

Postgraduate Admissions Statement

PGCE Education (Secondary)

Programmes covered

This Admissions Statement applies to the following programme(s):

PGCE

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

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Telephone: +44 (0)117 331 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 1 October 2018 and 31 September 2019.

Application deadline

Application deadlines can be found on the individual programme page within the [University course finder](#).

Admissions criteria

Academic requirements

Applicants must hold/achieve the following minimum qualifications set by the Department for Education:

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

You are advised to book your skills tests as soon as you have made your UCAS Teacher Training application, and to inform us of the test date. You will be at an advantage if you have passed the tests by the time you are interviewed.

Equivalence tests for GCSEs are only considered in exceptional circumstances. Such applications are assessed

and reviewed by the subject tutor, programme director and PGCE administration manager.

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

English language requirements for non-native English speakers

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

You 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.

There is an option to take one of the University's Pre-sessional English courses; details are available on the [Centre for English Language and Foundation Studies website](#).

Additional requirements

There are no additional requirements for this programme.

Application process

Applicants should apply through [UCAS Teacher Training](#).

Documents required

Required documents for this programme are as follows:

- **Two academic references (minimum).** References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant. At least one referee should be familiar with your academic work. If you graduated more than two years ago, or if professional experience is relevant to your application, a professional reference will be accepted in lieu of one academic reference. References must be written, signed and dated on official letter-headed paper from the referee's organisation and must include full referee contact details (postal address, telephone number and organisation email address). References supplied with a personal contact email address are only accepted in exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.
- **Degree certificate(s)** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.
- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must state their current average grade in the online application form.
- **Personal statement.** Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.

You should include the following details: your reasons for wanting to teach; evidence that you understand the rewards and challenges of teaching; your previous education and how you have benefited from it; experience of teaching (such as visits to schools, classroom observation or working as a teaching assistant); any other work with young people (such as helping with a youth club, working at a summer camp or running a sports team); the range of relevant abilities and skills you can bring to teaching (such as practical experience, managing people, working with or leading a team, communication skills); any reasons why there may be restrictions on your geographical mobility; why you want to study in the UK if you don't currently live here; and whether you have taken part in the

Department for Education's School Experience Programme (SEP) or Primary Experience Programme (PEP) (formerly organised by the National College for Teaching and Leadership).

- **English language certificates** are required from applicants whose native language is not English and whose full undergraduate degree was not taught in an [English-speaking country](#).
- **Curriculum vitae (CV)**. CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless specified above.

Optional documents

- **Additional references**. You are welcome to upload additional references, such as professional references from work experience in a related field and/or industrial placements, to further support your application.

Correspondence with applicants

We will correspond with you via the email address used to set up your application form account. Please keep this address up-to-date.

Selection process

Assessment of applications

All applicants are considered on an equal basis in line with the [University's Equality and Diversity Policy](#).

Once a complete application has been submitted with all required supporting documents, it is considered by the admissions team/admissions tutor(s).

In some subject areas, we receive a large volume of high-quality applications for a small number of places. In these areas, we may use the following criteria to differentiate between applicants:

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

Where an applicant has undertaken a transnational education partnership programme or top-up degree, meeting the minimum academic entry criteria will not automatically mean an applicant will receive an offer. For these applicants, admissions decisions will consider the academic history of the applicant alongside relevance of degree, and, if required, degree content, and performance in key modules.

Each applicant is considered both holistically on their own merit and in competition with the rest of the applicant cohort during the academic cycle.

Interviews

Interviews are required as part of the selection process.

Interviews are used to assess whether the applicant has the necessary skills and capabilities to pursue their chosen 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.

Interviews are normally 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 Equality and Diversity Policy](#).

Non-standard applications

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

Non-standard applications are considered by the programme admissions tutor(s).

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. Decision letters include any deadline by which you must accept an offer.

Offers

Offers are typically made in line with the academic requirements set out above. Offers may be set above or below this level in recognition of an applicant's relevant qualifications and experience. Offer levels may also be adjusted in response to the level of competition for places in that application cycle.

Offers may be conditional or unconditional. Unconditional offers are made to successful applicants who have met the admissions requirements. Successful applicants who have not yet fulfilled the academic or language requirements will receive a conditional offer outlining the outstanding requirements.

Successful applicants must undertake statutory health and Disclosure and Barring Service (DBS) checks to certify their fitness to teach.

Unsuccessful applicants may be considered for an alternative programme in a related subject area. In such cases, applicants will receive an email with details of the alternative options. You may have to submit additional documentation to be considered for an alternative programme. Please check the relevant [Admissions Statement](#) for details.

Deferrals

Deferrals are not permitted for this programme. Applicants who wish to defer should resubmit their application for consideration in the relevant 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.

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

ATAS

An ATAS certificate is not required for this programme.

Deposits

International self-funded students accepting a place on a taught postgraduate programme must pay a deposit of £1,500. Further information on [how to pay programme deposits](#) is provided in the offer letter as well as online.

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 must upload a copy of their sponsorship letter in the 'Post-submission uploads' section of the online application, and must also complete and upload the [sponsorship authorisation form](#).