

## The Chartered College of Teaching

### Membership Handbook v.2

October 2017

**Note: This Membership Handbook is a live document, under continuous review. Please always check the Chartered College of Teaching website for the latest version.**

#### Introduction

- 1) This Handbook sets out the process for applying for the various grades of membership of The Chartered College of Teaching (“the Chartered College”), the criteria to be applied in considering applications and the subscriptions and fees applicable to each grade. It is produced in accordance with Regulation 1.2., and is subject to the Charter, Bye Laws and Regulations of the Chartered College from time being in force.

#### Grades of Membership

- 2) The College currently has the following grades of membership. All members are required to support the aims of the Chartered College.

**a) Professional Affiliates**

Open to education professionals who are not eligible for full Membership.

**b) Historic Affiliates**

This is a closed category of membership, consisting of those members continuing in the grade of membership they previously held in the College of Teachers (see appendix for full list).

**c) Students**

Open to those enrolled on a course or programme of teacher training.

**d) Associates**

(Not yet open.) For practising teachers who are not yet eligible for full Membership.

**e) Members (MCCT)**

Open to graduate (or equivalent) practising teachers.

**f) Fellows (FCCT)**

Open to Members or Affiliates who are senior teachers of at least ten years standing and have made a significant contribution to the teaching profession.

- 3) Affiliates, Students and Associates are non-voting members of the Chartered College. Members and Fellows are full, voting Members of the Chartered College.
- 4) **‘a course or programme of teacher training’** includes: Teach First participants in the first year of the programme, and those studying in full time education on a postgraduate programme related to education.
- 5) **‘education professionals’** includes: those professionally involved in supporting teachers in a relevant setting; professionals working for a not-for-profit, government organisation

or Higher Education Institution that supports the work of teachers; teachers who are not practising teachers; and teachers without a degree or equivalent.

- 6) **'practising teacher'** means: a teacher professionally engaged in teaching in a relevant setting.
- 7) **'a relevant setting'** means: an early years, school, college or further education setting (0-19).

### **Applications**

- 8) Applications for membership (or transfer from one grade of membership to another) shall be made on the Chartered College's website at [chartered.college](http://chartered.college) and must be completed in accordance with the instructions provided at that link.
- 9) Applications for membership will only be accepted if the applicant has paid the relevant membership subscription (or, in the case of Fellowship, the relevant application fee) and fulfils the criteria for the grade of membership.
- 10) The Chartered College may carry out checks and request such further information as it reasonably requires for the purpose of determining the eligibility of an applicant for membership.
- 11) For grades other than Fellowship, the Chartered College aims to assess applications and notify applicants of the outcome within 7 working days of the application being fully completed.

### **Membership Subscriptions and Fees**

- 12) The following are the membership subscriptions and application fees payable for each grade from 1<sup>st</sup> May 2017.

<b>Grade</b>	<b>Membership Subscription</b>	<b>Application Fee</b>
Professional Affiliates	£45	n/a
Historic Affiliates	£29	n/a
Students	£0	n/a
Associates	n/a	n/a
Members	£45	n/a
Members (NQT)	£36	n/a
Fellows	£130	£15

- 13) Membership subscriptions cover a period of one calendar year starting on the date on which the application is approved by the Chartered College.
- 14) An application for membership may be cancelled by notifying the Chartered College at [membership@chartered.college](mailto:membership@chartered.college) within 14 working days of the date on which the Chartered College notified the member of their application having been approved, and the membership subscription paid (minus an administration fee of £15) will be refunded. Application fees are non-refundable.

### **Membership Benefits, Rights and Obligations**

- 15) All members are entitled to the following membership benefits:

- a) an electronic subscription to the Chartered College's journal;
  - b) attendance (which may be subject to charges) at conferences, workshops and other events organised by the Chartered College and by partner organisations;
  - c) access to materials through the Chartered College's website;
  - d) access to a database of approximately 2,000 relevant journals, e-books and research materials; and
  - e) the ability to participate in local and regional activities of the Chartered College.
- 16) Full Members are additionally entitled to the following membership benefits:
- a) hard copy of the Chartered College's journal;
  - b) the ability to stand and vote in Chartered College elections; and
  - c) the right to use the designatory letters 'MCCT' or 'FCCT' appropriate to their grade.
- 17) The range and nature of the benefits provided to its members by the Chartered College may be varied at any time and without prior notice. The right to receive membership benefits set out in 15) and 16) above (including the right to use the designatory letters) lapses seven days after the date upon which a member ceases to be up-to-date with the payment of membership subscriptions.
- 18) Where services offered to members of the Chartered College are provided by anyone other than the Chartered College, they are subject to the terms and conditions of that provider and the Chartered College accepts no liability for loss or damage suffered as a consequence of any defect, error or omission in the provision of those services.
- 19) The Chartered College is not obliged to refund any part of a membership subscription paid for a year during which a member has ceased to be a member.
- 20) Admission as a member of the Chartered College does not in itself confer any rights in materials that are made available to members, whether through the Chartered College's website, at conferences or workshops and other events or by any other means. Materials provided through the Chartered College's website are subject to the website terms of use.
- 21) Conditions regarding the use of other materials provided by the Chartered College will be notified to members as and when the materials are provided. Members may not reproduce or use the logo of the Chartered College unless express permission in writing has been granted by the Chartered College.
- 22) The Chartered College may retain information regarding your membership and of your use of the services offered by the Chartered College and may use that information for the purposes and in the ways specified in the Chartered College's privacy policy.

### **Termination of Membership**

- 23) Membership terminates if:
- a) the Chartered College becomes aware that any information provided in the member's application for membership was misleading or false in any material aspect and the Chartered College decides to terminate membership;
  - b) the member does not renew his or her membership within one month of the expiry of the previous year's membership;

- c) the member resigns by written notice to the Chartered College at its registered office;  
or
- d) the member is guilty of improper conduct and the Chartered College decides to terminate membership in accordance with the procedures set out in Regulation.

24) In the case of termination under 23)b), membership will be revived without a fresh application if the membership subscription is paid within the same membership year.

#### **Appendix – Grades of Historical Affiliate**

- Associate Member of the College of Teachers (AMCollIT)
- Member of the College of Teachers (MCollIT or MCollIP)
- Fellow of the College of Teachers (FCollIT or FCollIP)
- Honorary Member of the College of Teachers (HonMCollIT)
- Honorary Fellow of the College of Teachers (HonFCollIT)

*Approved by the Chair of the Constitutional Committee October 2017 with delegated authority from the Constitutional Committee 26<sup>th</sup> September 2017*