Organisations and individuals bringing courses/programmes to the panel for endorsement are asked to attend in person to give them an opportunity to present on the detail of their submission. Following the presentation, there will be an opportunity for professional dialogue structured around the application and the presentation. Panel members will assess each submission following this process.

SCEL and GTC Scotland have agreed that where a programme is in the area of leadership and the provider would hope to gain both endorsement and the ability to award GTCS Professional Recognition to registered teachers who engaged successfully with the programme, GTCS will work in partnership with SCEL on the panel. This joint process is recognised as being of value to providers when marketing their programmes and indeed to participants who complete the programme successfully. Registered teachers would, of course, continue to be eligible to apply, on an individual basis, for professional recognition in aspects of leadership to the GTCS following completion of a professional learning in leadership programme not accredited by GTCS for the award of Professional Recognition.

(Please note there is a separate application form for providers seeking endorsement and professional recognition at a joint SCEL/GTCS panel. These panels are held on a quarterly basis.)

### Stage 3 – Decision on application

Following the meeting of the panel, a decision on endorsement will be made. The normal timescale for the communication of the panel decision will be one week. The decision of the panel will be communicated in writing to the provider.

The panel decision will be one of the following:

- Programme endorsed (with/without recommendations for further action)
- Programme provisionally endorsed subject to condition/s
- Programme not endorsed.

#### ***Endorsement (with/without recommendations)***

For endorsement to be approved without recommendations the panel must be fully satisfied with the quality of the professional learning opportunity and its coherence with the Model of Professional Learning and the GTCS Standards at the appropriate level.

It may be that the panel is satisfied with the course/ programme and supports endorsement, but makes a number of recommendations for future inclusion to enhance the course/programme. The course/programme in this context will still be endorsed immediately, but a report on the outcome of the recommendations may be requested to be submitted within an agreed timescale. This may apply, for example, where a course/ programme has not previously run and has therefore no evaluative information.

Whether a course/programme has been endorsed with or without recommendations, the provider will still be eligible to include reference to SCEL endorsement in their promotional material.

Endorsement will be awarded for three years, subject to submission of an annual report providing information and evidence on quality and satisfaction rates of participants. After three years it is expected that a new application for endorsement be made. It should be noted that SCEL reserves the right to withdraw endorsement in situations where there is evidence of significant dissatisfaction with the provision.

#### ***Programme provisionally endorsed with condition/s***

It may be that the panel provisionally awards endorsement, subject to a condition/number of conditions. In these circumstances, the provider would not immediately be able to use the SCEL endorsement to market the course/programme until the condition/s has/have been satisfactorily met. A detailed report will be issued to the provider with a list of actions required. There would also be an opportunity for SCEL consultancy support at this stage to assist the provider meet the condition/s required. The details of this consultancy support is described on page 2 of this paper.

### ***Programme not endorsed***

If a course/programme does not meet the criteria set out, then endorsement will not be granted. SCEL will provide written feedback to the provider outlining the reasons for any such decision. Following this feedback, the provider would be eligible to re-apply for endorsement once more at no additional charge. It is recommended that if a provider is unsure whether their course/programme will meet the criteria they should, prior to presentation of their application, consider using SCEL consultancy. Details of the consultancy support is described on page 2 of this paper.

## **Charging Policy for Endorsement Process**

SCEL's charging policy aims to take into account the nature of the provision as well as the basis on which the provision is available. SCEL offers an opportunity for providers to bring forward courses/programmes for endorsement on a fee basis as outlined below (these costs are exclusive of VAT). The fee should be paid on confirmation of endorsement. It should be noted that, given the national funding model at present for SCEL, there is no fee for endorsement of local authority or university provision. In addition, private providers who are 'not for profit' charities who do not charge for courses they run will also be exempt from the undernoted fees.

Initial charge for application – non-refundable. (This should be submitted along with the initial application)	<b>£150</b>
Charge for endorsement of a course/programme which is designed to last up to 2 days (16 hours).	<b>£375</b>
Charge for endorsement of two courses/programmes designed to last up to 2 days (16 hours).	<b>£650</b>
Charge for endorsement of three courses/programmes designed to last up to 2 days (16 hours).	<b>£1,000</b>
Charge for endorsement of three courses/programmes designed to last up to 2 days (16 hours).	<b>£575</b>
Charge for endorsement of a course/programme for a duration of 3 days and over (8 hours a day).	<b>£1,000</b>
Charge for endorsement of two courses/programmes for a duration of 3 days and over (8 hours a day).	<b>£1,500</b>

## Information for Providers

For further information, or to submit an endorsement application please complete the endorsement pro-forma and return to:

Sally Armstrong  
Organisation Manager  
Scottish College for Educational Leadership  
Centrum Building - Unit 2E  
38 Queen Street  
Glasgow  
G1 3DX

Email: [enquiries@scelscotland.org.uk](mailto:enquiries@scelscotland.org.uk)