

Initial Teacher Training admissions guide for 2020 entry

Congratulations on your successful interview and receiving your offer from the University of Gloucestershire.

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

Accepting your offer

BEd Primary

Please visit UCAS Track to confirm your place with us.

Please feel free to call us on **03330 141414** if you have any questions - our Admissions Team are always happy to help.

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 providers. 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

Once you have accepted your offer, please complete the relevant forms and take steps to ensure you meet the conditions of your offer as soon as possible. Some checks may take several weeks, so please complete these now and it will help to prevent any delays in your enrolment and gaining access to student finance and university resources.

If for any reason you feel there may be potential delays in achieving the conditions of your offer please let us know so we can support you with anything that may affect your eligibility to enrol. You can contact us either by phone on **03330 141414** or email us via **teachertraining@glos.ac.uk**

Deadlines

Start date

September 2020*

Must meet conditions by

Friday 24 July 2020

*with the exception of A-level and degree results

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)	✓	✓	✓	✓
GSEC 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 14 August 2020 so that we can hold your place. A Level results due in August 2020 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. 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 **db@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.

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

As soon as you have been made an offer, you should register online via the GBG website (<https://gbg.onlinedisclosures.co.uk>) for an Enhanced DBS with Lists check. This is to ensure there are no records that may deem you unsuitable for a career in teaching.

Even if you have had a DBS check previously, you may still need one for this course. A previous DBS clearance will not cover you for your course of study at the University of Gloucestershire unless you are registered with the DBS Update Service. You must apply for a new check for every new employer/institution, and/or you should consider joining the DBS Update Service.

If you are in the DBS Update Service, you should email your DBS certificate to **db@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.

To complete your check 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 University of Gloucestershire regrets that it cannot accept liability for the costs of student DBS clearance checks. You will need to pay the cost of your Enhanced DBS through the GBG website once your documents have been verified. The cost is currently £54.40 for the check and there is an additional charge at the Post Office for documents to be checked

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: glos.ac.uk/study/undergraduate/pages/admission-to-the-university.aspx

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

Please make a note of your E-number as this will enable you to track the process of your application. 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 dbs@glos.ac.uk so that we can confirm your status online. There is no need to upload or send us your certificate.

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 would be undertaken in a UK-based school setting, working with the age group/subject area most related to your BEd/PGCE course.

It is your responsibility to contact a school of your choice and make arrangements to participate in a wide variety of tasks and events, if you choose to undertake pre-course school experience. 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 is optional but would 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 are available:

Primary applicants please see Form ITT 03.

Secondary applicants please see Form ITT 04.

Please email the completed form to teachertraining@glos.ac.uk

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:

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.

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 conditions 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 Surgery, 139 St George's Road, Cheltenham GL50 3EQ	
Relevant academic qualifications	Upload any documents that you did not bring to interview to your Student Portal. (eg GCSE Maths, English, Science and Degree)	
Suitability Declaration Form ITT 02	Complete and upload to your Student Portal	
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 24 July 2020, you should keep us informed via **teachertraining@glos.ac.uk**

Please keep us informed of any potential delays.

Admissions Office

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

