



How to set up your provisional registration profile

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Getting started

When getting started on the new MyGTCS platform, we recommend that you follow these steps in order:

1. Create a reviewer association
2. Add a school
3. Begin populating your provisional registration profile – beginning with:
 - adding a teaching block
 - adding key strengths and areas for development

By completing these steps first in your new MyGTCS account, when you come to add records of observations, professional discussions, development plans etc. to your profile, you will have the option to link these to your key strengths, areas for development and associations. These associations must be set up beforehand to appear in the relevant dropdown menus.

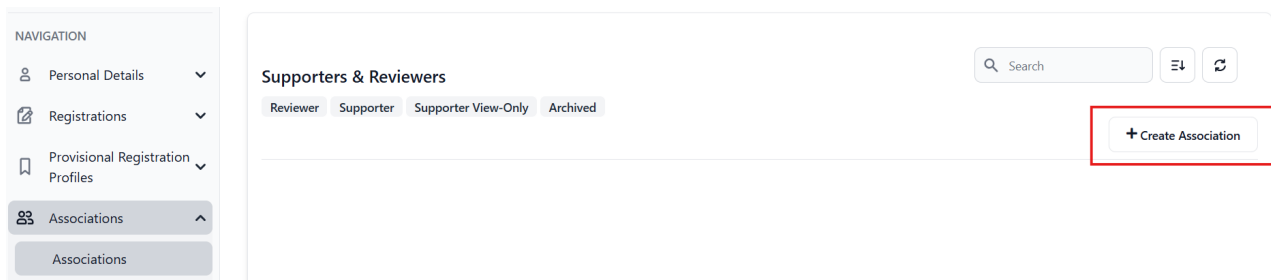
How to create an association

After setting up your new MyGTCS account with your employment and contact details, as a provisional registrant you can create an association with supporters. There are 3 types of associations you can choose from:

- Reviewer
- Supporter
- Observer

You will need to know the GTC Scotland registration number and last name of the person you wish to associate with. To set up an association:

1. Select 'Associations' in the navigation menu.
2. Under Supporters & Reviewers, select the '+ Create association' button.
3. Complete the create an association form and select the 'Submit' button.



Once you have submitted this form, your associate will receive notification that they have an association request to review. Once they have accepted, you will see them listed under the associations area of MyGTCS.

If you select the reviewer or supporter role, your associate will be able to view your provisional registration profile. This access allows supporters to perform actions such as:

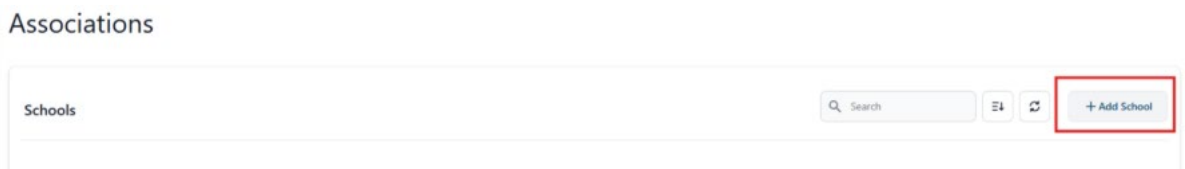
- provide feedback on learning activities
- add key strengths and areas for development
- provide agreement on observations
- make progress reports (reviewers only)
- make a recommendation for Full Registration (reviewers only)

Please note, any associated Reviewers and Supporters can also provide feedback on any observation records you later add to your profile without you having to set up an Observer association with them.

How to add a school

To set up a school:

1. Click 'Associations' in the navigation bar
2. Under Schools, select the '+ Add school' button.
3. Complete the add school form and select the 'Submit' button.



Association with local authority probation managers

By default, if you are creating an association with a local authority school, you will be prompted to form an association with the local authority probation manager. They will be able to view your provisional registration profile and provide support during your induction.

You will also be asked to select your reviewer and supporter at that school. This is so the local authority probation manager is aware who you are associated with.

Your provisional registration profile

Once you have set up an association and your school, you can begin to populate your provisional registration profile.

You can find any active profiles you have under the 'Provisional Registration Profiles' tab in the navigation menu.

The screenshot shows a web interface for a provisional registration profile. On the left is a navigation menu with sections: NAVIGATION (Personal Details, Registrations, Provisional Registration Profiles, Associations, Resources, Settings) and HISTORY (Physics). The main content area has a top tab bar with 'Profile' selected, followed by Meeting the standards, Teaching blocks, Development plans, Observations, Learning activities, Professional discussions, Teaching days, and More tabs. Below the tabs is a '+ Add Targets' button. The main content is divided into three sections: 1. 'Meeting The Standards' with a description, a count of '1 Active Key Strengths' and '0 Active Areas for Development', and a 'View All' button. 2. 'Development Plans' with a description, a 'Create' button, and a 'Create' button. 3. 'Teaching Blocks' with a description, a 'Create' button, and a 'Create' button. At the bottom, there is a section 'Achieving full registration' with a description and three links: 'The Standard for Full Registration', 'Summary of induction requirements', and 'Provisional registration & probationary service policy'.

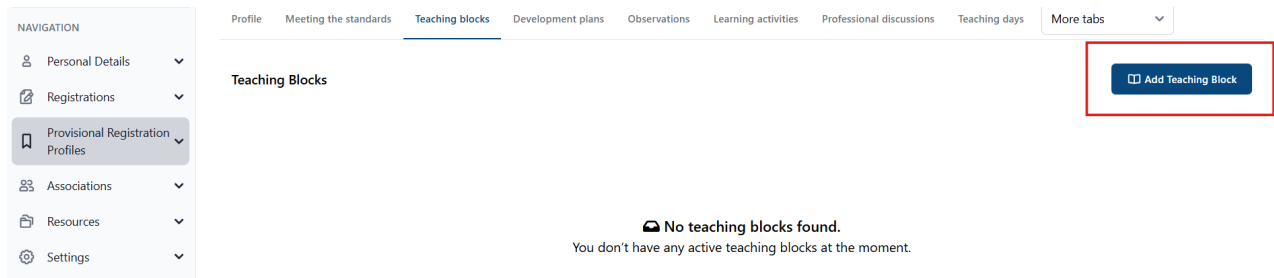
In this area you can add:

- teaching blocks
- key strengths and areas for development
- development plans
- observations
- learning activities
- professional discussions
- teaching days – where you can also upload a copy of your timetable

Teaching blocks

To start recording evidence in your profile, you should first set up a teaching block teaching block for each period of teaching at a particular school. Teaching blocks are like a collection of evidence for a particular period of time during your induction. Other areas of your provisional registration profile and associates link into teaching blocks.

In your active profile, you can create a teaching block under the 'Teaching blocks' area. To add a new teaching block, click the 'Add teaching block' button and complete the required information.



An associated school is required to set up a teaching block, so you must first complete the steps to add a school.

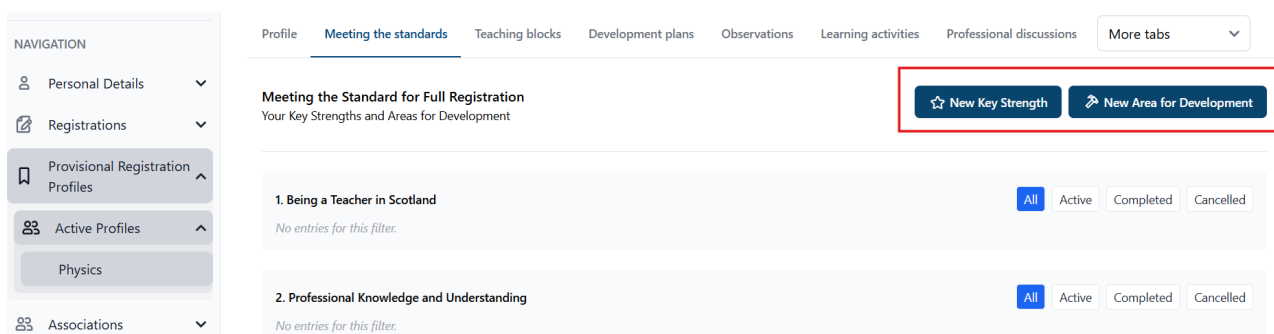
You can edit the teaching block's details at any time or request a progress report for it. Please note, you cannot delete teaching blocks once they have been created. This is to avoid the risk of accidentally losing any recorded data.

Meeting the Standards

Key strengths and areas for development

You can add a key strength or area for development in your provisional registration profile, under the 'Meeting the standards' area.

Once you are in this area, select either the 'New key strength' or 'New area for development' button, and complete the form that opens on the next page.



You can:

- add a title
- link the record to a standard
- add further details (optional)
- add actions (optional)
- set target dates for any actions (optional)

Once created, you can link key strengths and areas for development to multiple types of records e.g. observations and development plans. These focus areas referring to the Professional Standards will appear in the relevant dropdown menus when creating records.

You should complete this step before creating your development plan.

Need help?

You can find further guidance on the new MyGTCS platform on [our website](#).

If you need help logging into the MyGTCS platform or have any technical questions, please get in touch [using the contact form](#).



The General Teaching Council for Scotland

We are the independent regulator for teachers in Scotland. We work to enhance trust in teachers in the public interest by setting, upholding and promoting high standards.

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