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| **UniLogo** | **GRADUATE SCHOOL OF EDUCATION RECRUITMENT & ADMISSIONS PROCEDURE FOR CORE ITE PROGRAMMES** |

The Graduate School of Education has clear and consistently applied selection procedures for recruiting to its Initial Teacher Education programmes.

1. All applications are screened initially by the University Admissions department to check:

* Basic entry requirements (degree, GCSE/equivalence, references)
* Eligibility of international qualifications
* Declaration of a Disability

Any issues arising from this screening (e.g. a special arrangements needed at interview due to disability, overseas qualifications which may not be equivalent, fee status queries, lack of Maths GCSE etc.) are highlighted to inform ITE Admissions tutors.

1. The University Admissions Department then checks the application in line with the guidance provided by subject/pathway tutors and invites to interview or rejects the applicant on the basis of this guidance. All applications which do not fit the ‘Automatically Invite to Interview’ or ‘Automatically Reject’ criteria are sent to the respective ITE Admissions tutor in the Graduate School of Education (GSE) for their consideration.
2. ITE Admissions Tutors receive applications which do not fit the automatic rejection or invite to interview criteria and either reject or call them to interview.
3. The forms of those invited to interview transfer from the University Admissions Office to ITE Admissions tutors with the date of interview and the Interview Record paperwork.
4. When applicants are invited to interview, they are sent further information by the Admissions Office about the specific course they have applied to join, as well as clear details of any requirements (presentation; written work etc) for the interview process. If the interview is being conducted face to face, they are asked to supply a photo ID for DBS purposes and bring this to the interview for verification by a member of the Admissions team. Applicants are also advised to bring evidence of their qualifications to alleviate any problems with entry requirements at this stage (note: originals are requested, photocopies are not accepted). This evidence is also checked by a member of the Admissions team. Note: alternative arrangements regarding provision of documents are advised to applicants if the interview is taking place online and a visual identity check will be carried out by the DBS Admissions team at a later date.
5. The interview format across Core ITE programmes consists of a common element for all applicants and a subject-specific element which is varied to meet the particular needs of particular subjects. Interviews are generally held every Wednesday. Each interview day starts with a common element run by an ITE Admissions Tutor and where possible, a partnership school teacher. Following the common element, applicants then attend a subject-specific element with the appropriate ITE Admissions Tutor for the subject they have applied for. This will include a personal interview. The common and subject-specific elements will include activities such as a presentation and written task, in order to strengthen the robustness of the decision.
6. The ITE Admissions Tutors make a decision based on the information provided on the application form, information provided by references and an applicant’s performance during the common element and the subject-specific element. Clear guidance for ITE Admissions Tutors and partnership teachers involved in ITE interviewing ensures that everyone involved is aware of their responsibilities (see ‘Guidance for ITE Admissions Tutors and Partnership Teachers involved in Interviewing’ document).
7. The interview process reviews subject knowledge, prior experience and key characteristics, both to assess applicants’ potential to meet all the standards for Qualified Teacher Status (QTS), and to identify further training needs. This information is recorded on the Application Review & Interview Record paperwork along with the application outcome and where necessary, reasons for rejection.
8. Following the interview (and within 48 hours), the application outcomes/reasons for rejection are returned to the Admissions Office.
9. Where an applicant has been successful at interview, they will be made a conditional offer subject to providing evidence of meeting the academic and non-academic conditions listed in the offer. These conditions will include the applicant having an enhanced DBS disclosure which is deemed satisfactory by the University, the applicant being assessed as fit to teach or fit to teach with reasonable adjustment, provision of originals of their degree certificate and GCSE English, Maths and where appropriate Science certificates (or equivalent) and where appropriate, evidence of further subject knowledge enhancement.
10. Following a conditional offer of a place, the Admissions Office initiates the DBS disclosure application process; initiates the medical check of Health and Physical Capacity to Teach process and requests evidence of the applicants’ qualifications (originals not copies) to check their authenticity if not already provided as in 5 above.
11. Once all conditions (academic and non-academic) have been met, an unconditional offer is made and during the month leading up to the start of the programme, all unconditional applicants are able to register on-line. Those who remain conditional on the first day of the programme are able to provisionally register subject to them providing evidence of their outstanding conditions by a specified date (normally the end of October) and signing a document stating that they understand the implications of not providing this evidence i.e. that anyone not providing this outstanding evidence will have their provisional registration withdrawn and will not be able to continue with the course.

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