

(Trainee name)
(Qualification Aim)
(Qualification Specialism)
(establishment name)

Teacher Qualifications Unit National College for Teaching and Leadership

53-55 Butts Road Earlsdon Park Coventry CV1 3BH

This is your teacher reference number Make a note of it and keep it safe You will need it throughout your career

Dear (Salutation name),

Important information for trainee teachers

The National College for Teaching and Leadership (NCTL) is an executive agency of the Department for Education and is the awarding body for qualified teacher status (QTS) in England. Your training provider has sent the NCTL your details and we have created a record for you on the database of teachers.

We have also allocated your permanent teacher reference number (TRN) to you. This can found at the top of this letter.

Please be aware that:

- This is personal to you and you will need this number throughout your career
- This number will used by DfE, Teacher Pensions and employers
- You will need to make any school you work for aware of this number

Upon the successful completion of your course, the NCTL will award you QTS. You will need to obtain your QTS certificate from the NCTL's teacher self-service (TSS) website.

FOR ACTION

We strongly advise that you undertake the following actions immediately:

- Using your TRN, log into your teacher self-service web account at the address below
- Provide an email address, via TSS, that the NCTL can use to contact you
- Check and update your personal details

The TSS website can be accessed by searching the phrase "Teacher Self-Service" in a search engine or at the following address: https://teacherservices.education.gov.uk/selfservice/login

Taking these actions will avoid unnecessary delay in accessing your certificate as a newly qualified teacher.

Please note, from 1st April 2018, the Teaching Regulation Agency will take on the functions of the re-purposed NCTL to award QTS and the management of Teacher Self-Service.

If you have any queries please email QTS.enquiries@education.gov.uk quoting your TRN.

Yours sincerely

Philip Gallagher Teacher Qualifications