



Academies Trust

Co-op Academies Trust School Direct ITT

Admissions Policy

2022 - 23

Working in association with Bright Futures SCITT



Admissions Policy

This handbook is designed to set out the procedures and practises of the School Direct ITT programme to ensure recruitment of trainee secondary, primary and early years teachers in a fair, equitable and transparent manner.

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Introduction

It is the goal of Co-op Academies Trust and Bright Futures SCITT to recruit people who are suitable to train to teach irrespective of their background and to ensure that the admission process is transparent, has minimal barriers to entry, is based on merit and potential, is fair with regard to diversity, professional in its nature and reliable.

The recruitment process must follow these key points:

- The recruitment process must be long enough to be fair and open to applicants of all protected characteristics and backgrounds.
- The SCITT and all parties involved in recruitment and selection must ensure that candidates meet the entry requirements as described in the Department for Education's ITT criteria.
- Recruitment must be high quality, open and transparent as well as being open to inspection by Ofsted. All documentation must be recorded and archived.

Co-op Academies Trust and Bright Futures SCITT are committed to the fair treatment of applicants and students, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. Co-op Academies Trust and Bright Futures SCITT also extends this fair treatment to include responsibilities for dependants, or offending background.

Co-op Academies Trust and Bright Futures SCITT actively promotes equality of opportunity and welcomes applications from a wide range of candidates. Applicants are selected on the basis of their skills, qualifications and experience, having regard for the requirements of the programme.

Notes for the application and selection process

- All selection events must be designed to meet the 56-day DfE window of application.
- Co-op Academies Trust must ensure that applicants meet the criteria for entry as stated on page 3.
- The interview panel should consist of a minimum of two people.
- The formal offer through the DfE Apply portal must be made by a designated member of Co-op Academies Trust.
- Any formal offer must be supported by an offer letter which sets out the conditions as stated in the DfE Apply formal offer, including candidate strengths and areas of development prior to the course.
- All candidates must be made aware of the government requirements that applicants for ITT courses must meet the Fundamental Proficiencies in English and Mathematics before the recommendation of QTS can be made.
- Course designations:
 - Co-op Academies Trust courses provided are Primary 3-7, Primary 5-1, Primary SEND and Secondary 11-16. All award Qualified Teacher Status.
 - The QTS courses include a PGCE awarded by the University of Manchester.

Selection Criteria

Academic Selection Criteria

In order for the selection process to be both fair and transparent, candidates must be selected against clear selection criteria which are published on the Co-op Academies Trust and Bright Futures SCITT website and presented below. Acceptable standard equivalencies to GCSE grade C or above can be found in Appendix A on page 7.

- All candidates must have achieved a standard equivalent to a grade 4 or above in GCSE English and Mathematics.
- All candidates for the Primary courses must have achieved a standard equivalent to a grade 4 or above in a GCSE Science subject.
- All candidates must have achieved a standard equivalent to at least 3 GCSE grades of 4 or above.
- All candidates must hold, on entry to the course, a first degree from a UK higher education institution or an equivalent qualification. Co-op Academies Trust prefers candidates on the PGCE/QTS programmes to hold a 2.2 honours degree or better. Overseas equivalents will be acceptable and, where necessary, Co-op Academies Trust will make use of NARIC or HEI providers in confirming the equivalence of prior qualifications.

Secondary Subject Degree Requirements

- **English**
 - A degree containing 25% content in English Language, English Literature or Linguistics.
 - Candidates who have a strong A-level in either English areas but less than 25% of their degree course in English might be required to complete a subject knowledge enhancement course prior to beginning their course.
 - We will consider applicants who have an A-level in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.
- **Mathematics**
 - A degree containing 25% content in Mathematics or a highly mathematical subject such as Physics or Engineering.
 - Candidates who have a strong A-level in Mathematics, but less than 25% of their degree course in Mathematics, might be required to complete a subject knowledge enhancement course prior to beginning their course.
 - We will consider applicants who have an A-level in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.
- **Biology**
 - A degree containing 25% content strongly related to Biology.
 - Candidates who have a strong A-level in Biology but less than 25% of their degree course in Biology might be required to complete a subject knowledge enhancement course prior to beginning their course.
 - We will consider applicants who have an A-level in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.
- **Chemistry**
 - A degree containing 25% content strongly related to Chemistry.
 - Candidates who have a strong A-level in Chemistry but less than 25% of their degree

course in Chemistry might be required to complete a subject knowledge enhancement course prior to beginning their course.

- We will consider applicants who have an A-level in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.

- Computing

- A degree containing 25% content strongly related to computing

- Candidates who have a strong background in computing but less than 25% of their degree course in computing might be required to complete a subject knowledge enhancement course prior to beginning their course.

- We will consider applicants who have an A-level in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.

- Physics

- A degree containing 25% content strongly related to Physics.

- Candidates who have a strong A-level in Physics but less than 25% of their degree course in physics might be required to complete a subject knowledge enhancement course prior to beginning their course.

- We will consider applicants who have an A-level in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.

- All other subject areas offered

- A degree containing 25-50% content strongly related to the subject area.

- Please note where a subject knowledge enhancement course is available it might become a requirement prior to beginning the course.

Non-academic Selection Criteria

- Candidates must provide a well written, relevant and convincing personal statement.

- Candidates must provide two supportive references preferably including one academic reference from a University tutor or from someone working in education.

Co-op Academies Trust recognises that this is not always possible and in the case of mature applicants two professional references are acceptable. Where possible, these should be supplied from a work email address.

The Assessment of Applications

For all of the ITT courses, Co-op Academies Trust aims to offer places to those eligible applicants who best meet the selection criteria and are judged to have the most potential to become a good or outstanding teacher by the end of the course.

Applicants with Non-UK Qualifications

Co-op Academies Trust welcomes applicants whose previous education does not include UK qualifications. Applications from international applicants will be assessed against the same entry criteria as all other applicants. Where necessary, Co-op Academies Trust will consult NARIC or HEI partners for guidance on equivalent overseas qualifications.

Applicants Who May Require Additional Support

Co-op Academies Trust welcomes applications from people with additional support needs. Any candidates with additional support needs will be considered equally, and appropriate support will be put into place for the application and selection process.

The Application Process

All provider course applications for QTS must be made through the DfE apply portal and are subject to the criteria as stated above.

Additional Admission Requirements

Beyond the academic and non-academic selection criteria listed above, there are other specific requirements that must be met before entry onto an Initial Teacher Training Course.

Criminal Records Check

Applicants who have been out of the UK for more than six months within the last three years or more than 12 months in the last ten years will need to undergo an overseas police check. Applicants who have been travelling through a series of countries (e.g. during a gap year) will need to supply a police check for any countries where they have continuously spent more than three months.

Applicants who have gained UK citizenship (verified through e.g. a passport) will have undergone the “test of good character” but will still undergo an overseas police check if they have been out of the UK for more than six months within the last three years or more than 12 months in the last ten years.

All non-UK national applicants who have lived in the UK for less than ten years will undergo an overseas police check for any country that they have worked or been resident in. In addition, applicants will be subject to a check of the prohibited teachers lists. Co-op Academies Trust recognises that criminal record checks are not available for all countries and that a candidate may have lived or worked in one of these countries. Where this is the case, Co-op Academies Trust will consider any other suitable additional checks to verify the candidate’s suitability or carry out an appropriate risk decision as they deem appropriate.

Health and Physical Capacity to Teach Assessment

All successful applicants are required to demonstrate that they have the health and physical capacity to teach and will not put children and young people at risk of harm. Applicants are required to complete a questionnaire to assess this. Applicants may be required to undergo an occupation health interview either by telephone or face-to-face following this assessment.

Tier 4 Student Visa

Applicants who are not British citizens or a citizen of one of the EEA (European Economic Area) countries will need a visa to study in the UK. More details can be found at <http://www.ukba.homeoffice.gov.uk/>

Candidates Guilty of Falsification

Applicants must not omit any requested or relevant information, make any form of misrepresentation or give false information at any point in the application and selection process as well as during the course. Applicants found to have done this must recognise that Co-op Academies Trust reserves the right to withdraw the offer of a place or remove a trainee from a course. If necessary, Co-op Academies Trust will notify the appropriate external organisations regarding this matter.

Appeals Against Application Decisions

Introduction

Applicants will be able to appeal against application decisions. There are three stages to any appeal. It should be noted that the dispute of academic or professional judgements is not possible under the appeal system. However, applicants may appeal on the grounds that:

- a) There has been a procedural irregularity. A situation where the applicant believes that Co-op Academies Trust has not adhered to its own stated policy and procedures.
- b) The emergence of new material which may have affected the decision. It must be made clear by the applicant as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered as new information.
- c) Evidence of bias or prejudice.

Any formal appeal must be submitted, in writing, by the applicant or by someone to whom the applicant has given written consent to appeal on their behalf.

The Process

Informal appeals

Stage 1: Written feedback. All unsuccessful candidates will have received feedback on their application. For those candidates unsuccessful at the point of application, this information will be put onto the DfE Apply portal. For applicants who are unsuccessful after interview, written feedback will be sent in the form of an email detailing the candidate's strengths and areas for further development for future applications. Further feedback can be given to clarify the reasoning. This feedback may be given in person, by telephone or in writing.

Stage 2: Formal appeals. Any applicant who wishes to lodge an official complaint or appeal against a decision is asked to do so, in writing, within 15 working days of the application decision. Co-op Academies Trust's Head of ITT will respond following an independent appeals panel. The appeals panel will be comprised of experienced interviewers not involved in the original selection process. Co-op Academies Trust's Head of ITT and the independent appeals panel will normally respond within 20 working days from receipt of the appeal.

Stage 3: Should the applicant be able to clearly demonstrate that the independent appeals panel has not addressed the grounds of the appeal or has not fully understood the appeal, the applicant must contact the Co-op Academies Trust's Head of ITT, in writing, within 15 working days of the stage 2 decision. Co-op Academies Trust's Head of ITT will pass the complaint on to an external assessor who will assess the argument and pass a decision on the grounds for the appeal. At completion of this decision, the applicant will be issued with a Complaints of Procedures letter making the decision final.

If the appeal is successful, the applicant will be allowed entry on to the course.

Appendix A: GCSE Equivalent Qualifications

At present the Department for Education does not provide a list of qualifications that can be considered equivalent to the GCSE examinations in English, mathematics and science. It is the standard and not the qualification that matters and so when Co-op Academies Trust decides on equivalency we look for evidence that a qualification is of a standard equivalent to GCSE grade C/grade 4 not only in terms of its level, but also in terms of its breadth. This is why we accept only certain qualifications.

Unacceptable Qualifications

- Level 2 Key skills/Functional Skills in application of number and communication.
- Certificates in adult literacy and numeracy.
- Modules in Foundation Degrees (or any other degree course).
- City and Guilds.
- Any other equivalency tests with the exception of those provided by HEIs.
- International Diploma/Certificate "Higher or subsidiary level in English language at grade 4 or above".
- A-level/AS-levels (although they are a higher level the qualifications do not cover the breadth of a GCSE).
- ONC/OND.
- BTEC: Any first, national or higher national certificate or diploma in English.
- University of Cambridge English for speakers of other languages Certificate of English language skills (Higher).
- Any qualifications not listed as acceptable on the English Language requirements- International Document.

Common GCSE Equivalent Qualifications

Below are the acceptable grades from GCSE, CSE and O Level

GCSE Grade, 2017	GCSE Grade, pre 2017	CSE Grade	O Level		
			1975 onwards	Pre 1975 (numeric)	Pre 1975 (alphabetic)
9	A*				
8					
7	A		A	1	A
6	B			B	2
5		3			C
4	C	1	C	4	
				5	D
				6	E

We also accept GCSE equivalent qualifications provided by UK HE institutions and international qualifications which are considered GCSE A-C (grade 9-4) comparable on NARIC.

GCSE English – Suitable equivalent qualifications

Common Qualifications:

- GCSE English Language, grade A*-C or grade 9-4.
- Level English, grade A-C or 1-3.
- CSE English, English language or English studies, grade 1.

Scottish Qualifications Authority:

- National 5, Intermediate 2, Skills for Work National 5.
- Standard Grade – Credit Level.

Irish Republic awards:

- In or after 1975, leaving certificate in English language at grade C or above (ordinary) or at grade D or above (higher), Level 4 certificate.

European baccalaureate:

- A score of 6/10 or higher is acceptable in place of GCSE grade C.

International baccalaureate:

- Standard or Higher Level English Language Syllabus A at grade 4 or above.
 - Standard or Higher Level English Language Syllabus B at grade 5 or above.
 - International Baccalaureate (IB) Standard or Higher Level English Language and Literature combining at grade 5 or above.
 - International Baccalaureate (IB) Standard or Higher Level English Literature at grade 5 or above.
- University of London Examinations and Assessment Council:
- Certificate of attainment in English at level 4 or above.

IGCSE:

- IGCSE in English language C+/4+

English language proficiency tests:

- IELTS: an overall mark of 6.5 and no section below 5.5.
- TOEFL: Score of 4.5 (scale 1-6) in written test, total score of 575 (paper based). o TOEFL: Score of 20 (scale 0-30) in written test, total score of 90 (internet based). o Pearson PTE: Score of 62 (writing 61).

Cambridge ELA:

- Cambridge English: Advanced (Certificate in Advanced English).

GCSE Maths – Suitable equivalent qualifications

Common Qualifications:

- GCSE Mathematics, grade A*-C or grade 9-4.
- GCSE Additional Mathematics, grade A*-C.
- GCE O-level Mathematics (only), grade A-C or 1-3.
- CSE Mathematics, grade 1.
- O-level or AO-level in additional mathematics, grade A-C.

Scottish Qualifications Authority:

- National 5, Intermediate 2, Skills for Work National 5.
- Standard Grade – Credit Level.

Irish Republic awards:

- In or after 1975, leaving certificate in mathematics at grade C or above (ordinary) or at grade D or above (honours), Level 4 certificate.

European baccalaureate:

- A score of 6/10 or higher is acceptable in place of GCSE grade C.

International baccalaureate:

- Higher or subsidiary level in mathematics at grade 4 or above.

IGCSE:

- IGCSE in mathematics.

GCSE Science – Suitable equivalent qualifications

Common Qualifications:

- GCSE in Science, Physics, Chemistry, Biology, Additional Applied Science at grade A*-C or grade 9-4.
- GCE O-level in Science, Physics, Chemistry, Biology at grade A-C or 1-3.

- CSE in Science, Physics, Chemistry, Biology at grade 1.

Scottish Qualifications Authority:

- National 5, Intermediate 2, Skills for Work National 5.
- Standard Grade – Credit Level.

Irish Republic awards:

- In or after 1975, leaving certificate in mathematics at grade C or above (ordinary) or at grade D or above (honours), Level 4 certificate.

European baccalaureate:

- A score of 7/10 or higher is acceptable in place of GCSE grade C (according to equivalence sheet). International baccalaureate:
- Higher or subsidiary level in science at grade 4 or above.

BTEC

- BTEC Diploma Level 2 in Science/ Applied Science.
- BTEC First (also known as BTEC Extended Certificate) in Science/Applied Science.
- BTEC National Level 3 in Science/Applied Science.

IGCSE:

- IGCSE in science (double award).
- IGCSE in biology, chemistry or physics.
- IGCSE in physical science, coordinated sciences or combined science.

Advice for applicants who do not have a GCSE

Applicants who do not have a GCSE or other suitable qualification are advised to take a GCSE or HEI equivalency test as a private candidate