



School Direct PGCE Admissions & Recruitment Newsletter

Welcome to the Student Services Newsletter for School Direct Lead Schools working with the Centre for Teacher Education, University of Warwick. We hope that through regular communication with our lead schools, we can support you through all relevant administrative processes more effectively. We'll use these newsletters to provide you with helpful reminders about activities relevant to the time of the year, along with any key dates and relevant changes.

March 2019

Centre for Teacher Education, University of Warwick

In This March 2019 Issue



In this first addition of the School Direct PGCE Admissions and Recruitment newsletter we will cover the following topics;

- **Requesting/Adding/Suspending Training Programmes**
- **Application Rejections**
- **SKEs**
- **Open University Degrees**
- **Expiring Applications**
- **International and Non-Standard Qualifications**
- **UCAS Closure Dates**
- **Don't Forget**

Requesting/ Adding / Suspending Training Programmes - no more Web-link!



Adding new courses and/or suspending courses is something you will have to do at some stage in the cycle. This is currently done via [Web-link](#) Institution Data but from April this will change, as the [Publish Teacher Training Courses](#) Tool will be used for creating new courses and changing all details (e.g. locations, vacancies and outcomes). The DfE will be making contact soon with instructions on how to use the system.

During the cycle you may need to request an allocation for a completely new subject / route or request additional places for an existing subject / route. The process to be followed is here:

www.warwick.ac.uk/fac/soc/cte/pintra/home/schooldirect/ratification_process_002.pdf

Application Rejections



Rejection Reasons:

The University of Warwick is committed to providing a fair and accessible admissions process in its aim to admit students of the highest calibre, who have the academic potential and motivation to succeed on its challenging courses. Part of this commitment includes ensuring that, if an applicant is unsuccessful in gaining a place on one of our courses, they are given an appropriate rejection reason and sufficient feedback. Please see the following list of rejection reasons (and comments) that are **not** deemed sufficient:

- **Lacks Experience** – Nick Gibb, Minister of State for Schools, has advised that an applicant can no longer be rejected on this basis. An applicant should be judged on whether they are *ready to train, not ready to teach!*
- **Course Closed/Course Full** – Barring extenuating circumstances, we are unable to reject on this basis as all applications once received need to be considered fairly. If you believe you have sufficient people to consider for a particular course or subject, please suspend the course on UCAS so that you do not receive any unwanted applications.
- **Academic Background/ Not Academically Qualified** – If you are rejecting an applicant because their qualifications do not meet the entry requirements please select 'Not Academically Qualified'. If an applicant's background isn't sufficient please select 'Academic Background'.

Rejected Applicants with Potential:

In cases where a rejected candidate is someone with potential, that may be suitable elsewhere, please could you ensure that you pro-actively contact the applicant to give your feedback. Please also make them aware that they could still be considered for a University of Warwick PGCE with another School Direct Alliance or on the University-led route – by sending them the DfE's 'Find' link www.gov.uk/guidance/find-postgraduate-teacher-training-courses-in-england

SKEs - clarification around A Levels



SKE programmes are designed for ITT participants to gain the depth of knowledge needed to train to teach in their chosen subject as well as within the school curriculum. They are available for candidates who may not have a degree in the subject they want to teach but who do have some subject knowledge from an **A level** in the subject, **or transferable skills obtained from work experience**.

When considering an application / making an offer these are the rules to follow when the applicant does not have a degree in the subject they want to teach:

- An A level in the subject to be taught (Grade B and above), although not compulsory, is **strongly recommended by the University of Warwick**.
- In the absence of an A level, and with the degree being unrelated, please seek evidence of, for example, relevant work experience.
- The longest possible SKE course would consistently be recommended.

If in doubt, ask yourself, “can this person be ready to train to teach with no grounding in the subject except possibly a GCSE?”

Please remember that if the degree is related then there may not be the need for an A level.

All SKE decisions will continue to be checked by the relevant Teaching Fellow at CTE.

The above policy and guidance may be subject to change in the next cycle.

Important links:

- SKE Funding Manual - https://warwick.ac.uk/fac/soc/cte/pintra/home/schooldirect/ske_funding_manual_2018.19_-_feb_2019_update.pdf
- SKE Matrix - www.warwick.ac.uk/fac/soc/cte/pintra/home/schooldirect/ske_guidance_matrix_1819.pdf
- SKE Stories - www.getintoteaching.education.gov.uk/explore-my-options/teacher-training-routes/subject-knowledge-enhancement-ske-courses/ske-stories

Open University Degrees - Please Check!



If an applicant is currently studying for a degree with the Open University, they will need to check when they will receive confirmation of the award. Some OU degrees do not present the students' evidence of degree award until the November following their completion of all work, and such an applicant would be ineligible to meet this offer condition prior to the start date in the same year, and would therefore be unable to start their PGCE.

Expiring Applications - Beware of RBD Dates



Please be mindful of the UCAS Teacher Training system's 40 day RBD (Reject by Default) expiration date of all applications. We must ensure that all applicants have a decision made on their application within this time-frame. The DfE is reviewing PGCE rejection rates, and therefore we will be monitoring application RBDs.

International and non-standard qualifications



Remember: Always carry out an initial check of the qualifications section of any UCAS application.

For the GCSE equivalent it will be quite easy to see if an applicant has international qualifications, as the exam boards will not be the usual GCSE ones such as Edexcel, AQA, OCR, WJEC. For the degree please look out for the name of the institution.

Then inform the CTE Admissions team and we will take it from there.

It is important to remember that all applicants who have International qualifications are asked to upload evidence as soon as their application is received.

Applicants should also be encouraged to obtain a NARIC statement to clarify whether they have the correct GCSE equivalent qualifications, and whether they have an Honours degree. NARIC will not advise on the classification of the degree. For more information on NARIC:

www.naric.org.uk/naric/

Access Qualifications:

In order for Access Qualifications to be considered GCSE Equivalent, they will need to have 'GCSE Equivalence' in the module title. Our team will also check that they hold the required credits. If it is not

clear, but the applicant is sure that it is GCSE equivalent, the applicant will be given a condition of offer to provide confirmation from the Access qualification provider.

Equivalence Tests:

If an applicant has international qualifications, they may have studied English as a second language. If their qualifications have been deemed equivalent to GCSE grade C or above, but English *was* studied as a second language, we can offer the applicant an opportunity to complete CTE's English Language Equivalence Test. This would be arranged directly with an applicant, once you recommend an offer to them. It is a non-transferable award and can only be used to gain entry to the Warwick PGCE. The applicant would only have one opportunity to sit this test. Please contact your CTE Coordinator to check applicant eligibility!

UCAS Closure dates



Our University-led PGCE courses will be suspended on UCAS for 2019:

- PGCE Primary Core 9 August 2019 (Last interviews 21 Aug)
- PGCE Secondary Core 28 June 2019 (Last interviews 17 Jul)

Please ensure that your courses are set as 'suspended' rather than withdrawn. This will prevent you from having to set up a new course in the system for the next recruitment round.

As a reminder, course start dates for the 19/20 academic year are as follows:

- PGCE Secondary School Direct and Uni-led Routes Tuesday 27 August 2019
- PGCE Primary and Early Years School Direct Routes Tuesday 27 August 2019
- PGCE Primary and Early Years Uni-led Routes Monday 2 September 2019

Don't Forget!



Admissions Documents:

All our documentation and information can be found on our Partners Pages at www.warwick.ac.uk/fac/soc/cte/pintra/home/schooldirect

Do you have a question about a current trainee?

If you have queries related to current School Direct Trainees or 2018/19 programme related matters, please contact the Student Experience Team who provide dedicated support for all on-course matters: ctecurrentstudents@warwick.ac.uk

SD vs University Led?

The University led *Secondary* PGCE course has almost as many school days as the School Direct Tuition programme. If you have any candidates that are more suitable for the University-led route please put them in touch with us.

Professional Skills Tests - don't leave it until the last minute!

Please make sure that applicants are advised to complete the Literacy and Numeracy Professional Skills tests as soon as they are able to (after they have submitted a UCAS application). Although applicants now have unlimited opportunities to sit these tests, the centres can become very busy, which often results in applicants struggling to book a date. Applicants have lost places on the PGCE as a result..

Contact Us



We're always happy to hear from our partner schools. If you have a question or need any advice about any aspect of the administration related to School Direct please don't hesitate to contact us.

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Details of your Alliance's [University Admissions Co-ordinator](#) are on our [Partners' Pages](#) along with lots more info.