

Please insert your school‘s logo here…

04 November 2015

Dear

UCAS Personal ID Number: 1234567891

Course: School Direct (Training / Salaried) Primary

Thank you for your application to the above course at [insert school name], in conjunction with The University of Warwick. We are delighted to be able to invite you to [insert interview location] to take part in the School Direct selection process on [insert date] at [insert time].

It is essential that you inform us whether you are able to attend the interview on the above date that has been selected for you. Please respond to our school office, either by telephone: [insert telephone number] or email: [insert email address].

In order to meet the requirements of our admissions process, we would like you to arrange the following:

* You will need to bring certain documents with you to the selection process. Please bring your original GCSE or equivalent certificates in English, Mathematics and Science, along with your Degree Certificate and Transcript. For qualifications taken in a language other than English, you will also be required to produce translated copies. Failure to present these documents will result in a delay in processing your application.
* It is also vital that you bring three forms of identification and verification documents; please consult the enclosed guidance for acceptable documentation. This information will be used to process a DBS check should you be offered a place.
* If you are an international applicant you should also bring a passport and CV with you.
* It is preferable that you have passed your Professional Skills tests in Literacy and Numeracy, as a minimum you will be expected to have booked the tests. Please bring confirmation of test passes / booked dates to your interview. An email print-out is acceptable.
* As part of the Primary selection process you will be tested in both Maths and English. Please consult the University of Warwick website and prepare thoroughly for these tests: <http://www2.warwick.ac.uk/fac/soc/cpe/prospective/thinking-about-being-a-teacher/selection-process>
* You can also find many resources to help you prepare for your interview at https://warwick.ac.uk/fac/soc/cte/start-teaching/best-self

[Insert school name] and The University of Warwick welcomes candidates with disabilities and under the Disability Discrimination Act those candidates who disclose their disability have the right to have reasonable adjustments made to enable them to train to teach. If you have any particular needs please contact insert name on [insert telephone number] or email [insert email address] to discuss these arrangements.

We look forward to meeting you.

Kind regards,

[Insert school name]

[Insert contact details]

\***Please do add a ‘schedule for the day’ to your interview invite letter. This can either be added to the main text or as an attached page. This will allow the applicant to fully prepare. \*\*A ‘DBS Checklist’ must be sent as an attachment with all interview invite letters.**