



SCHOOL OF EDUCATION RECRUITMENT & ADMISSIONS PROCEDURE FOR ITE PROGRAMMES

The 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 team to check:
 - Basic entry requirements (degree, GCSE/equivalence, additional subject knowledge)
 - 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.
2. The University Admissions team then checks the application in line with the guidance provided by the Matrix document and invites to interview or rejects the applicant on the basis of this guidance. Any applications which do not fit the 'Automatically Invite to Interview' or 'Automatically Reject' criteria are sent to the respective ITE Admissions tutor in the School of Education for their consideration.
3. The University Admissions team send the interview invitations and record the responses. They then upload interview paperwork to the Admissions Sharepoint site for the ITE Admissions Tutors to access.
4. When applicants are invited to interview, a weblink is included to a School of Education Teacher Training Interviews webpage which includes any course-specific information 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 ITE programmes consists of a common element for all applicants and a subject-specific/phase interview. Interviews are generally held every Wednesday. Each interview day starts with a common element run by an ITE Admissions Tutor and where possible, a teacher from a partnership school. Following the common element, applicants then attend a subject-specific/phase interview with the appropriate ITE Admissions Tutor for the subject/phase they have applied for. The common element will include activities such as a presentation, group discussion and written task designed to test certain skills, attributes, knowledge and values. The interview is also designed to test skills, attributes, knowledge and values required for teaching and all interviewers complete the same interview record, 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 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 University Admissions Team.
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 and the applicant being assessed as fit to teach or fit to teach with reasonable adjustment/recommendations. They will also include 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. Satisfactory references will also be required as part of the conditions of offer.
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. They will also check the references received and will refer them to the relevant subject/phase lead where necessary.
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 complete online registration. 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 if they do not provide their outstanding evidence by the required deadline they could have their provisional registration withdrawn and will not be able to continue with the course.

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