

Chartered Teacher Programme

Welcome to the Historical Association Chartered History Teacher Programme. Successful participants in this process will be awarded Chartered History Teacher status (CTHist) and will keep this status for three years from the date of award before renewal.

Registration

How do I register?

Before you register you will need to carefully read the **CTHist criteria** (see page 6) and other guidance information, including **terms and conditions** (see page 10). You can only register as any individual who fulfils a history education role, including primary, secondary, special schools, FE colleges and heritage educators in the UK and beyond.

Please note the deadline for the assessment window that you wish to apply for. These are published and regularly updated. Dates for 2018/19 are as follows:

Round 1: Deadline 14 December 2018. Panel meets 26 January 2019.

Round 2: Deadline 29 March 2019. Panel meets 26 April 2019.

You will have a maximum of two assessment windows in which to apply.

Preparing evidence

Please read all documentation carefully and begin to gather and upload your evidence. For guidance on the types and amount of evidence you could include, please refer to our **CTHist criteria** and **pathways** documents (see pages 6 and 12).

Application

Online

Once you have gathered all of your evidence and completed all the relevant documentation (including the referees), please upload this on your file upload, along with your **application form** (see page 20). Your referee should be a respected third party who can provide a 200–400-word statement to support and verify your application. Our **application checklist** (see page 5) should enable you to check that you have completed all relevant documentation. Failure to include any requested evidence or documentation may result in a delay to your process.

Please email (CTHist@history.org.uk) to inform us that you consider your application to be complete and ready for assessment. This should be on or before the deadline for the assessment window for which you applying.

Postal applications

We will accept postal applications. You will need to download and complete all relevant documentation and gather hard copies of your evidence to post along with your completed documents. Please note that for postal applications, three copies of every item must be included.

Please send any postal applications to 59a Kennington Park Road London SE11 4JH, clearly marking 'Chartered Teacher' on your envelope. All postal applications must be received by the deadline for any given application window in order to be included in that cycle.

Exceptional circumstances

If your circumstances make it difficult for you to continue to meet the criteria, you will need to let us know. We will consider each case individually on its merits. In some circumstances, such as a prolonged illness, maternity or paternity leave, it may be possible to freeze your status until such time as you return to work, as long as you continue to fulfil the criteria. A change of role away from history educator and retirement will usually remove the eligibility to be a Chartered History Teacher. Please refer to our full **terms and conditions** (see page 10).

Outcomes

What happens once I have submitted my application?

There are two assessment windows each year. The deadline for applications will usually be around six weeks prior to the meeting of the assessment panel. See page 1 for 2018/19 published dates.

Prior to the meeting of the assessment panel, your application will go through a preliminary check. If you do not hear from us, you should assume that your application has been checked and forwarded as complete and correct, but you may hear from the HA if there are issues of eligibility or sufficiency of evidence.

If additional evidence is required, this must be sent before the assessment panel meets in order to continue to be considered in that assessment window. If not received in time, your application will be deferred if in the first window, or the registration lost if this is already your second assessment window, and in order to be reconsidered you will need to re-register.

You can expect to be informed of their decision within three weeks of the meeting.

What happens if my application is successful?

You will keep your Chartered History Teacher status for three years. During this time, you can refer to yourself as a Chartered History Teacher (CTHist). You will also receive a certificate.

You must keep up HA membership and your Chartered Teacher fees (£20 per year) during this time.

You will also need to submit a yearly CPD record, noting at least 35 hours of history-specific professional development. For information on the types admissible and a CPD log template, please refer to our **professional development requirements** document (see page 14).

You may be selected at random to provide your CPD record. You can probably expect this to happen at least once in any given three-year cycle. You will then need to provide evidence of attendance and impact of all subject-specific professional development for the year. Please refer to our **professional development requirements** guidance document (see page 14).

What if I am unsuccessful?

You are allowed a maximum of two consecutive assessment windows. If you are not successful the first time, it may be possible to defer to the next assessment window with the addition of extra or alternative evidence.

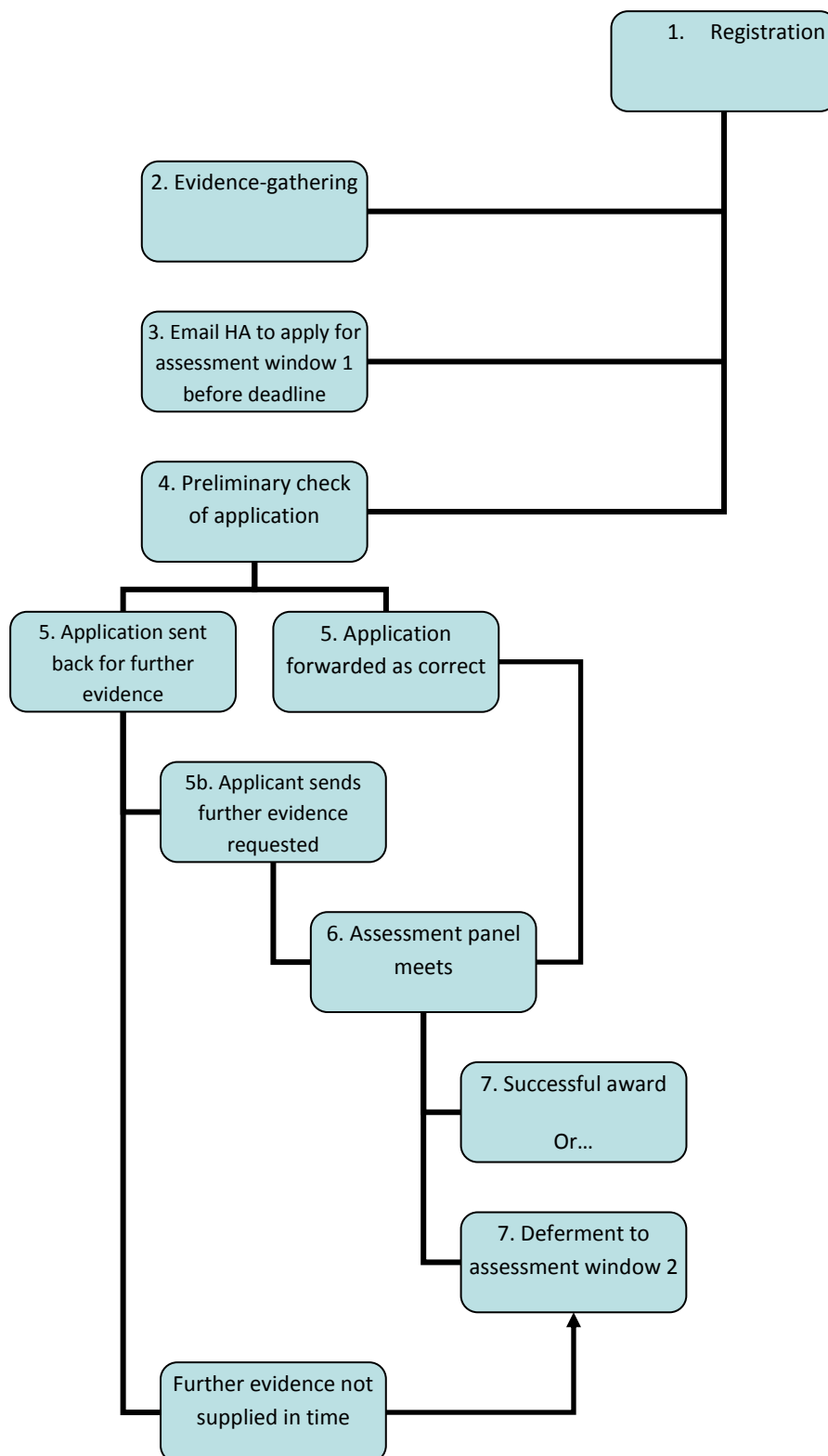
You can also re-apply again at a later stage, although you will need to pay the registration fee again.

It may also be possible to appeal against a decision. Please consult our **appeals** process and guidance (see page 17).

Renewal

After a period of three years, you will need to renew your Chartered History Teacher status. Please refer to our **renewals** guidance for further information (see page 19).

The cycle at a glance



Six-month cycle timeline

The following timeline indicates a typical six-month cycle.

Steps 1–3. First 3 months of assessment cycle. Step 3 can be carried out at any point in this first 3 months.

Step 4. Deadline will occur 4 months into cycle and applications will be checked within 2 weeks of deadline or before if application has been received before the deadline.

Step 5. At 4.5 months or before if application is received before deadline.

Step 6. At 5.5 months.

Step 7. At 6 months. Next cycle launched at same time.

Application checklist:

Have you included?

***Remember, for postal applications, you must supply three copies of all documents in your application.**

- Application form (including a professional self-evaluation statement and itemised portfolio of evidence. Items listed in the portfolio of evidence need not be submitted with the application but may be requested at a later date).
- Curriculum vitae.
- Supporting statement from third party, verifying the self-evaluation statement.
- Copies of qualification certificates.
- Supporting evidence as outlined in guidance.
- CPD log.

Chartered Teacher of History (CTHist) criteria

About

The Chartered Teacher of History scheme follows those successful Chartered Teacher schemes already available in English, geography, mathematics and science. The status of Chartered Teacher confers a distinction on its holder in recognition of a high level of general expertise, in terms of both historical knowledge and understanding and age-appropriate pedagogy, as well as indicating a commitment to the continuing development of subject knowledge and pedagogy.

Aims

- To recognise the excellence of individual teachers of history.
- To celebrate the importance of history teaching.
- To promote the development of leadership in history education.

Who can apply?

Chartered Teacher of History is open to anyone who can demonstrate ongoing involvement in the teaching of history and/or education of those teaching history at any level and context* (from early years to further and continuing education – where applicants can demonstrate they meet the criteria). Application is open to all those in history teaching and not just school-based applicants, e.g. museum/heritage educators.

**for those teaching on higher education history degree courses, please contact the Royal Historical Society*

Requirements for CTHist

- Current individual membership of the Historical Association.
- A first degree in history or a degree where history is a significant component **OR**, if the first degree is in a subject other than history, evidence of substantial development of expertise in history.
- Evidence of continuing postgraduate involvement with the subject.
- Minimum of four years' teaching experience in a relevant education context (pro-rata for part-time).
- Evidence of significant involvement in history-specific CPD and in collaborating with others in developing the teaching and learning of history.

The application process

- Application form with copies of relevant certificates.
- Summary CV of no more than two sides of A4.
- Self-evaluation statement (see below for details) and cross-referenced portfolio of evidence.
- One supporting statement from a third party, verifying the self-evaluation statement.

- All applicants must accept the principles of the professional code of conduct.
- Payment: a one-off administrative fee of £100 plus an annual fee of £20 over membership.

Guidance notes

- Online application process through My HA with folder of evidence (to include guidance).
- Individuals with Chartered Teacher of History may hold the award for three years before reapplying with evidence of continuing professional development.
- Self-evaluation statement: no more than 1,000 words outlining how you fit the criteria – please refer to the outline guidance on professional knowledge and understanding and professional practice. Applicants should include a sample of six pieces of evidence (some examples are included below); more may be requested for clarification.

Professional knowledge and understanding

Applicants will provide evidence of extensive knowledge and understanding of history and the teaching of history, including:

- How the applicant has kept up to date with history as a subject discipline and its development.
- How the applicant has kept up to date with the subject pedagogy and the history curriculum, as appropriate to their teaching.

Professional practice

Applicants will provide evidence of the application of their subject knowledge and pedagogy to their skills as a teacher in their work with learners – in classroom and/or out-of-classroom settings. Applicants will provide evidence that they have worked collaboratively in the sharing of good practice, understanding of the subject and the professional development of colleagues.

Evidence may include demonstration of:

- *Enthusiasing learners with a love of the past.*
- *The development of a diverse range of teaching strategies.*
- *Understanding of the nature of learners' needs.*
- *Knowledge of how to meet learners' needs.*
- *Progression of learners' historical thinking.*
- *Development of learners' historical awareness.*
- *Expertise in relevant monitoring, assessment and evaluation procedures.*
- *Engagement of learners in subject-based enrichment or extension activities.*
- *Engaging learners beyond the taught curriculum.*

- *Engaging learners outside the classroom.*
- *Sustained engagement in developing the history teaching community.*
- *Collaborative involvement with the history community.*
- *Ongoing learning in relation to history and history teaching.*
- *Broadening range of students who take GCSE.*
- *Broadening reach to local communities.*
- *Engaging with emotive or controversial histories.*

Supporting evidence for the self-evaluation statement

The self-evaluation statement should be accompanied by a list of supporting evidence of activities demonstrating the applicant's continuing professional engagement and development. Where appropriate, a single piece of evidence can be used to support more than one claim. Applicants are asked to submit a sample of six pieces of evidence with their application. More may be requested for clarification.

Forms of supporting evidence could include:

- *Sample of teaching plans.*
- *Sample of learners' work.*
- *Examples of motivating resources.*
- *Evidence of successful collaboration between schools and/or heritage/community organisations.*
- *A range of assessment techniques.*
- *Evidence of learner progress/involvement.*
- *Articles, published teaching resources, regular blogs or other published materials.*
- *Consultancy or voluntary work at local or national level for the Historical Association or other similar bodies.*
- *Involvement with the Historical Association's Quality Mark or Teacher Fellowship Programme.*
- *Working with Awarding Organisations.*
- *Leading or taking part in subject-based workshops/seminars/development days.*
- *Mentoring trainees and/or NQTs.*
- *Academic work: either ongoing postgraduate study or evidence of engaging with and reflecting on scholarly publications.*
- *Postgraduate qualifications.*

- *Ongoing private research, e.g. local history studies.*

Applicants must make an ongoing commitment to CPD and engagement with their subject community. Chartered Teachers of History will need to renew their Charter designation every three years.

Chartered Teacher terms and conditions

Terms and conditions: please read carefully before you apply.

Please also refer to the criteria document.

1. The Chartered Teacher programme is open to all history educators in a variety of settings and circumstances, including primary, secondary, special schools, FE colleges and heritage educators in the UK and beyond. The status is only available to individuals. It is available for three years, after which re-assessment is necessary.
2. You must be an individual member or your organisation must be a corporate member of the Historical Association, and your digital Chartered Teacher Profile will be attached to your online membership account. It is possible to transfer your Chartered Teacher status but you will need to continue membership of the HA throughout the period of your award. This means that if you move post, the new institution must have corporate membership unless you have individual membership.
3. Any new post must not affect your ability to continue to meet the criteria and you must inform us of any change in your job or in your job circumstances that may affect your eligibility to continue to hold Chartered Teacher status – for example, a prolonged period of leave or unemployment, retirement or a move into a position that will move you away from regular and sustained involvement with the teaching of history in any given context. Maternity, paternity or sickness leave are exempt from these terms and conditions, although in these circumstances you must inform the HA. In such instances, your Chartered Teacher status will be frozen for the period of your leave. Other circumstances will be considered on a case-by-case basis.
4. All applicants must pay a fee to register (currently £100 in the UK) and apply for Chartered Teacher status and, upon award, continue to pay an annual fee (currently £20 in the UK) on top of HA membership fees. Failure to do so will result in the removal of Chartered Teacher status. The fee is non-refundable for an unsuccessful application.
5. All applicants will have a maximum of two assessment windows in which they may submit an application. If you register but fail to submit an application after two possible assessment windows, your registration will be removed and you will lose your registration fee. A new registration will then be necessary.
6. Your application may be rejected if you are considered to have supplied insufficient evidence, although you may be asked for further evidence, which must be provided within the deadline. Where it is considered that you do not meet the criteria, your fee may be refunded minus an administration fee (currently £25) to cover initial work carried out by the HA.
7. All applicants should use the HA online evidence upload facility. This must be complete by the assessment window deadline that you have applied for. If you do not inform us that you are ready for assessment, your application will be carried over to the following assessment window or, if it is already the second assessment window, you will need to start the registration process again. Postal applications are permissible and should be sent to Historical Association, 59a Kennington Park Road, London SE11 4JH, clearly marked 'Chartered Teacher' on the envelope.
8. All successful Chartered History Teachers are expected to keep an annual log of their professional development to demonstrate completion of at least 35 hours of history-focused professional

development. This should be logged in the chartered teacher file upload and will be subject to random monitoring. If selected, you will need to submit evidence of your participation and impact of all relevant professional development over a year.

9. The HA reserves the right to remove Chartered Teacher status in cases where the individual:

- has submitted false or misleading evidence
- misuses or misrepresents the award
- fails to keep up the yearly CPD log or submit full evidence if requested
- fails to pay the relevant fees

Applicants may use the appeals process if they feel a decision is unjustified. The decision after an appeal is final.

10. The HA reserves the right to review the process and criteria and to make appropriate changes. These changes will not apply to applicants going through the process.

Chartered Teacher pathways

The following represents some examples of the kinds of evidence that you might supply as part of your application. This is not exhaustive, but is designed to give you some guidance.

Primary

Planning – scheme of work, year, key stage, progression – content and concepts, effective incorporation of history within cross-curricular themes.

Assessment – marking, monitoring, reporting.

Teaching quality – pupil work, variety, good questions/tasks, producing good resources, displays, reflecting diversity, pupil enjoyment and satisfaction.

Standards/achievement – assessment activities, high value-added, different year groups, abilities, evidence of use of assessment information, Quality Mark.

Awareness – level of awareness of good practice, developments and requirements in history.

Supporting others within the school, e.g. other teachers, support staff.

Involvement outside school – CPD participation, links with other schools, active involvement in history, e.g. local HA branch, local history societies, local history projects, further qualifications in the subject.

Support for other teachers – e.g. training, leading an initiative, mentoring, articles in history journals.

Secondary

Planning – scheme of work, year, key stage, progression – content and concepts.

Assessment – assessment activities, high value-added, marking, monitoring, reporting.

Teaching quality – pupil work and homework, variety, good questions/tasks, producing good resources, displays, reflecting diversity, pupil enjoyment and satisfaction.

Standards/achievement – different year groups, abilities, evidence of use of assessment information, Quality Mark.

Awareness – level of awareness of good practice, developments and requirements in history.

Supporting others within the school, e.g. within department, support staff.

Involvement outside school – CPD participation, links with other schools, active involvement in history, e.g. local HA branch, local history societies, local history projects, further qualifications in the subject.

Support for other teachers – e.g. training, leading an initiative, mentoring, articles in history journals.

ITE

Planning – supporting students through providing guidance on effective planning at different levels – lessons, units, years, key stages.

Assessment – supporting students through providing good guidance on monitoring of progress, recording progress, using assessment information to inform planning.

Teaching quality – supporting students through guidance/examples of good pupil work and learning, variety, good questions and tasks, motivating history, good resources, reflecting diversity.

Standards/achievement – supporting students through guidance/examples of appropriate standards for different ages and abilities.

Awareness – level of awareness of good practice, developments and requirements in history.

Involvement outside ITE – CPD participation, links with schools, active involvement in history, e.g. local HA branch, local history societies, further qualifications in the subject.

Support for history beyond ITE training course – e.g. training, leading an initiative, mentoring, articles in history journals.

Heritage Educator

Planning – evidence of planning appropriate activities for different ages and abilities, evidence of planning coherent schools programme.

Tutoring/teaching – outreach or visit activities, examples of outputs and standards, good questions/tasks reflecting content and concepts.

Awareness – level of awareness of good practice, developments and requirements in history.

Resources – such as booklets, visit packs for schools.

Involvement outside heritage organisation – CPD participation, links with schools and other heritage organisations, active involvement in history, e.g. local HA branch, local history societies, further qualifications in the subject, working with subject association on education initiatives, articles for heritage or historical journals, involvement in projects.

Chartered History Teacher (CTHist)

PROFESSIONAL DEVELOPMENT REQUIREMENTS



1. Chartered Teachers of History are responsible for their own professional development. Providing annual evidence of professional development is *compulsory* in order to maintain Chartered Teacher of History status, as is payment of the annual fee (currently £20) in the second and subsequent years. Failure to do either will mean removal from the register of Chartered Teachers of History.
2. Chartered Teachers of History are required to submit a continuing professional development record each year, with a minimum of 35 hours' worth of activities detailed. These hours should include a mix of internal and external activities.
3. You will be sent an email reminder each year about your CPD record. Completed reports should be submitted within one month of your reminder.
4. The HA will monitor the professional development activities of each Chartered Teacher of History as submitted on the annual form, and keep the evidence on file.
5. The Record should note for each distinctive CPD activity:
 - a) **the nature of the activity**
 - b) **reflection on how it has developed practice and understanding**
 - c) **future development in this area over the next year**
6. CPD can involve many different types and there is an expectation that Chartered Teachers of History will access a range. The list can include, for example:

Internal:

- Working with a learning team on a history issue such as a key stage or a cross-curricular development.
- Working with a mentor or coach.
- Collaborative teaching, planning or assessment.
- Planning, study and evaluation of history teaching or other history-related activities with colleagues.
- Modelling, master classes and demonstration lessons/practices.

- Observing colleagues.
- Collaborative enquiry and problem-solving.
- Self-audits and evaluation of history practice or peer reviews.
- Collecting, interpreting and applying feedback and data to inform practice.
- Preparing school for Quality Mark or another award.
- Observing and analysing student responses to inform practice.
- Developing resources and products such as lesson plans and activities.
- Leading on or contributing to school or other history setting training.
- Job enrichment, e.g. rotation of responsibilities or mentoring.
- Relevant activities with whole-school inset or history setting training days.

External:

- Attendance at a lecture, course, seminar or conference.
- Sharing approaches with colleagues from other schools or history settings.
- Using an external consultant, lead teacher or expert colleague.
- Visiting another school or history setting to observe or take part.
- Engaging with subject associations, relevant local societies and organisations.
- Engaging with professional and academic journals and texts.
- Distance learning programmes.
- Research projects.
- Involvement in a working group beyond the school or institution.
- Presenting papers or running history training.
- Involvement in national assessment, e.g. awarding bodies.
- Secondments, exchanges or placements.
- Award-bearing programmes.
- Involvement with a network, forum or partnership.
- Active committee work.

If you have any further queries, please don't hesitate to contact Mel Jones on:

Tel: 0207 8205988

Email: melanie.jones@history.org.uk

Chartered History Teacher (CTHist)



PROFESSIONAL DEVELOPMENT REQUIREMENTS

Name:			
Fellowship number:			
Year:			
Type of CPD undertaken	CPD activity brief outline	Hours (max 10 hrs per activity can be counted unless a residential course, which can be counted for the number of days attended)	Reflection and development for next year

Chartered Teacher appeals guidance

Introduction:

The HA Charter Mark has inbuilt procedures that make appeals unlikely. These include access to the applicant's extensive portfolio, preliminary checks and the role of a panel in each application. However, it is possible that there may be rare occasions where the applicant feels dissatisfied with the process. This section summarises how a person can respond in such cases.

1. **An individual may only argue grounds for appeal if they feel that the HA did not follow procedures as laid down in the HA Chartered Teacher criteria, guidance or terms and conditions.** The panel can only make an assessment based upon the evidence provided in the original portfolio. Any evidence that was not supplied to the original panel cannot be used as evidence in an appeal.
2. Appeals may only be made following two unsuccessful application windows, as if in the case of a first application it is unsuccessful, the applicant may re-apply during the second assessment window.
3. If an individual feels that the HA has breached procedure, they should outline briefly via email or in writing to Mel Jones within 14 days OF THE SECOND UNSUCCESSFUL APPLICATION the specific reasons why they wish to appeal, providing any evidence that might substantiate the grounds for the appeal. This should be done in the following format:
 - i.) Grounds for appeal identified.
 - ii.) Specific issues from outcome that uphold grounds for appeal identified.
 - iii.) Evidence from original evidence portfolio to support or negate issues identified in ii.)
4. Mel Jones will clarify with the individual within one week of receipt the process and costs of the appeals. It will then be down to the individual whether they still wish to go ahead with the appeal. In the case of an appeal, a new panel, separate from the original, will be asked to re-assess the application.
5. This process is costed at the same £100 fee as the original assessment. **Where the appeal is upheld**, then the HA will award a Charter Mark and the individual will only be liable for the original cost of assessment. **Where the appeal is not upheld**, the individual will bear the cost of the additional assessment as well as the original (£100 x 2), plus administrative expenses of £25.
6. Appeals will normally be considered within four working weeks of the APPLICANT RECEIVING A JUDGEMENT ON THEIR APPLICATION.
7. The outcome will be one of the following:
 - The original process was carried out correctly and the judgement correct.

- The process was flawed but the original judgement is correct.
 - The process was flawed and the outcome was incorrect. The individual will then be awarded the Charter Mark.
8. The outcome of the appeal assessment will be final, although applicants will be able to re-register and begin the process again.

Chartered Teacher renewals: applying for re-accreditation

As a Chartered Teacher of History, you are required to submit evidence of continuing professional development every three years. This evidence should be in the form of a supporting statement of between 500 and 750 words. The re-accreditation process is an opportunity for you to report on the progress of any ongoing activities included in your original application, as well as a means of recording new professional initiatives, training or responsibilities.

The guidance notes for applicants provide a helpful reminder of how sustained professional achievement might be demonstrated.

Please note that there is a £100 fee for re-accreditation, plus your usual annual fee of £20.

CTHist Application Form

For Office Use Only

Membership No:

Date Joined:

1. Contact Details (please complete all details in capital letters):

Title	Forename(s):	Last Name :
DOB:	Gender:	Nationality :
Home address:		
Postcode:	Tel no.	Email address:
Job Title:		
Employer/School:		
Work address:		
Postcode:	Tel no.	
To which address should correspondence be sent (select as appropriate)? HOME / WORK		

2. Biography

Please provide a short biography (about 250 words) suitable for the website should you become elected as a Chartered Teacher of History

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3. Declaration by the candidate

- I the undersigned wish to apply for the award of Chartered Teacher of History.
- I declare that the degree qualifications and experience as set out in this application are correct and that the documents submitted in support of my application have been prepared in accordance with the guidelines of the Historical Association.
- I do hereby agree that if I am elected as Chartered Teacher of History, I shall promote the interests and welfare of the Historical Association and observe code of conduct/terms and conditions so long as I shall continue to be a Fellow thereof.
- I further agree that I shall pay such dues as are required of me on or before the specified dates and in the manner prescribed by Council.

Signed		Dated
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4. Supporting information in receipt of your application

a) Referees

Please provide the name and contact information of two supporting referees. Where possible, one could be a Fellow of the Historical Association or an existing Chartered Teacher of History. In cases where this is not possible, it should be someone who can comment on your experience and level of expertise as a historian and teacher of history, for example a senior manager or academic tutor for those taking on higher level study. All references will be automatically requested. One of these referees should also provide a statement of 2-400 words in support of your application.

Name, position, address, email and tel no.

Name, position, address, email and tel no.

b) Professional self-evaluation

The professional self-evaluation should be typed and not more than 1000-words in length, showing how all relevant activities you have undertaken in support of your application. The statement must explicitly demonstrate how your experience constitutes a case for becoming a Chartered Teacher of History. An inventory of work or a repeat of the Curriculum Vitae will not be sufficient. Please refer to the criteria and the notes on the application process for further details. The professional self-evaluation should be submitted along with this form as part of your application.

c) Continuing Professional Development Documents

A CPD log showing what history focused CPD has been undertaken is required. This can be submitted in any format but a template is provided.

5. Please provide declaration by present employer of your employment

I confirm that to the best of my knowledge the account of historical experience and expertise is correct. I have read and signed the supporting information.

Name	
Organisation	
Job title	
Length of time applicant has been known to me	
Signature	Email

6. Applicants for Chartered Teacher of History must pay a registration fee. Please choose one of the payment options below.

☐ Online registration payment and membership (Please supply transaction ID).....

☐ Online registration payment only (Please supply transaction ID).....

☐ Cheque payment registration and membership (please enclose)

☐ Cheque payment registration only (please enclose and supply existing membership no.)
.....

☐ Visa/MasterCard/Delta/Switch

Card number _ _ _ _ _

Start date

Expiry date

Switch Issue No.....

Signed

Dated

Total payable with this Application (cheque, draft, credit card debit card)

£_____

(Payments can be taken over the phone)

Fees paid by (please tick as appropriate): Myself ☐ / Employer ☐

8. Gift Aid

Please treat as Gift Aid donations all subscription payments and donations made

Today ☐ in the past 4 years ☐ in the future ☐ Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give. (Please note that if you claim the cost of your subscription as a professional expense in your tax return, you must not treat the subscription as Gift Aid).

9. Data Protection

The information you have given on this form will be held by the Historical Association on a computer in accordance with the Data Protection Act 1998, and will be used only in connection with your membership.

10. Application checklist (please tick)* 3 copies only required for postal applications

2 copies of completed application form ☐

Application Fee ☐

3 copies of Professional Self Evaluation Report ☐

Details of 2 referees ☐

3 Copies of CV ☐

Record of CPD ☐

☐ Additional evidence

Please return the completed form and all accompanying documents with your payment (where applicable) to: Mel Jones, Historical Association, 59a Kennington Park Road, London SE11 4JH

You can also complete your evidence electronically and upload this form to your online file upload as part of your application. Please email Mel Jones when your online application is uploaded and complete.