

TEACHER TRAINING APPLICATION CHECKLIST

Our handy checklist will help you to prepare a successful teacher training course application. The better prepared you are, the more likely you are to secure your first choice.

1. FIRST STEPS - IS TEACHING RIGHT FOR YOU?

Before you even start writing your application, it's worth taking a bit of time to make sure that teaching is the right career for you. Here are some simple preparations to consider.

- Talk to teachers about teaching - they'll give you valuable insight into what the job is like.
- Arrange some work experience at a local school and see for yourself what life is like in the classroom, this is recommended by the universities. To do this, just get in touch directly with the school.
- Talk to teaching professionals at a careers event.

2. WHERE DO YOU WANT TO STUDY?

Whether you're going to embark on a four year course that leads directly to a teaching qualification or you're going to take a one year PGDE course following your degree course, take time to prepare.

- Start by registering with UCAS at www.ucas.com. For both types of teacher training course you'll need to apply through UCAS Undergraduate application system.
- Search 'teacher training' on UCAS and look carefully at all the options available.
- Compare all the course options and providers.
- Think carefully about practical matters like location and costs.

3. GET READY TO APPLY

There's much more to a successful teacher training application than simply filling in a form. If you prepare well, you'll be more likely to get a place on your first choice course.

- Check the submission date and give yourself plenty time to complete your form.
- Make sure you showcase your experience.
- Can you clearly articulate your reasons for wanting to teach?
- Can you talk about the qualities you have that will work well in the classroom?
- How do your previous studies and work experience relate to your chosen subject or age group?
- What did you learn on school experience placements to influence your application?
- How have you benefited from other experiences of working with children or young people?

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4. PERSONAL REFERENCES

Good references are an essential part of any successful application. Your references will be checked as part of the process so choose carefully.

- Double check the referee requirements for your chosen course and choose your referees carefully.
- Speak to your referees and make sure they're happy to give you a positive reference.
- Check that your referees will be comfortable completing the UCAS request online.

5. SUBMITTING YOUR UCAS APPLICATION

UCAS applications are submitted online. You'll start by creating an account before working through the various stages of the application form. You're allowed up to a maximum of five choices with no restriction to your choices in either university or primary or secondary teaching. Before you start, you'll need:

- Your full education history.
- Your employment history (both full and part-time jobs).
- A carefully crafted personal statement.
- Referee details.
- The application fee.

Remember to check your form over thoroughly for any errors or grammar and spelling mistakes. These could affect your application.

6. PREPARING FOR INTERVIEWS

After you've submitted your UCAS application, the next stage is personal interviews. It's worth noting that there is high demand for teacher training places and your interview is your chance to shine.

- Make sure you do your research before you go to the interview.
- What do you know about the school or university that will be leading your teacher education?
- Have you got copies of all your personal documentation, including examination certificates?
- Are you prepared for group tasks, discussions, short individual presentations, personal interview (either one-to-one or with a panel) or written tasks that could involve a literacy test and/or subject-based test?

GOOD LUCK!