Assessment Only
Route to QTS

Application Guide and Next Steps
Creating a User Profile

- Please click on the following link to create your user profile and begin the application process. It should take you to the following page:

Select the following button to proceed as a ‘new user’
Once you have created a ‘new user’ you will need to search for the correct course to apply for:
Course Search

Please select the options shown here and then click ‘Search Now’
Please then select the correct route (either Primary and Early Years or Secondary).

Course selection

Please select a course

Your search results: 2

Click the name of the course to be shown the possible start dates for this course

Assessment Only Route to Qualified Teacher Status (Primary and Early Years) (Self - Funded) (P-X124)

Assessment Only Route to Qualified Teacher Status (Secondary) (Self Funded) (P-X125)
You should now see the following page which outlines the programme details. Check that information is correct and then select ‘Apply’

<table>
<thead>
<tr>
<th>Selected Course</th>
<th>Course Code</th>
<th>Start date</th>
<th>Mode of Attendance</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assessment Only Route to Qualified Teacher Status (Primary and Early Years)</td>
<td>F-X124</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Course selection

Please select a course date

**Select Course:**

You are about to start an application to: Assessment Only Route to Qualified Teacher Status (Primary and Early Years) (Self - Funded)

Please state when you wish to begin this program

<table>
<thead>
<tr>
<th>Year</th>
<th>Occurrence</th>
<th>Mode of attendance</th>
<th>Start date</th>
<th>End date</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/2021 ACADEMIC YEAR</td>
<td>Part-time</td>
<td>Part-time</td>
<td>January 2021</td>
<td>April 2021</td>
<td>Apply</td>
</tr>
</tbody>
</table>
You will now be taken to a page that lists the various sections of the application form that you will need to complete:

- **Personal Details** – here you will add your personal information such as your name, date of birth and nationality etc.

- **Contact Details** – here you will add your contact information such as your home and email address so that we can get in touch with you with important information.

- **Nominated Contact Details** – here you can nominate someone who can contact the University on your behalf. This section will also ask you whether you have been referred to us by an agent. Please select no.

- **Qualifications and English Language**– here you will be asked to provide us with information on your education and qualification history. You will be asked to provide evidence of your GCSE English Language, Maths and Science (primary only) as well as your degree.

- **Equal Opportunities** - The University is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, all applicants are asked to complete these questions.
Prior to submitting an application for a place on this programme, you will need to have completed at least two consecutive years in a school as an unqualified teacher.

You must be working as an unqualified teacher (paid or unpaid) in the UK in one of the following settings:

• Mainstream school or academy
• Free School
• Independent School
• Pupil Referral Unit
• Special School (Candidates who are working in a Pupil Referral Unit or Special School will need to provide evidence of significant mainstream school experience).
In order to assess that you have sufficient teaching experience you will need to complete a timeline of experience:

- **Primary Timeline**
- **Secondary Timeline**

Please upload the relevant timeline of experience document to this section of the application form. We will not consider your application if this document is not attached.
Please complete and upload the following Personal Statement. This is a self-assessment evaluation to allow you to reflect on the teaching standards and how you have met them. You will have been observed by your school and your teaching graded as "Outstanding" or "Good".
References - Please provide two professional references

• One reference should be received from your current employer using the employer template, and the school should complete this on school letterhead.

• Please also submit a second reference, this should be a professional reference from a second setting. The school should use the additional reference template and complete on school letterhead.
Once you have submitted the application form this will be received by the Centre for Teacher Education for them to share with the course leader for the AO programme.

We will aim to review your application within a few days, and will contact you should we require more information prior to course leader consideration.

Should the course leader wish to proceed with initial assessment, they will write to you in order to make the arrangements for this.

If an initial assessment is arranged at your school, please be advised that you will need to provide scans of the following in advance:

- School signed and stamped Degree (2:2 honours or above)
- School signed and stamped GCSE Grade C or above/ equivalent English Language, Maths and Science (Primary only)
- Completed Vetting Check (this will be shared with you in advance of assessment)
- School Declaration of interest and risk assessment (this will be requested in advance of the interview)
Next Steps

• Once the assessment has taken place, your interviewer will advise us of the decision and we will aim to process a decision within one week.

• This decision would be communicated to you via an email to the email address you used when submitting an application.

• Once you accept your offer, you will receive an email (usually within two days of you accepting your offer) inviting you to enrol

• Enrolment will include registering yourself with the university of Warwick, creating an IT account and submitting payment.
Questions?

• If you have any further questions please do not hesitate to get in touch with Gabrielle Bennett and Megan Harris, your administrative support contacts at the University of Warwick at AssessmentOnlyQTS@warwick.ac.uk