

ADMISSIONS POLICY

HANDBOOK 2019/2020

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# 1 Introduction

This policy statement aims to describe an effective and efficient process for the selection and admission of candidates for the initial teacher training programme, which is demonstrably equitable for all applicants. The basic tenets of the policy are that all candidates will apply through UCAS and that successful applicants will have been selected and interviewed by ITT primary/secondary leads or partnership consultants and colleagues from partnership schools. Successful applicants have to be capable of attaining appropriate levels across the QTS standards within the one-year.

## NMITTP aims

In brief we aim to develop outstanding teachers for our children and young people.

NMITTP works with a number of schools in North and Greater Manchester to provide salaried ITE places for existing members of the school work force and core training places across both primary and secondary phases. Building on an initial ‘school direct model’ the majority of our trainees continue to be employed by one of their placement schools and continue to flourish as teachers and leaders. The success of our trainees, recent NMITTP alumni and our school direct alumni is due to the likeminded approach of our partner schools. We want to ‘grow’ professionals who can engage our children and young people. It is imperative that we train teachers who can cope with complexity; presently all North Manchester and many Greater Manchester schools face high percentage of EAL learners, families facing social deprivation, international new arrivals and transiency.

Our recent Ofsted inspection in June 2017 and Dec 2017 (second part) graded NMITTPartnership SCITT as good.

# 2 Information for enquirers and applicants

NMITTP is committed to the provision of accurate and appropriate pre-entry information and support to prospective trainees in order to ensure that they are enabled to make an informed decision about whether to apply for a course.

We are committed to transparent admissions procedures. We publish selection criteria and processes in an information leaflet, ‘Getting into Teaching’ and on our website.

# 3 Admissions criteria

## 3.1 Fair admissions

NMITTP is committed to providing a fair admissions system, where applicants who are equally likely to succeed are equally likely to be offered a place on our courses. We are committed to providing a high level of applicant care and aims to ensure that decisions are made without undue delay.

## 3.2 Applicants who have additional support needs

Applications are welcome from people with additional support needs, and we operate procedures to ensure that such applications will be considered appropriately, and that applicants are provided with appropriate support for the application process and subsequent training.

## 3.3 Selection criteria at the application stage

1. In order to help prospective candidates assess their qualifications against the admissions’ criteria for training there is entry criteria available on provider website
2. All selected candidates must have attained a standard in English, mathematics and (for primary) science which is equivalent to a Grade C in GCSE examination.
3. All selected candidates will hold an honours degree from a UK university, or a qualification recognised as equivalent by a university.
4. NMITTP may request experience as a condition of an offer made if the candidate has not had recent experience in school prior to their interview.
5. All selected candidates will have a high- quality application and supportive references.
6. All applicants must have passed their Numeracy and Literacy Skills Test prior to starting the course.

## 3.4 Selection criteria at the interview stage:

Interviewers will select the best candidates who can show evidence of:

* potential to make an outstanding teacher and engage children/young people;
* appropriate subject knowledge;
* aptitude for the phase of education applied for;
* an ability to communicate effectively;
* an ability to reflect on the session taught identifying strengths and aspects to develop;
* an ability to articulate, using standard English, a thoughtful, informed response to questions;
* appropriate presentation, body language and eye contact;
* an understanding of safeguarding procedures;
* an awareness of the role of the teacher and current educational issues.

## 3.5 Assessing applications

**Applicants who have non- UK qualifications**

We welcome applications from students whose previous education has not included UK qualifications. Applications from international applicants will be assessed against the standard entry criteria; please consult NARIC to ensure that qualifications are compliant.

**Applicants who are returning to education**

We encourage applications from applicants returning to education after employment or other experience. These applications will be considered against the standard entry criteria of the course to which an application was made. We are confident that our entry criteria is transparent and enables all trainees fair access.

**Applicants who have additional support needs**

We welcome applications from people with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and subsequent study.

## 3. 6 Other requirements for admission

**Medical fitness assessment**

For Teacher Training programmes successful applicants are required to demonstrate medical fitness to practice. This will be completed via “Job Screen” processes. Applicants will be advised if these or any other conditions apply when an offer of a place is made.

**Criminal records check**

NMITTP complies with all safeguarding legislation and we aim to realise outstanding practice in the recruitment of teachers. The application process requires applicants to pass a criminal record check carried out by the Disclosure and Barring Service (http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/) and/or similar police check in their home country as their studies will necessitate interaction with children and/or vulnerable adults. Applicants will be advised if these or any other conditions apply when an offer of a place is made. Trainees are also required to submit a disqualification by association declaration.

**Prohibition Check**

Trainees must undergo a prohibition order check. This is separate to the DBS check, as people can be prohibited from teaching for actions or behaviours that would not lead to them being included on the DBS barred list. People such as unqualified teachers can be included on the prohibited list, not only those who hold QTS

**Overseas Police Check**

As part of our recruitment process, we undertake checks for applicants who have been overseas.  The threshold for an overseas police clearance is 3 months within the last 10 years.

**Fraud, omission and plagiarism**

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur the NMITTP reserves the right to dismiss the application, withdraw an offer of a place and/or revoke your registration. NMITTTP may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation.

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**Use of applicant data**

The information contained in each application will be used primarily for the purpose of processing the application and, where the applicant is admitted, it will become part of the applicant’s student record. All data is held and processed in accordance with the requirements of the Data Protection Act 1998.

**Fees and funding**

There is an expectation that core trainees will have sufficient funds to pay tuition fees and living expenses during their period of study.

**Feedback, appeals and complaints**

We aim to consider all applications fairly and effectively in line with our procedures. We provide feedback on request to applicants whose application, at the interview stage, has been unsuccessful to enable them to reflect on their progress through the application process. Feedback is usually given verbally by the phase lead or external consultant when requested by the applicant.

If applicants are dissatisfied with the outcome or treatment of their application, the concerns should be raised via a letter of complaint sent to the SCITT Director via the SCITT Administrator.

# 4 Admissions Procedure

1. All candidates will apply through the Universities and Colleges Admissions Service (UCAS).
2. All UCAS forms will be read independently by at least two members of staff. All forms that meet the minimum qualifications criteria will be forwarded to the shortlisting process. The shortlisting process is utilised if there are significant applications for a small number of placements. A decision grid will be completed for each application detailing reasons for decision (see Appendix A).
3. Suitable applicants, who demonstrate that they have fulfilled the requirements set out under the admissions criteria guidelines in Section 2, will be invited for interview. At this point we will start to complete the ‘successful application’ admission grid.(Appendix B) The letter or e-mail (see Appendix C) will be sent by the SCITT Administrator.
4. We do not offer SKYPE interviews, the applicant must attend a face to face interview.
5. The selection process, which takes place over the course of a half a day, comprises of a taught session (whole class and 30 min for a salaried route place or small group 8-10 students for 20 min for a training route), a face to face interview, a subject knowledge task (usually a recent GSCE paper) and an unseen written task.
6. All applicants will be interviewed by a panel comprising of the secondary or primary lead and a colleague from a partnership school.
7. Each applicant will have an oral interview which will last approximately 20-30 minutes and will comprise a standard set of questions. The set questions for the individual interviews are reviewed annually. Interviewers will be briefed on the questions and the anticipated responses as part of the pre-interview briefing Interviewers will record, in detail, the responses of applicants (see Appendix B).
8. Applicants who are unsuccessful at interview will be contacted as soon as is possible; the feedback will indicate the reason they were unsuccessful in the selection process. In addition applicants may, if they wish, receive more detailed oral feedback on the selection process. Their application forms will be returned to the UCAS, as soon as is possible, to maximise their chances of securing a place at their next choice institution.
9. Candidates who are successful at the interview stage will be informed usually within 36 hours and will subsequently receive a formal offer (Appendix D) and we be invited to a pre-course event in June . They will also be sent information relating to the procedures for dealing with disclosures from the Disclosure and Barring Service (DBS)
10. Marketing of the programme will be reviewed regularly for accuracy and will make it clear that all candidates will be treated in accordance with the guidelines laid out in this policy statement. Particularly attention will be paid to encouraging applications from under- represented groups such as ethnic minorities.

# 5 Roles and responsibilities

All staff with designated admissions responsibilities must be familiar with this Policy, and those associated procedures relevant to their areas of responsibility. All members of staff involved will adhere to the purpose, guidelines and processes outlined in this Policy statement. The University will provide admissions staff with appropriate guidance, training and support.

Specific responsibilities are described below:

## 5.1 SCITT Lead

***will:***

* Monitor this policy statement in consultation ITT Board
* Agree with partnership colleagues the detail of the format of the interviews and provide appropriate training and resources;
* Monitor the selection process and UCAS applications;
* Will review the administrator’s report on the recruitment and selection process via governing body report (September 2018).

## 5.2 Phase Leads

***will:***

* Lead the selection process;
* Arrange the timetable for phase interviews;
* Agree those candidates to be offered a place;
* Organise participation of partnership colleagues in the selection and admissions process
* Chair interview panels;
* Assist other members of the interview by introducing them to the process of interviewing for this programme;
* Make notes on candidates’ responses to the questions/tasks set.

## 5.3 Colleagues from partnership schools

***Colleagues from partnership schools/colleges will:***

* Be members of the interview panels;
* Make notes on candidates’ responses to the questions/tasks set;
* Assist in the decision making process of interviews.

## 5.4 SCITT Administrator

***will:***

* Help monitor all UCAS forms received;
* Forward all UCAS applicant details to the relevant phase lead;
* Send communications of rejection/invitation to interview;
* Send out communications correspondence in response to all enquiries regarding selection and admission to the programme;
* Monitor the progress of all UCAS forms and alert the phase lead to any problems;
* Assist in the organisation of rooms, equipment and hospitality arrangements for the panel interviews;
* Organise interview packs
* Send communications as appropriate to successful /unsuccessful candidates;
* Monitor applications received, applicants invited for interview, the rate of acceptance of places offered and keep the phase leads informed of recruitment figures.
* Help represent the partnership at external recruitment events.