

Initial Teacher Training admissions guide for 2019 entry

**Congratulations
on your successful
interview and
receiving your
offer at University
of Gloucestershire!**

**Look out for official
confirmation of the
conditions of your
offer via UCAS Track.**

Accepting your offer

BEd Primary

You do not need to accept or decline the offer at this stage. UCAS will contact you at a later date once the decisions of all institutions you have applied to are known. You will then be required to reply to your offers by choosing your firm and insurance choices. You need to use Track on the UCAS website to reply to your offers.

PGCE Primary, Secondary and School Direct

If you are ready to accept your offer with the University of Gloucestershire, you must first decline/withdraw all applications with other universities. It is normal to wait until you receive your last decision on any other application before accepting an offer. You must then accept your offer within ten days of receiving your last decision. All decisions must be made via UCAS Track.

Meeting conditions of your offer

It is important that you should endeavour to meet your conditions as soon as you have accepted your offer, as some checks may take several weeks or months to be completed. With the exception of A Level and degree results due in August, ALL other conditions should be met as soon as possible and no later than Friday 26 July 2019.

Please keep us informed (via teachertraining@glos.ac.uk) of any potential delays in meeting conditions, so that we can advise and help you with alternative arrangements as soon as possible.

Delays in completing your conditions may impact your eligibility to enrol, to access student finance and to access university/course resources. If you do not keep us informed of potential delays, you risk losing your place on the course.

Conditions of offer

All applicants for Initial Teacher Training are required to meet the following conditions of offer:

1. The medical questionnaire – see Form ITT 01

Applicants should return the completed ‘Statement of Medical History’ form by post to Dr R D Hollands, Medical Officer to the University of Gloucestershire, at Underwood Surgery, 139 St George’s Road, Cheltenham, GL50 3EQ

Please return your completed medical form to Dr Hollands immediately upon accepting your offer. If further medical investigation or discussion with disability advisers is necessary, this will need to take place before the offer of a place is confirmed.

2. The university suitability declaration – see Form ITT 02

Applicants should complete a self-declaration of suitability for teaching. For each ‘YES’ answer you tick, you will need to provide a detailed account of the circumstances on page two. You may attach and sign an additional sheet if more space is required.

It is important that you SIGN and DATE the back of the form to validate its authenticity. Once fully completed please scan the document and upload to your Student Portal.

3. Confirmation of relevant academic qualifications

Applicants should upload to the Student Portal certificates of the following:

	BEd applicants	PGCE Primary applicants	School Direct	PGCE Secondary applicants
GCSE Mathematics	✓	✓	✓	✓
GCSE English (English Language)	✓	✓	✓	✓
GCSE Science (or equivalent)	✓	✓	✓	
A Levels	✓			If specified in conditions
Evidence of Degree Classification		✓	✓	✓

If original certificates were not brought to interview, you should upload them to the Student Portal AND also post or present originals to the university IMMEDIATELY upon accepting your offer. If you do not have access to your certificates, it is your responsibility to obtain duplicate certificates from the relevant Examination Board. If that is not possible, you should request signed and dated verification of your awards and grades from the school/institution where you took the examinations. Originals will be returned to you by recorded delivery.

Please note that ‘provisional’ statements of results may be noted, eg for interview purposes, but you will need to provide confirmed results/certificates in order to meet the full conditions of entry.

For those applicants still to complete relevant qualifications, please check with the award provider when your results will be due, and keep us informed of any results due later than 16 August 2019 so that we can hold your place. A Level results due in August 2019 will be forwarded to the university by UCAS, otherwise, please upload evidence

of your qualification as soon as it becomes available (normally an academic transcript, certificate or letter from the institution concerned).

4. Professional literacy and numeracy skills tests

All applicants for teacher training courses are required to pass the professional skills tests before starting their course. These tests do not replace GCSE grade A-C or 4-9 equivalence requirements. For full information and to book tests, please visit <http://sta.education.gov.uk/>

Applicants are strongly advised to review online support material before attempting the professional skills tests.

Applicants are encouraged to book their tests as soon as possible, as places may fill up quickly.

5. Disclosure and Barring Service (DBS) clearance/safeguarding checks

School Direct salaried applicants:

You should email a copy of your DBS certificate completed through your employing school (unless registered with the update service) to dbs@glos.ac.uk

If you have a previous DBS from your employing school that is not registered with the update service, please note it must be dated within two years of the start of the course.

PGCE Primary, PGCE Secondary and School Direct fee - paying applicants:

As soon as you have accepted your offer, you should register online via the GBG website (<https://gbg.onlinedisclosures.co.uk>) for an Enhanced DBS. This is to ensure there are no records that may deem you unsuitable for teaching. (Please use the suitability declaration form – Form ITT 02 - to note any issues of concern that may affect your suitability for teaching, and may or may not be disclosed as part of a criminal records check).

Unless you are in the DBS Update Service, a previous DBS clearance will not cover you for your course of study at University of Gloucestershire. You must apply for a new check for every new employer/institution/course, and/or you should consider joining the DBS Update Service.

After you have registered online, you will need the university’s Pin Code and Secret Word to log on to the site:
Pincode: **107012** Secret Word: **happydays**

Please select position ‘Teacher’ in the relevant section of the registration process.

Once you have completed the DBS online application form, you will need to visit the designated Post Office (see GBG website for details).

The cost of an Enhanced DBS check is paid by you, direct through the GBG website once the documents have been verified. The University of Gloucestershire regrets that it cannot accept liability for the costs of student DBS clearance checks.

If you are in the DBS Update Service, you should email your DBS certificate to dbs@glos.ac.uk so that we can ensure you have been cleared against the relevant lists and can use your certificate number to check the status of your record online.

Having a criminal record will not always prevent you from studying at the university, this will depend on the nature of the position, and the circumstances and background of the offence. More information about the university DBS procedures and policy may be found by scrolling down information on this page: www.glos.ac.uk/study/undergraduate/pages/admission-to-the-university.aspx

Information about the Disclosure and Barring Service may be found here: www.gov.uk/government/organisations/disclosure-and-barring-service/about

The checking process may take several weeks so it is important to apply early. If you do not receive your enhanced disclosure certificate within 60 days, please contact the DBS to check the status of your disclosure. Once you receive your certificate, please email dbgs@glos.ac.uk so that we can confirm your status online. There is no need to upload your certificate online.

Pre-course school experience

In preparing for teacher education, it is recommended that all applicants undertake a period of pre-course school experience. Ideally, this experience should be undertaken in a UK-based school setting, working with the age group/subject area most related to your BEd/PGCE course. If you are unable to find experience that meets this criteria, please contact teachertraining@glos.ac.uk in the first instance, to discuss and seek approval for any alternative arrangements.

It is your responsibility to contact a school of your choice and make arrangements to participate in a wide variety of tasks and events. You should be aware that schools are not under any obligation to accept university applicants, therefore please be tactful with your approach. This period of experience should enable you to:

- make an informed decision about your wish to enter teacher training
- demonstrate that you are fully prepared for the demands of primary teacher training
- observe and work with children and teaching staff
- participate appropriately in all aspects of school life.

Please note that School Experience Forms should be completed in full. Please ensure the school is able to sign their section of the report preferably at the end of your placement. Please email the completed form to teachertraining@glos.ac.uk

Primary applicants please see Form ITT 03.

Secondary applicants please see Form ITT 04.

Additional safeguarding checks

Applicants who have been living/working abroad at any point in the last five years will require additional safeguarding checks. The DBS website has a list of countries and contact details where Certificates of Good Conduct/security check can be obtained:

www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Withdrawing/deferring your place

If for any reason you decide that you do not wish to take up your place with the University of Gloucestershire, it is very important that you contact teachertraining@glos.ac.uk immediately so that you can be released to apply elsewhere and so there is opportunity for another applicant to take your place.

It is possible to defer your place by one year, but only if you meet all the conditions of entry before the course start this year, and agree to update your DBS and medical clearance the following year prior to the new intended course start. If you think you may need to defer, please contact teachertraining@glos.ac.uk immediately. Applicants who wish to defer should consider joining the DBS Update Service.

Student Portal

Your password is the word 'Student' followed by your date of birth in the format **StudentDDMMYYYY**.

- **Step 1**
Open the Password Self-Service Portal <https://pwportal.glos.ac.uk>
- **Step 2**
Select 'Register for forgotten password reset', register a mobile phone number for automated password recovery and account unlock.
- **Step 3**
Close your browser.
- **Step 4**
Read and accept the university's IT Acceptable Use Policy <https://itaup.glos.ac.uk/logon.aspx>
- **Step 5**
Open a new browser. Please click Applicant Portal (<http://studentrecords.glos.ac.uk>) to log in to the student portal.
- **Step 6**
Log in with your new password.

If you are unable to access the portal, please contact IT and Library Helpdesk itlibraryhelpdesk@glos.ac.uk

As soon as Admissions staff have checked the documents you have uploaded, they will update the status to confirm the condition has been met, or contact you with any queries.

Checklist of conditions of entry

Once you have completed each of the conditions and ticked them off below, please upload this checklist to the online portal. You should not wait until you have completed everything to upload documents, but upload each one as soon as the individual condition is complete.

Condition	Action	Complete
Medical Clearance Form ITT 01	Complete the medical form and post to Dr R D Hollands, Medical Officer, University of Gloucestershire, Underwood Surgey, 139 St George's Road, Cheltenham GL50 3EQ	
Relevant academic qualifications	Upload to your Student Portal. (eg GCSE Maths, English, Science and Degree)	
Suitability Declaration Form ITT 02	Complete and upload to your Student Portal	
Professional Skills Tests in Numeracy and Literacy	Book via http://sta.education.gov.uk/ Once you have passed both tests, inform us by emailing teachertraining@glos.ac.uk	
DBS Clearance	Apply online via the GBG website https://gbg.onlinedisclosures.co.uk Email dbs@glos.ac.uk when your certificate arrives (do not upload the certificate to your Student Portal).	
DBS Update Service - members only	Email your certificate to dbs@glos.ac.uk	
Applicants who have lived/worked abroad in last five years	Apply for a Certificate of Good Conduct and upload to your Student Portal.	
School Direct Salaried applicants	Email a copy of your DBS, completed through your employing school, to dbs@glos.ac.uk	

If circumstances arise that may prevent you from completing the above by Friday 26 July 2019, you should keep us informed via teachertraining@glos.ac.uk

If you do not keep us informed of potential delays, you risk losing your place.

Admissions Office

Communications, Marketing and Student Recruitment
University of Gloucestershire
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Pittville Student Village
Albert Road
Cheltenham
GL52 3JG

