

Application Guidance for PGCE Candidates

(Mae'r ddogfen hon hefyd ar gael yn Gymraeg)

The OU in Wales PGCE
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INTRODUCTION

These guidance notes have been created as a supplementary resource, to assist you when applying to study a PGCE at the Open University.

They will provide you with an easy-to-follow guide, to make the process as smooth as possible, so we'd encourage you to read these notes before submitting your application.

BEFORE APPLYING

STEP 1

The first step is to decide on which PGCE pathway you want to apply for, making sure that you meet the entry requirements for that pathway. We offer two phases, either Primary or Secondary. And we have different pathways available for you to choose from (subject to eligibility).

The Part Time Route offers student teachers some flexibility to gain part-time practical teaching experience in a school alongside other life commitments. This self-funded PGCE may appeal to those who wish to continue working on a part time basis or have childcare responsibilities, for instance. Across the two years, students must complete 120 days of school placements in a minimum of two schools, which we arrange.

The Salaried Route is designed for those who are already working in a mainstream school who have agreed to endorse them for the duration of the PGCE. On this route you'll be employed full time in a school in a non-qualified

teacher capacity across the two years, while also completing your academic studies. You'll also receive a salary from your school set at a minimum of point 1 on the unqualified teacher pay scale.

If you are not currently employed in a school but want to follow the endorsed route, then you could consider our Secondary unendorsed route. This is where we attempt to match successful secondary candidates with a suitable partner school, to endorse them. Though despite every effort is made, this is not always possible, and we cannot guarantee successful unendorsed candidates will be matched with a school. In these instances, candidates may instead be offered a place on the part time route (subject to availability).

Our Primary salaried pathway is limited to those who are already working in a mainstream school, and we do not offer the unendorsed PGCE for this phase.

Step 2:

Once you've chosen your preferred pathway, you will need to consider what and which age group of pupils you wish to teach. We currently offer the following age phases or subjects:

Salaried Route – Primary, Secondary: Maths, Science, Welsh, English, English with Drama, English with Media Studies, Design and Technology, Computing/ICT, Modern Foreign Languages.

Part Time Route – Primary, Secondary: Maths, Science, Welsh, English, English with Drama, English with Media Studies, Design and Technology, Computing/ICT, Modern Foreign Languages.

Step 3:

Now it's time to check that you meet the entry requirements for your chosen PGCE, or if you will need to gain some extra qualifications beforehand.

Candidates must meet the entry requirements either at the point of application, or by the summer before the PGCE is due to commence.

Qualifications	Entry requirements for Primary	Entry requirements for Secondary
Degree	Full UK honours degree in any subject (minimum 2:2 for the Part Time pathway)	Full UK honours degree which is at least 50% relevant to your chosen PGCE subject
GCSE English	Grade C minimum	Grade C minimum
GCSE Maths	Grade C minimum	Grade C minimum
GCSE Science	Grade C minimum	[not required]
All candidates must have the right to work and remain in the UK for the duration of the programme and may be asked to evidence this. Please note that we cannot assist international candidates with Visa sponsorship.		

If you are completing the final year of your degree, or if you don't currently meet the GCSE entry requirements, we can accept your application whilst you work towards these qualifications, subject to completing them before the start of the

PGCE. But it is mandatory that all candidates meet the entry requirements BEFORE commencing the programme and would otherwise be withdrawn.

Other Qualifications

We may be able to accept alternative qualifications to those listed in the entry requirements, if they are deemed as equivalent.

UK Qualifications – We can accept a variety of A Levels, iGCSEs, BTECs, and other accredited qualifications in place of ordinary GCSEs. If you hold such qualifications, please do note this in your application.

Overseas Qualifications – If you have completed qualifications outside the UK, we will need to check that they are equivalent to the UK qualification entry requirements. To do this, we will please require you to obtain an ENIC certificate, ensuring that your overseas qualifications are checked against the UK GCSE framework. This can be ordered from enic.org.uk.

If you don't currently hold these GCSEs (or equivalent)

We are not able to accept any equivalency tests or Essential Skills qualifications. If you don't currently meet the entry requirements, you may be able to re-take a GCSE at your local college or using an online provider, ensuring that the qualification is accredited.

If you have found a different accredited course but you are unsure whether we can accept it, please feel free to send us details and we can confirm whether we can accept it.

DURING THE APPLICATION FORM

Once you've checked that you meet the entry requirements, it's time to apply for your PGCE. Our PGCE programmes run in line with the academic year, and we can only accept entry once a year beginning in September.

Please note that the application form does not auto-save between sections.

For longer responses, such as your supporting statements, we recommend that you write this separately and then copy and paste your response into this form.

STEP 1

Language Preference – If you wish to complete any element of the PGCE in Welsh, please ensure you complete the Welsh language form.

Location – Our PGCE is only available in schools in Wales and Part Time students must reside in Wales on a full time basis. We can accept applications for the Salaried PGCE from those living in England, on the basis they agree to commute to their Placement school in Wales.

Personal Details – Take care to ensure all these details are correct.

Residency – If you don't have a British passport then you may be asked to provide evidence of your right to remain in the UK.

Programme Application – In this section you will need to choose which PGCE you are applying for. Please be reminded, we can only accept applications for the Primary Salaried PGCE from those who are already working in a school that

have agreed to endorse them. If you are currently working in a school, please be sure to include the relevant contact details for your employer.

DBS – You can note on your application here whether you have a DBS check.

Your Qualifications – Complete this section by noting the grades of qualifications you currently hold. Note that the GCSE table is only for GCSE qualifications, and not equivalents. If you have alternative qualifications that you think may be considered as equivalent, please use the box provided.

If you have completed any qualifications overseas, please list these in as much detail as possible in the relevant section.

If you are yet to graduate, please provide your predicted grade.

Supporting Statement – We want to see your passion for teaching and understand why you think teaching is the career for you. Your statement should be original and honest. When completing this section, we recommend that you write this separately and then copy and paste your response into the form to avoid losing your answers.

Language Competency – In this section you can let us know about your Welsh language competency. Please also let us know if English (or Welsh) is your first language, or if you have learned it as a second language and include your IELTS scores if you have sat this exam.

Equality and Data Reporting – Please complete this section as you would describe yourself, and if you do not wish to answer any question you can select this option.

Declaration – In this final section, please read through the questions carefully and confirm that you have read and understand the statements. If you have any questions regarding these, please don't hesitate to get in touch.

AFTER THE APPLICATION FORM

Once you've submitted your application, you will need to email us copies of your supporting documentation to Wales-PGCE@open.ac.uk, where a member of the team will review them alongside your application. This includes the following:

Documentation	Documents required for Primary candidates	Documents required for Secondary candidates
Degree	Degree Certificate	Degree certificate and transcript of University Modules
A Level certificates	[not required]	Yes
GCSE English	Yes	Yes
GCSE Maths	Yes	Yes
GCSE Science	Yes	[not required]
Photo ID	Yes	Yes
Proof of Name Change	If applicable	If applicable

Birth certificate	Yes	Yes
Candidates who do not have a UK passport will be asked to evidence their right to work and remain in the UK and should provide this with other supporting documentation.		

If you don't currently have these documents

If you are in the process of resitting or completing your qualifications, we can wait for these certificates as we understand that you won't have access to these yet. However, if you are successful with your application, we will require formal confirmation that evidences you having met all the entry requirements. These must be received by the summer in line with our registration deadlines.

If you have completed all your qualifications but no longer have access to your certificates, you can order a replacement from the examination board website. Additionally, we can accept an Electronic Letter of Confirmation, which can also be ordered from the exam board website (such as WJEC, Edexcel etc). If you are unsure which board, you sat your exams with, we'd recommend that you contact your high school, as they should have this information on record based on the year that you sat the exams.

If this isn't an option, then you will need to contact the exam boards individually to request your records. There is a guide on the Welsh Government website here which you may find useful: <https://www.gov.uk/replacement-exam-certificate> These replacements can take a few weeks to arrange, so we advise trying to obtain these as soon as possible if needed. Please note that we cannot accept any provisional results.

DBS

If you are successful with your application, you must ensure that you have a clear and valid DBS check in place, ready to start the PGCE.

If you currently have a DBS check, we may be able to accept this for your PGCE on the basis that:

- a) it is registered with the Update Service (this must be subscribed to by the individual within 30 days of certificate issue. To check if you have a subscription/if it is still active, please log into your Update Service Portal (crbonline.gov.uk)
- b) it is checked specifically against the Child Workforce
- c) it is an enhanced DBS check

If your DBS is not registered or if you don't currently have a valid DBS certificate, then we will please require you to complete a new DBS check for your PGCE, which we will provide you a link for after your conditional offer.

We hope this resource has been useful, but if you do still have further queries about how to apply for the programme, please don't hesitate to contact us at Wales-PGCE@open.ac.uk.

