

Postgraduate Admissions Statement

PGCE Education (Secondary)

Programmes Covered

This admissions statement applies to the following programme(s):

PGCE Education (Secondary)

Applicants should also refer to the relevant prospectus entry for further programme details.

This admissions statement should be read in association with the [University Admissions Principles and Procedures for Postgraduate Taught Programmes](#).

Faculty

Faculty of Social Sciences and Law

Admissions team and contact details

Student Services Office
School of Education
35 Berkeley Square
Bristol BS8 1JA

Email: ed-pgce@bristol.ac.uk

Telephone: +44 0117 331 4492

Website: www.bristol.ac.uk/education/study/initial-teacher-education/

Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1st October 2017 and 31st September 2018

Application deadline

Details of application deadlines for this programme are displayed on the individual programme page within the [University course finder](#).

Admissions criteria

Academic requirements

To be considered for admission to this programme, all students are required by the Department for Education to have:

- at least GCSE or 'O' level at grade C or 4 (if taken after summer 2017) or an equivalent overseas qualification in English and Mathematics;
- a degree (with a 2:2 or above) or an equivalent qualification, in a subject relevant to the proposed main teaching subject.

Applicants to the PGCE at Bristol are advised to book their skills tests as soon as they have made their UCAS Teacher Training application and confirm the date of the tests to us. Candidates will be at an advantage if they have passed the tests by the time they are interviewed.

NB: Equivalence tests for GCSEs will only be considered in exceptional circumstances. Such applications will be assessed and reviewed by the subject tutor, programme director and PGCE administration manager

For information on international equivalent qualifications, please see our [International Office website](#).

English language requirements for non-native English speakers

For applicants whose first language is not English, and whose full undergraduate degree was not taught in an English-speaking country, it is necessary to hold/achieve a minimum score in an approved English language test as specified in Profile E of the [University's English Language Requirements Policy](#).

Applicants do not need to have reached the required level of English language before applying. If necessary, English language will be included as a condition of offer.

Applicants have the option to undertake one of the University's Pre-sessional English courses. You can find information about the University of Bristol's Pre-Sessional English courses at the [Centre for English Language and Foundation Studies website](#).

Additional requirements

There are no additional requirements for this programme.

Application process

Online application form

Applications should be submitted online at the UCAS Teacher Training website:

www.ucas.com/ucas/teachertraining/apply-and-track. UCAS Teacher Training acts as the clearing house for admissions to Initial Teacher Education courses across the UK. Applications are welcome from all graduates and particularly those from groups currently under-represented in the teaching profession. There is a policy of equal opportunities in the selection process and all other aspects of the programme. Applications can be made from November and throughout the year. Universities and colleges will begin to consider candidates from November. Early application is advised in view of the demand for places in most subjects. If a candidate has a specific reason for applying for the course in Bristol it should be given on the application form.

Applicants should make every effort to choose the correct programme in the application form by reading the prospectus entry and admissions statements fully. Applicants should contact the relevant Admissions Team if clarification is required.

Documents required

The required documents for this programme are listed below. Applications may not be considered until all required documents have been uploaded to the application form.

Applicants who have already submitted an application can upload additional documents into the 'Post-submission uploads' section of the application form. Information about how to upload documents to an application form can be found in our [How to Apply FAQs](#).

Required documents for this programme are:

- Application via UCAS
- Two references, one of which must be academic if you have graduated within the last five years
- Personal statement
- Information relating to your secondary and higher education and the qualifications you've achieved so far
- or expect to achieve before the training programme begins
- List your school and work experience
- English language certificates if English is not your native language and your undergraduate degree was not in an English-speaking country (please see the English Language Requirements for a list of English-speaking countries).

Correspondence with applicants

Applicants will receive communication via email to the email address used to set up the application form account. Applicants should ensure the profile email address is kept up-to-date.

Selection process

Assessment of applications

All applications are considered in accordance with the [University's policy on equality and diversity](#). The University of Bristol upholds the principles of equality and diversity, respect and dignity. Candidates are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion or belief, disability, health or age.

Once a complete application has been submitted with all required supporting documents, it is considered by academic and professional services staff in the School. All applicants are subject to the entry requirements above. We also pay particular attention to your personal statement.

In some subject areas, we receive a high volume of good quality applications for a small number of places. In these areas, we may need to select applications for offer of admission from a high quality pool using the following criteria:

- Up to date awareness of teaching and learning in the subject
- Interest in and awareness of what working with young people in a school setting entails
- Critical analysis and ability to reflect on own 'performance' in work context
- Readiness to work in a professional working environment, including organisation
- Ability to communicate clearly and accurately in written English

Interviews

Interviews are required as part of the selection process.

The purpose of the interview is to assess whether the applicant currently has the necessary skills and capabilities to pursue the chosen postgraduate programme, and whether the programme is appropriate to the applicant's interests and aspirations.

It is not possible to conduct interviews remotely. All applicants are expected to travel to attend an interview.

All interviews are conducted by two members of staff, at least one of whom is trained in fair and effective recruitment techniques. All interviews are undertaken in accordance with the University's policy on equal opportunities.

Non-standard applications

We welcome applications from those with non-standard qualifications who can demonstrate knowledge, experience and skills developed in the workplace, or elsewhere, relevant to the programme of study. Please use your personal statement to provide further details.

Non-standard applications will be considered by the Admissions Tutor(s) for the programme on a case by case basis.

Decisions

Notification of decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. If there is a deadline by which applicants must accept an offer of admission, this will be stated in the offer letter.

Offers

Offers will typically be made in line with the academic requirements set out above.

Offers made may be conditional or unconditional. An unconditional offer will be made to successful applicants who have already met the conditions and provided evidence that conditions have been met. Where academic or language requirements have not yet been fulfilled, successful applicants will receive a conditional offer outlining the requirements that must be met.

If an applicant is not selected to receive an offer for the course to which they have originally applied, we may offer the opportunity to be considered for an alternative programme in a related subject area. In such cases applicants will receive an email notification providing any alternative course options and asking whether they wish to be considered for these. It may be necessary for applicants to submit additional documentation in order for the application to be fully considered for an alternative programme. Details of the documentation required can be found in the [admissions statement](#) for the relevant programme.

Deferrals

Deferrals are not permitted for this programme. Applicants are encouraged to re-submit their application for consideration following year.

Additional information

Extenuating Circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies you can submit an [extenuating circumstances](#) form as part of your application.

The information provided on the form will be treated confidentially, and will help us to fairly assess your academic performance in light of your circumstances.

ATAS

An ATAS certificate is not required.

Deposits

International self-funded students accepting a place on a taught postgraduate programme are required to pay a deposit of £1000. Further information is available on how to pay programme deposits. Further information will also be provided in the offer letter to successful applicants.

The deposit is non-transferable and non-refundable except under the circumstances outlined in the International Deposits Refund Policy.

Visa

International students coming to the UK to study full-time must apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

Sponsored Students

Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application. Sponsored students will also need to complete and upload the [sponsorship authorisation form](#).