



UCAS Teacher Training

Admissions Guide

2018

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Registered charity number: 1024741 (England and Wales) and SC038598 (Scotland)

Publication reference: MD-2285

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Copies of this publication can be downloaded from www.ucas.com/providers/teacher-training/guides-and-resources.

For further information about the UCAS Teacher Training application process for providers go to www.ucas.com/providers/teacher-training.

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Changes to the UCAS Teacher Training scheme for 2018 entry

Capitation and application fees

The training provider's capitation fee has increased from £22.77 to £25 for each successfully placed applicant. There is no change to the application fee for the 2018 cycle.

Criminal conviction declaration in Apply 2

When applicants add choices to their original Apply 1 application, they are asked to declare if they have any spent or unspent convictions, or other punishments that would show up in a criminal record check.

In previous cycles, this question was not presented when an applicant added an Apply 2 choice. The question is now available in Apply 2 for applicants to declare whether or not they have any spent or unspent convictions.

Key information

Helping applicants with applying

- We provide general advice to applicants on references (see section 2.1). If you have specific requirements around references, please use your Entry Profiles to communicate these to applicants.
- Please remember when applying, applicants are not asked to place their choices in preference order.
- If you cannot consider an applicant, you must respond to their application as quickly as possible to allow them to continue their application with minimal delay.
- If you have any additional entry requirements (i.e. A levels), you should use your Entry Profiles to notify applicants.
- When setting your GCSE requirements please ensure you have fully considered the restrictions this may place on the applications you receive.

Managing your applications

- You must consider all applications you receive while your training programmes are open. At the beginning of the cycle, this means all applications received in the first 14 days **must** be considered.

- You must keep your programme information as up-to-date as possible. You must update your vacancy status for programmes you are no longer recruiting to.
- You must not request details of any applications for training programmes you do not offer or accredit.

Decision-making

- When making an offer, please carefully consider whether your offer should be conditional or unconditional. Once an applicant accepts an unconditional offer, you are committed to providing a place on that training programme, for that date of entry, and at that training location or campus. Any changes can only be made with the applicant's full agreement.
- Conditional offers should not include conditions that are outside of the applicant's control. In particular, an offer cannot be made conditional on a successful interview.
- We record reject by default (RBD) decisions for applicants where training providers fail to make decisions during the specified working day period. As a training provider, you are responsible for making a decision about every application sent to you.
- Where an applicant has been unsuccessful in their application to you, we strongly encourage you to provide feedback.
- Applicants have ten working days to make a decision once they have received all of their offers. You must not contact applicants after making your offer to ask them for a reply. You must not request that an applicant withdraws from any other choice in order to take up your offer.



Section 1

Welcome to UCAS Teacher Training

Section 1 – Welcome to UCAS Teacher Training

You're now part of the admissions service to postgraduate teacher training in England and Wales.

This guide explains key aspects of the admissions process, including:

- applying
- making decisions
- replies and Confirmation
- making changes

We recommend you take a good look through this document as soon as possible, to make sure you understand your responsibilities as a training provider. Also, please review the accompanying appendices, where you'll find UCAS' contact details and other useful information.

1.1 Scope of the scheme

UCAS Teacher Training looks after the admissions services for the following full-time, part-time, modular, and non-modular types of training programmes:

- One-year professional graduate and postgraduate training programmes based in HEPs or SCITTs.
- School Direct (tuition fee) and School Direct (salaried) training programmes.
- Two-year subject conversion courses.

Applicants who successfully complete these training programmes are eligible for the award of Qualified Teacher Status (QTS) in England and Wales. They may also lead to:

- Postgraduate or Professional Graduate Certificate in Education (PGCE) in England and Wales
- Postgraduate Diploma of Education (PGDE) in England

1.2 Training and support

If you need additional guidance, there are a number of online support materials available in the UCAS Teacher Training providers' area of our website at www.ucas.com/providers/teacher-training.

1.3 Charges for using the scheme

Customers of UCAS Teacher Training are liable for the following charges:

Joining fee

There is an initial one-off fee to join the UCAS Teacher Training scheme, which is currently £500 plus VAT*. This fee is solely and exclusively for the initiation, set-up, and other administration costs involved in setting up your account with the scheme. Returning training providers do not have to pay a joining fee.

Capitation fees

You must pay a capitation fee to UCAS for each trainee recruited through the UCAS Teacher Training scheme – this is currently £25* + VAT.

*All fees are subject to an annual review.

1.4 Access criteria

Continued use of the UCAS Teacher Training scheme is dependent on you as a training provider:

- actively using the system to process applications
- providing training programmes as specified in section 1.1
- recruiting all applicants through the UCAS Teacher Training scheme for all the training programmes offered under UCAS Teacher Training, except where an applicant has already been recruited through a different admissions scheme
- agreeing that UCAS can share application data relevant to the training provider with the National College for Teaching and Leadership (NCTL)



Section 2

Applying

Section 2 – Applying

2.1 How do candidates apply?

Applications will be made through UCAS Teacher Training using the 'Apply' system, which can be found on our website at www.ucas.com/ucas/teacher-training/login.

Applicants begin by registering their details, then choosing where, when, and how they plan to study.

Obtaining references

Applicants need to provide details of two referees – UCAS Teacher Training obtains each reference as part of the application process¹.

Applicants will be given the following referee advice:

- If they are still at university, or gained their degree within the last five years:
 - One reference must be from someone at their university or college who can comment on their academic ability and potential as a teacher.
 - The other reference can be from someone who knows them from work or who can comment on their character and potential as a teacher.
- If they are applying for a School Direct (salaried) route:
 - At least one reference should be from an employer. If they're self-employed and unable to provide a reference from a former employer, the referee should be someone who knows them from work, who can comment on their work and suitability for teaching.
 - If they left university more than five years ago, they can choose two referees who know them from work, or who can comment on how suitable they are for teaching. They can still use an academic referee if they think it is suitable.

Once the application has been received and processed by UCAS, it is made available for training providers to consider.

UCAS cannot check the validity of information provided by applicants. You must arrange your own checks on fee payer status and examination results.

Fraudulent applications

All applications are checked against our databases for evidence of fraud, and personal statements are vetted through our similarity detection service

If an applicant has omitted any compulsory information, or has given false information, you are entitled to withdraw or amend your offer. In these cases, you must give full details to the UCAS Verification Team so they can inform other training providers (01242 545 494).

See Appendix F for more information.

Criminal record disclosure

An Enhanced Disclosure Check is required for entry to Initial Teacher Education or Training. We ask applicants to confirm that they agree to a check by the UK Disclosure and Barring service, and advise them that not doing so may delay the application process.

As training providers, it is your responsibility to arrange your own checks, and applicants are advised that they cannot start a training programme until a check has been carried out.

The application itself contains two questions referring to the disclosure of criminal convictions.

- The first asks if applicants agree to a Disclosure and Barring Service check.
- The second refers to training programmes leading to professions or occupations that are exempt from the Rehabilitation of Offenders Act (1974), and requires applicants to disclose information regarding any spent or unspent convictions or any past criminal activities.

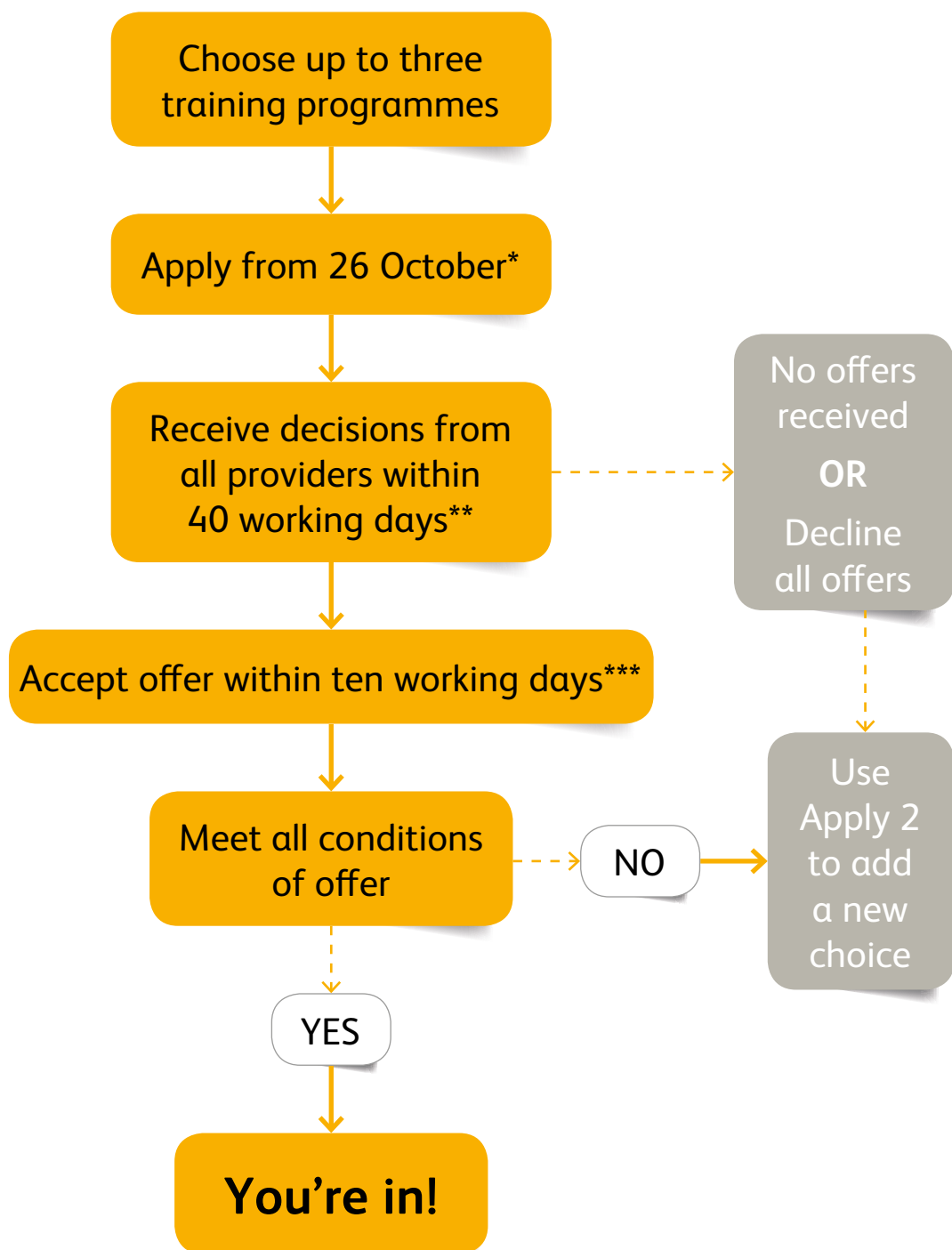
The codes used are:

Code	Definition	Explanation
D	Declared	Has declared a criminal conviction.
U	Undeclared	No criminal convictions.
X	Not presented	Applicant was not asked this question when the choice was added.

Note: This criminal record disclosure question is not presented to an applicant when they substitute a training programme in Apply 1.

¹ Under the Data Protection Act, applicants can request a copy of their references and any other personal information held by us.

Apply 1 – Applicant experience



*All dates may be subject to change.

**UCAS Teacher Training reserves the right to reduce the number of working days available to training providers to make a decision on applications received. Training providers will be notified of such changes by email to their registered UCAS Teacher Training Correspondent.

***UCAS Teacher Training reserves the right to reduce the number of working days available to applicants to make a decision on offers received. Applicants will be notified of such changes by email, and a notification will be placed on ucas.com.

2.2 Apply 1 and 2

Applicants have two opportunities to secure a place – Apply 1 and Apply 2. The application fee for 2018 is £24, which covers both Apply 1 and 2.

Apply 1

This is the first application route, which allows applicants to apply for three training programmes simultaneously.

- Applicants can choose up to three open training programmes at a time. **Applicants are not asked to place choices in any preference order.**
- Training providers can open and close training programmes throughout the year to control the number of applications they receive.
- Training providers must consider all applications received while their training programmes are open.
- You can set your training programme to **No vacancies** in web-link once it has been open for at least 14 days from the start of the application cycle. For more information see paragraph 5.8.

Invisibility of choices

During Apply 1, training providers will only be able to see the details of applications made to their training programmes, and the training programmes they accredit. Invisibility ends once all Apply 1 decisions have been made by training providers and an applicant has replied to any offers made.

You **must not** request to see details of any applications for training programmes you do not offer or accredit until the applicant has received decisions from all their choices and replied to any offers (if applicable).

If these applications are unsuccessful, or the applicant does not accept an offer, they can still secure a training programme place through Apply 2.

Apply 2

- Applicants have the opportunity to make as many applications as they want, but can only apply to one training programme at a time.
- Entry to Apply 2 depends on individual circumstances, so applicants enter at different times.
- Training providers must consider all applications received while their training programmes are open

- **An Apply 2 choice will always be shown as a fourth choice, even if the applicant has not used all three choices in Apply 1.**

2.3 How do applicants monitor their progress?

Once an application has been sent and processed, applicants can use our Track system to manage their details and follow the progress of their application.

2.4 Can applicants cancel their application?

Under consumer protection legislation, applicants have the 'right to cancel' their contract with UCAS. They can do this by calling our Customer Experience Centre within 14 days of the date on their welcome email, and will receive a full refund of their application fee.

After 14 days, an applicant can completely withdraw their application but will not receive a refund of the application fee.

2.5 Can applicants change choices?

An applicant can change/substitute choices in Apply 1 – once per choice – within seven days of applying. This includes decline by default (DBD) decisions. In Apply 2, an applicant can replace the current choice with another, if they change their mind.

² All dates may be subject to change.

³ Until they accept a single offer.

Apply 2 – Applicant experience

Apply 2 is available if the applicant has been unsuccessful in Apply 1, or has declined their Apply 1 offers.



*All dates may be subject to change.

**UCAS Teacher Training reserves the right to reduce the number of working days available to training providers to make a decision on applications received. Training providers will be notified of such changes by email to their registered UCAS Teacher Training Correspondent.

***UCAS Teacher Training reserves the right to reduce the number of working days available to applicants to make a decision on offers received. Applicants will be notified of such changes by email and a notification will be placed on ucas.com.



2.6 What you are responsible for

Setting up your training programmes

Accurate, up-to-date details of training programmes offered by new and returning training providers must be provided before the start of each application cycle. This is done through our web-link system.

If you are a new training provider, we will send you the passwords needed to access our secure information systems once we have received a completed joining form.

If you do not set up your training programmes, NCTL may not allocate any places to your training provider.

Training providers should also create Entry Profiles to give applicants more information about the provider and their training programmes.

Find out more in the Set-up Guide and Entry Profiles Guide. You can also find examples of Entry Profiles on our website.

Deciding when to receive applications

As a training provider, you can choose when to receive applications by opening and closing your training programmes within certain parameters.

- You can choose to accept applications from when Apply goes live, or from a later date, but you'll need to tell UCAS when you want to start receiving applications from. There are set dates to choose from in web-link – you'll find them when setting up your training programmes.
- When you choose to open applications for a training programme for the first time in a cycle, you must keep it open for a minimum of 14 days. There is no minimum opening period for subsequent openings. **All applications received while your programme is open must be considered.**
- You can leave training programmes open as long as you like, but you **must** close them when the training programme has no vacancies.
- You can open and close a training programme as many times as you want during the cycle.

Minimum entry requirements

There are essential requirements that all applicants must meet in order to qualify for consideration for training programmes. However, training providers can apply additional requirements. It is your responsibility to decide whether an applicant's knowledge of English

and mathematics (and science, if applicable) are acceptable for training programme entry, taking into account the national minimums set out below.

We will not make applications available if you have discontinued or closed a training programme, or if the applicant does not meet your minimum GCSE or equivalent qualification requirements for consideration. These requirements are specified when you create a new training programme in web-link.

It is possible to change the entry requirements while a training programme is open, but we recommend you minimise any changes to avoid confusion to applicants.

As you're responsible for your own recruitment and admissions policy, please do not refer applicants to UCAS for qualifications advice.

In all cases, where entry requirements are referred to, if applicants don't hold the specified award and grade (e.g. a GCSE grade C in English), they must hold a recognised equivalent qualification, or be able to demonstrate the subject knowledge required to obtain this level of qualification. If applicants gain GCSEs with the new numerical grading (9 – 1), they will need to achieve equivalent to the alphabetical grades mentioned above.

2.7 Studying in England

To begin a teacher training programme in England, all applicants should hold:

- a degree awarded by a UK higher education provider (or recognised equivalent qualification)
- at least a grade C or 4 in GCSE English and mathematics (or equivalent)

Applicants for primary or middle years training programmes must also hold a grade C or 4 or above in GCSE science (or equivalent).

All trainee teachers who start initial teacher training programmes in England must pass the Department of Education's professional skills tests in numeracy and literacy before they can start a training programme. For further information about these skills tests, visit the Department for Education's website at [getintoteaching.education.gov.uk/passing-the-skills-tests](https://www.getintoteaching.education.gov.uk/passing-the-skills-tests).

2.8 Studying in Wales

To begin a teacher training programme in Wales, all applicants should hold:

- a degree awarded by a UK higher education provider (or recognised equivalent qualification)
- a GCSE at grade B or 5, or higher in English and mathematics (or equivalent)

Applicants for primary training programmes must also hold a grade C or 4, or above in GCSE science (or equivalent).

2.9 Printing copies of applications

Training providers can print copies of applications for their training programmes. There are two options to do this in web-link.

1. On an applicant's **Overview** page, there is the option to download and print a PDF of the application.
2. From the **Main Menu**, select **Training Provider Information Menu**, then **Copy Form batch details** to access daily batches of your copy forms. You can download and print a PDF of the whole batch of applications.

Batches of copy forms are listed by their batch date and are available as individual PDFs and as a single PDF of all applications. Header sheets, a summary report, and programme report are also included as PDFs in each batch.

Batches of new applications are processed each evening and made available to training providers early the next weekday morning.

Whichever option you use, it's important to remember that some applicants enter more information in one of the sections of their application – for example, details of their qualifications in the education section – than the space on the copy form can accommodate. When this happens, there will be information missing, and a tilde '~' will also be displayed.

2.10 If applicants apply too late

It's still possible to offer 2018 places to applicants who approach you too late to make a normal application, but have been assessed, and are deemed qualified for training programme entry.

In these cases, you need to enter a Record of Prior Acceptance (RPA) for these applicants in web-link.

- Print out a blank RPA form and give it to the applicant with instructions for completion.
- Enter all the information into web-link and send us the RPA form online from 1 July 2017.
- Keep the completed hard copy the applicant filled in, as a declaration of their commitment.
- The final date for sending completed RPAs to us is 30 September 2017.
- You must not send completed paper RPA forms to us.

By submitting an RPA, you are confirming the applicant has secured a place. This means you'll need to have confirmed their educational achievements and ensured all the relevant criminal records, health, and entry requirements checks have been made.

We will record these applications as unconditional firm offers (code UF in web-link), send online confirmation to you, and a Confirmation letter to applicants.

There is no application fee to the applicant for processing RPAs, but we do charge you the standard capitation fee for each accepted applicant – £25 + VAT.



Section 3

Making decisions

Section 3 – Making decisions

3.1 Receiving applications

Once each application has been received and processed by UCAS, it is made available in web-link, odbc-link, and xml-link for training providers to consider. As soon as we have processed an application, you'll be able to view the data, including the personal statement and references.

As a training provider, you're responsible for making a decision about every application sent to you, and for the selection and recruitment of your students. You'll also need to send your decisions to us and we will inform the applicants.

You must make a decision within 40 working days⁷ of receiving an application. This means you need to:

- decide if you want to interview the applicant. This is not a final decision and does not extend the 40 working day period
- decide if you want to offer the applicant a place (post-interview)
- decide if the applicant will be unsuccessful, and if so, why
- inform UCAS of your decision

UCAS Teacher Training reserves the right to reduce the number of working days available to training providers to make a decision on applications received. Training providers will be notified of such changes by email to their registered UCAS Teacher Training Correspondent.

Outstanding Decisions Lists (ODL)

You'll find Outstanding Decisions Lists (ODL) in web-link, which show all applications awaiting a decision.

- **On-demand ODL** – a list of applications that are still awaiting a decision from you.
- **Weekly ODL** – a list of applicants who will be rejected by default over the next seven days. This covers applications in both Apply 1 and Apply 2.
- **Confirmation ODL** – a list of applicants who have accepted conditional offers, but are awaiting Confirmation decisions (see the 'Replies and Confirmation' section for more information).

Making errors

Errors in decision-making are very rare. Please ensure you have your own policies and procedures in place if errors are made. Once accepted, offers are binding and cannot be changed without an applicant's permission.

3.2 Accrediting provider approval

If a training provider offers either type of School Direct training programme, the lead school or accrediting provider should take responsibility for recording decisions for UCAS.

It is the responsibility of both parties to agree and adhere to a process to manage this, but the accrediting provider must give final approval of any admissions decision – this is NCTL policy.

3.3 Recording decisions

You record your decisions online using web-link, odbc-link, or xml-link. As soon as you make a decision, we update the applicant's record, making the information immediately visible in Track.

You can make the following types of decision in web-link, odbc-link, and xml-link:

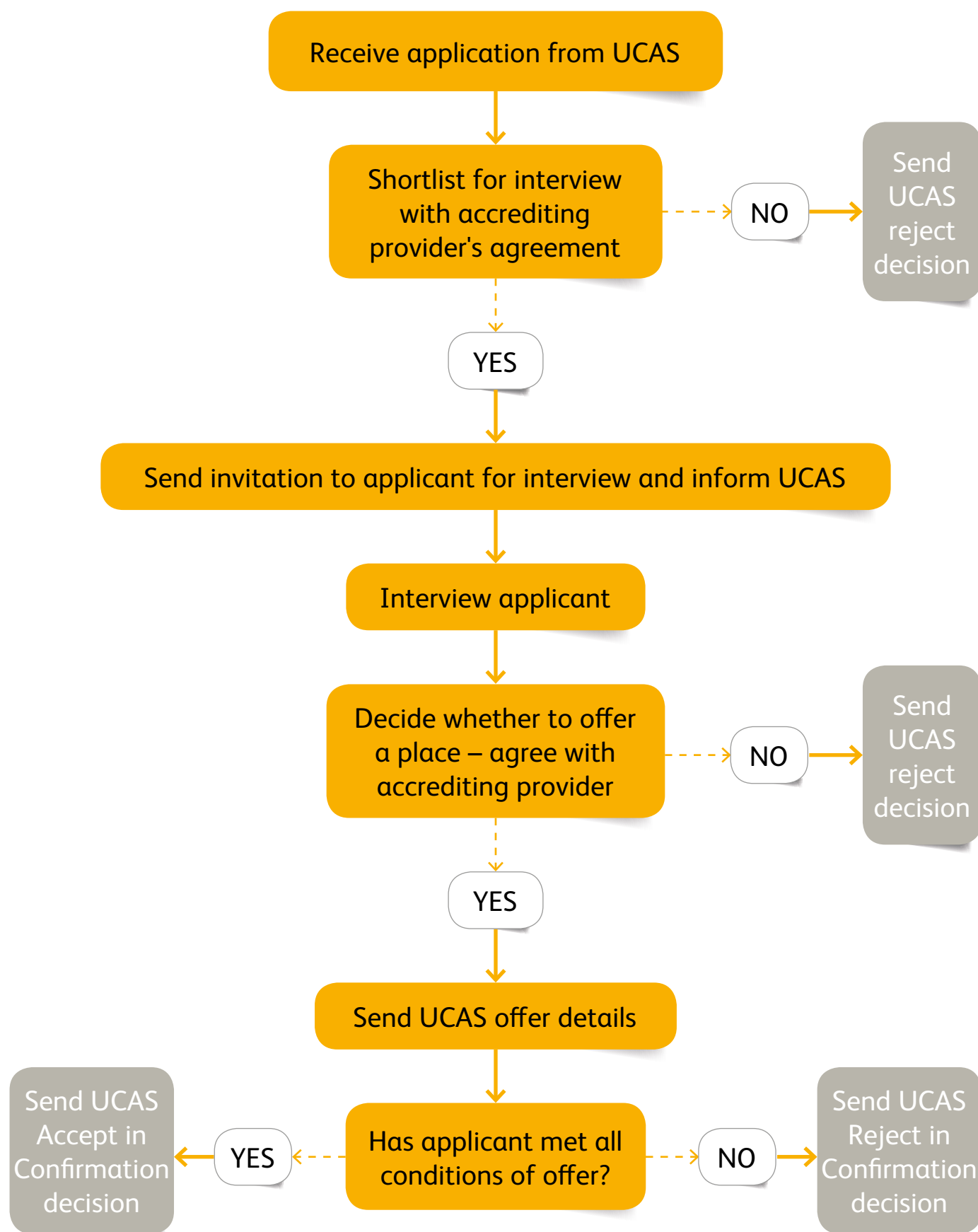
- notification of interview⁸
- conditional offer
- unconditional offer
- reject
- withdrawal
- not qualified in English
- not qualified in mathematics
- not qualified in science
- not considered – training programme full

⁶All dates may be subject to change.

⁷Excluding bank holidays in England, the Christmas to New Year and Easter closure at UCAS, and all weekends.

⁸This is not a final decision and does not extend the 40 working day period.

Decision-making – School Direct (tuition fee) and School Direct (salaried) training programmes



3.4 Types of decisions

Interview

You must inform applicants directly when inviting them for an interview. You'll need to offer an interview date and also inform us. You do this in web-link, odbc-link, and xml-link by accessing the applicant's record, and selecting an 'interview decision'.

Conditional offer

You make this type of offer to applicants who still need to take exams or the professional skills test. When an applicant accepts a conditional offer and meets all conditions – by 31 August 2018, or an alternative date you have specified – you are committed to providing them a place.

Conditional offers can also include non-academic conditions such as school experience, health checks, criminal record checks, and payment of fees. Training providers must be explicit in their offer about the deadline for meeting non-academic conditions – for example, 'tuition fees must be paid by 1 October 2017' or 'the result from the criminal records check must be obtained before the start of your first teaching placement'.

If an applicant is awaiting results that are published after 7 October 2018, you can make a Delayed Confirmation (DCF) decision (if they have accepted your conditional offer) from 8 September 2018 to prevent the application being 'rejected by default' (see the 'Rejection' heading opposite for more information).

Unconditional offer

If you're satisfied from the information given that the applicant has already fulfilled your academic entry requirements for a training programme, you can make them an unconditional offer.

Unconditional offers must include any non-academic conditions such as school experience, health checks, a criminal record check, and payment of fees. Training providers must be explicit in their offer about the deadline for meeting non-academic conditions – for example, 'tuition fees must be paid by 1 October 2017' or 'the result from the criminal records check must be obtained before the start of your first teaching placement'. Once you've recorded your decisions, we notify applicants in Track.

Rules for making conditional and unconditional offers

Don't:

- make offers that are conditional on a satisfactory interview. This must take place during the specified working day period available for decision-making, and before you make your decision

Do:

- check the full text of offers in web-link, odbc-link, and xml-link before sending them to us
- make all offers clear and unambiguous
- make decisions within the specified working day period
- regularly check your ODL (Outstanding Decisions Lists) in web-link, odbc-link, and xml-link

Once an applicant accepts an unconditional offer, you are committed to providing a place on that training programme, for that date of entry, and at that training location or campus. You can only change an unconditional offer that has been accepted by the applicant, with the applicant's full agreement

Rejection

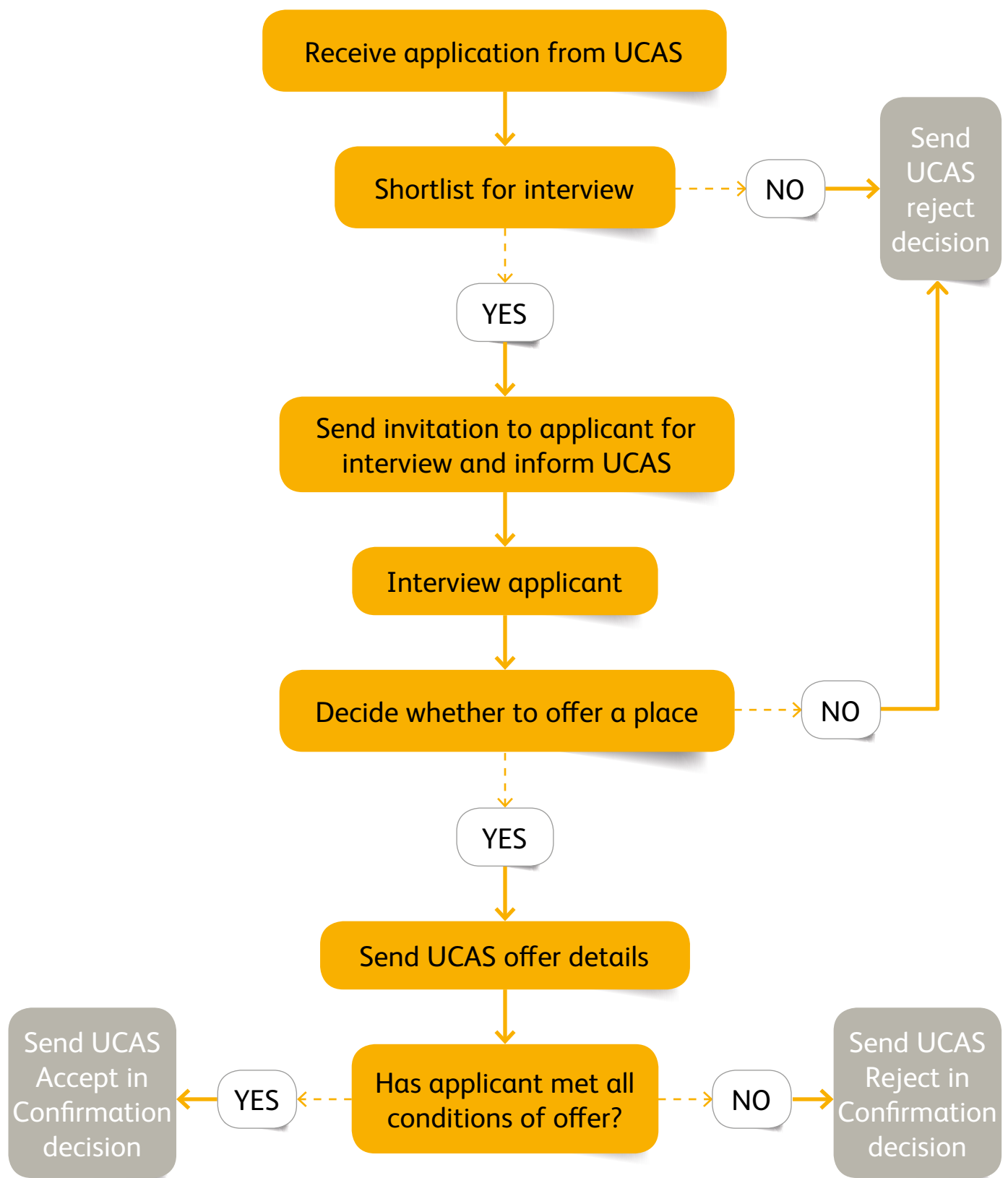
There are numerous reasons why you might reject an applicant. As well as not being qualified for the training programme, you can reject an applicant if they don't have enough relevant primary or secondary school experience, or if they performed poorly in their interview. There are three other specific reasons why you'd reject an applicant:

- not qualified in English
- not qualified in mathematics
- not qualified in science

We encourage you to provide feedback to unsuccessful applicants. You can give your reason for your rejection using web-link, odbc-link, and xml-link, using either your training provider's own offer abbreviation code or free format text. Whichever you use, the information will be available for applicants to view in Track until they reply to their offers. You can add your reason for rejecting an applicant at the same time as making your original rejection or later, but only up to the time an applicant replies to their offers or uses Apply 2.

We record reject by default decisions for applicants when training providers fail to make decisions during the specified working day period, so please make timely decisions on all applications to prevent this happening.

Decision-making – HEP and SCITT training programmes



Withdrawal

We define this as one of two things:

- When applicants inform you they no longer want to be considered.
- When applicants fail to attend an interview or don't reply to any communications.

You must not apply a withdrawal decision where the applicant has informed you that they are awaiting other decisions **AND** where they are still within the agreed UCAS timescales.

When you record withdrawal decisions, we notify applicants. However, you must provide the appropriate reason code with all withdrawal decisions:

- **.W1** – withdrawn at applicant's request.
- **.W2** – applicant did not attend interview or test.
- **.W3** – applicant has not responded to correspondence.
- **.W4** – training programme withdrawn and no alternative requested.
- **.W6** – applicant failed to attend interview and did not respond to correspondence.

If you are no longer able to consider an application due to an NCTL applied recruitment control, you should inform the applicant and record a withdrawal decision for those applications using a .W4 withdrawal code.

Not considered

If you cannot consider an applicant because the training programme is full, you must reject them on this basis. You must ensure you also close your training programme in web-link.

Cancelled applications

We will only cancel an applicant's record from the current year's scheme if we receive:

- more than one application from the same applicant
- a fraudulent application
- a letter informing us about the death of an applicant

Applications from previous application cycles can only be cancelled with permission from you. This might happen if an applicant is holding a DCF place (Delayed Confirmation decision).

Important information

Any additional letters you send applicants should make it clear that official decisions are sent via UCAS, and should not contain any additional or different conditions from those in the official UCAS Teacher Training scheme offer.

Please ensure you give us enough time to process and send the offer to the applicant first, before you send your offer letter. If you fail to do this, applicants may contact us (and you) to find out if something has gone wrong.

Don't:

- send separate letters to applicants that contain additional conditions
- ask for replies or other indications of applicants' intentions in any communication, or during interviews, visits, and open days

Remember, before trainee teachers start their training, they must have met the following academic condition:

- passed both the numeracy and literacy professional skills tests

as well as the following non-academic conditions:

- been screened by the Disclosure and Barring Service to make sure they are not barred from working with children and vulnerable adults
- been assessed as having the health and physical capacity to teach so that children and young people in their care would not be at risk of harm

It is a statutory requirement that when you assess applications, you consider these two non-academic requirements at the same time as the academic entry requirements.

How does this affect the offers you make?

Conditional offers – include non-academic requirements with academic requirements in your conditional offers.

Unconditional offers – if you have no academic requirements for the applicant to meet, include non-academic requirements in your unconditional offers.



Section 4

Replies and Confirmation

Section 4 – Replies and Confirmation

4.1 How applicants reply to offers in Apply 1

Once we've received all the decisions for an application in Apply 1 from the training providers, we ask an applicant to make their replies. **They can only accept one offer and must reply within ten working days.**

UCAS Teacher Training reserves the right to reduce the number of working days available to applicants to make a decision on offers received. Applicants will be notified of such changes by email, and a notification will be placed on ucas.com.

Applicants reply to offers online using Track, where they have the option to:

- firmly accept an offer (F)
- decline an offer (D)

You must not contact applicants after making offers to ask them for replies. Applicants do not need to reply until they have received a decision about all the choices they've made in Apply 1.

It is possible for applicants who've been offered their preferred place to accept an offer before the other training providers they've applied to have responded. To do this, they simply withdraw their application from the providers they've not yet heard from.

Training providers must not request that an applicant does this in order to take up an offered place outside of UCAS' timescales.

If they do not reply within the specified number of days, UCAS declines all outstanding offers on the applicant's behalf. We call this decline by default (DBD).

Applicants can make changes within 14 days of their original replies, and as long as they haven't used Apply 2. They do this by contacting UCAS. This includes decline by default decisions.

After this time, they cannot change their replies unless all affected training providers agree. If you're in this situation, and you agree to the proposed change, please contact the HEP Team. They're responsible for recording any agreements on an applicant's record, and must receive all agreements before changing an applicant's replies.

When applicants reply to offers, we update their records, meaning you can see their replies in web-link, odbc-link, and xml-link.

4.2 How applicants reply to offers in Apply 2

Once we've received the decision for an application in Apply 2 from the training provider, we ask an applicant to make their reply. If they have an offer, they can either accept or decline it and must reply within the specified number of days.

Applicants reply to an offer online using Track, where they have the option to:

- firmly accept an offer (F)
- decline an offer (D)

If an applicant does not reply in the specified number of days, UCAS declines the offer on the applicant's behalf. We call this decline by default (DBD).

Applicants can make changes within seven days of their original replies, and as long as they haven't applied for another training programme in Apply 2. They do this by contacting UCAS. This includes decline by default (DBD) decisions.

After this time, they cannot change their replies unless the training provider agrees. If you're in this situation, and you agree to the proposed change, please contact the HEP Team. They're responsible for recording any agreements on an applicant's record, and must receive agreements from you and the applicant before changing an applicant's reply.

If the applicant has used Apply 2, they need to nominate you as their next Apply 2 choice before you can make a second offer to them, which they then accept if they want a place on your training programme.

When applicants reply to offers, we update their records, meaning you can see their replies in web-link, odbc-link, and xml-link.

4.3 How training providers tell UCAS if an applicant with a conditional offer has secured a place

When you've received all outstanding exam results and decided if an applicant has met any academic and non-academic conditions, you need to make a Confirmation decision. This applies to every applicant who has accepted a conditional offer from you. This formally tells us, and the applicants, that they have a place on your training programme. Training providers offering either type of School Direct training programme must ensure the Confirmation decision has been agreed with their accrediting provider before it's recorded.

The types of decisions used in Confirmation are:

- **Accept in Confirmation**
Using the 'Accept in Confirmation' decision informs the applicant (and UCAS) that the place you offered them on your training programme is now guaranteed.
- **Reject in Confirmation**
Using the 'Reject in Confirmation' decision informs the applicant (and UCAS) that they have failed to meet one or more of the offer conditions and do not have a place on the training programme.
- **Confirmation Amendment**
The 'Confirmation Amendment' decision can only be used for an applicant who holds a confirmed place with you (an unconditional offer that they have firmly accepted). This decision allows you to amend the details of the place they hold with you – for instance, the training programme, start date, training location, or campus could be changed. This should only be used if the change has been agreed by the applicant.
- **Confirmation Withdrawal**
The 'Confirmation Withdrawal' decision can only be used for an applicant who holds a confirmed place with you (an unconditional offer that they have firmly accepted). This decision effectively prevents the applicant applying for any other training programmes during the application cycle, so should only be used in exceptional circumstances. The most common use of this decision occurs when an applicant who holds a place with you informs you that they no longer want to train to become a teacher.

4.4 Delayed Confirmation (DCF) decision

The deadline for making Confirmation decisions (confirmation of conditional offers accepted by an applicant) is 18:00 on 7 October 2018 (date to be confirmed). After this, we record a 'reject by default'⁹ for any conditional offer that has not had a Confirmation decision recorded against it.

DCF decisions can help some applicants whose exam results will be published after the deadline, or those who have been asked to take subject knowledge enhancement (SKE) courses. To avoid these candidates being rejected by default, you can record a Delayed Confirmation (DCF) decision in web-link, odbc-link, and xml-link from 8 September 2018.

Applicants holding a DCF place can be confirmed at any time throughout the next application cycle. On 31 August 2018, we will reject all 2018 applicants with outstanding DCF decisions. You must contact affected applicants to advise them that their places cannot be confirmed in the current cycle, and that the places will be held up to 31 August 2018, or an earlier date if stipulated by you.

These applicants' online Track records will show Delayed Confirmation. We will include DCF applications when we calculate your capitation fee.

⁹ See 'Rejection' in **Section 3 – Making decisions** for an explanation of the term.

4.5 Confirmation decisions: what UCAS does

After you've recorded your Confirmation decisions, we send applicants a letter informing them whether they have or haven't met their offer, and email those who've withdrawn.

For applicants who you've confirmed have a place, there are four letters that can be sent, and each one explains how they need to respond. Select the type of letter you want in web-link in the 'Training Provider requirements' section.

You can send:

Setting in web-link	Letter	Required action from applicant
Coming or Not	GT12B	You want applicants to email you to confirm whether or not they will be taking up the place.
Coming / Enrol	GT12E	You want applicants to email you only if they are taking up the place.
Not coming	GT12N	You want applicants to email you only if they will not be taking up the place.
No response	GT12	You do not want to receive any email confirmation from applicants.



Section 5

Making changes

Section 5 – Making changes

5.1 Making changes

There are a number of instances in the application process when you might need to amend or change a decision.

Training providers offering either type of School Direct training programme must ensure any changes made are agreed with their accrediting provider prior to recording them.

The following information outlines some of the most common types of changes, and how to make them.

We ask applicants to inform us, and all training providers they have applied to, if any information changes from the details supplied in their application.

5.2 Making changes prior to recording a decision

If you need to change any training programme details before you've recorded an initial decision, **you must contact the applicant to discuss the change(s) you want to make.**

- If the applicant is not prepared to be considered for the change(s) you would like to make – e.g. a different training programme, start date, training location, or campus – and you cannot consider them for their original choice, you should record a reject decision.
- If the applicant is willing to be considered with the changes you want, you can update the original choice details in web-link, odbc-link, or xml-link.

5.3 Making changes after a decision has been recorded and before applicants reply

If you need to change anything before an applicant has replied to their offers, you must inform the applicant before doing so.

All of the following changes can be made in web-link, odbc-link, or xml-link, as an amended decision.

Interview

If you agree a change of interview date with an applicant, you can record the new date using an amended decision. You can also change the training programme, start date, training location, or campus using an LC Course Correction transaction.

Conditional offers

You can:

- amend or add to the conditions of the offer
- change the training programme, entry date, training location, or campus for the offer
- change the offer to 'unconditional'
- change the offer to 'unconditional' and change the training programme, date of entry, training location, or campus
- record a 'Reject' decision
- withdraw the application to your training provider, but not to other training providers

Unconditional offers

You can:

- amend or add to the conditions of the offer
- change the training programme, entry date, training location, or campus for the offer
- record a 'Reject' decision
- withdraw the application to your training provider, but not to other training providers



5.4 Making changes after applicants have accepted offers

If the applicant has accepted your offer, **you must have their agreement before you can change any offer details.**

Please obtain the applicant's agreement before making an offer for a changed training programme and / or year of entry. This also applies when an amended decision is made.

With the applicant's agreement, you can change a training programme, date of entry, training location, or campus in web-link, odbc-link, or xml-link.

Choose 'LA Amend' to make any changes for applicants holding conditional offers.

Choose 'Confirmation Amendment' to make any changes for applicants holding unconditional offers.

Conditional offers

If an applicant has accepted a conditional offer, you can change:

- the training programme
- date of entry
- training location or campus

at the applicant's request or with their full agreement.

Unconditional offers

Once an applicant accepts an unconditional offer, you are committed to providing a place on that training programme, for that date of entry, and at that training location or campus. You can only change an unconditional offer that has been accepted by the applicant, with the applicant's full agreement.

Summary of possible changes **before** an applicant has replied.

Status can be changed by training provider to	Applicant's status at training provider					
	R (Rejection)	W, E, M, S, and G (Withdrawn)	I (Interview)	C (Conditional)	U (Unconditional)	RBD (Reject by default)
R (Rejection)	Y (1)	N	Y	Y	Y	N
E, M, S, and G (Withdrawn)	Y	N	Y	Y	Y	N
W (Withdrawn)	N	N	Y	Y	Y	N
I (Interview)	Y	Y	Y (2)	N	N	N
C (Conditional)	Y	Y	Y	Y	Y	Y (3)
U (Unconditional)	Y (4)	Y	Y	Y	Y	Y (3)
C+ change year, training programme, campus, modular, year or month of entry, or part-time.	Y	Y	Y	Y	Y	Y (3)
U+ change year, training programme, campus, modular, year or month of entry, or part-time.	Y	Y	Y	Y	Y	Y (3)

Notes

1. You can send a 'Reject' decision with the reason for rejection in addition to sending the original R decision.
2. You can amend an interview date.
3. You can make an offer, provided the applicant has not applied to a training programme in Apply 2, or hasn't replied to an offer.
4. You must discuss changes with the applicant and contact our HEP Team to apply the changes.

Summary of possible changes **after** an applicant has replied.

Status can be changed by training provider to	Applicant's status at training provider					
	CF (Conditional firm)	CD (Conditional decline)	UF (Unconditional firm)	UD (Unconditional decline)	RBD (Reject by default)	DCF (Delayed Confirmation) decision
R (Rejection)	Y (1)	N	N (2)	N	N	Y
E, M, S, and G (Withdrawn)	N	N	N	N	N	N
W (Withdrawn)	Y	N	N	N	N	Y
I (Interview)	N	N	N	N	N	N
C+ change year, training programme, campus, modular, year or month of entry, or part-time.	Y (3)	N	N	N	N	N
U+ change year, training programme, campus, modular, year or month of entry, or part-time.	Y (4)	N	Y (4)	N	N	Y (4)
DCF (Delayed Confirmation decision)	Y	N	N	N	N	N
U (F) (Confirmation)	Y (5)	N	Y	N	N	N

Notes

1. You can reject an applicant if they have failed to meet the conditions of the offer only.
2. Contact our HEP Team to apply the reject decision. You can only reject an unconditional offer that has been accepted by the applicant, with the applicant's full agreement.
3. Once an applicant has replied, an amended offer is allowed on the CF choice – provided there is a change of training programme, campus, modular, entry year or month, or part-time flag.
4. You use a Confirmation amendment to change the training programme details and entry dates for UF applicants, if you have discussed the changes with the applicant.
5. You must discuss changes with the applicant and contact our HEP Team to apply the changes.

5.5 Changing Confirmation decisions

If you record an incorrect Confirmation decision (for example, conditional firm to unconditional firm), please contact the affected applicant immediately to begin negotiating changes to rectify the error. You must ensure your own literature, admissions policies, and procedures explain what will happen so these applicants know they will be treated equitably.

If you make an incorrect Confirmation decision, you must:

1. inform the applicant of the error and ask them to contact UCAS and have the correct decision recorded on their application
2. call the HEP Team to request the mistake is corrected, with the applicant's full permission

Complete withdrawal

Applicants can completely withdraw their application at any stage of the application cycle by calling the Customer Experience Centre.

An applicant who accepts an offer and then withdraws their application may ask to be reinstated. We can only do this with your agreement.

5.6 Allowing an applicant who has accepted your offer to apply elsewhere

If an applicant who has accepted an offer from you wants to apply to a different training programme that you do not offer, or to a different training provider, they will need your agreement to do so. You do not have to agree to this and we strongly recommend you ask the applicant to provide a written request and keep this as evidence during the application cycle.

- If you do agree to this change, you must call the HEP Team to confirm this. In addition, the applicant must call the Customer Experience Centre to confirm they want to apply elsewhere. Once UCAS has heard from both the training provider and the applicant, we will change the applicant's reply to a decline, enabling them to apply elsewhere using Apply 2.
- If you do not agree to this change, the applicant will either take up the training programme they had committed to with you or, if they choose not to commit, you should use a Confirmation withdrawal decision to completely withdraw their application, barring them from applying elsewhere during the 2018 application cycle.

5.7 Changing training provider

Training providers are not able to change the training provider an applicant has chosen to apply to – this can only be changed by the applicant.

If a School Direct training provider wants to offer a training programme offered at a different location within their partnership, they can do this by changing the training location/campus.

If the applicant decides to make a change within seven days of submitting their application in Apply 1, they have the opportunity to change their choices without using Apply 2. If the applicant wants to make this change after the first seven days, they must withdraw from their choices in Apply 1 and use Apply 2 to apply for the alternative training programme

Changing training programmes between School Direct partnerships and the accrediting provider

There may be occasions when you cannot make an offer to an applicant, but are aware of places at other training providers. In these cases, changing to a different training provider can only be managed in Apply 2. Training providers can explore options with the applicant.

You must ensure no pressure is placed on the applicant to commit to the change of training provider, as they might still be waiting to hear from other choices they have made in Apply 1.

5.8 Changes to training programme information

Before making any changes to your data, speak with your UCAS Teacher Training administrator at your university, college, SCITT, or School Direct lead school, or contact the UCAS Data Collection Team on 01242 544 864, or at coursedata@ucas.ac.uk.

All changes are made in web-link and will be updated on the website within 24 hours – with the exception of adding a new training programme, which may take up to four working days during peak periods.

Changing English, mathematics, and science qualification requirements for consideration

All training providers use web-link to inform us if they want to receive applications from applicants based on the English, mathematics, and science GCSEs or equivalent qualifications they may hold.

For admission to all your training programmes, you must make sure one of the following four options applies:

- Applicants must possess the necessary English and mathematics (and science for those applying to work in primary and middle years) qualifications at the time of application.
- Applicants will be considered if they expect to acquire the necessary qualifications before the start of the training programme.
- Applicants without the required qualifications can be considered if they are willing to sit an equivalence test.
- The requirement to hold grade A-C (or equivalent) at GCSE is not applicable.

Please see page 41 of the UCAS Teacher Training Set-up Guide for further information on entry requirements.

If you change your qualification entry requirements for any of your training programmes during the application cycle, you must use web-link to alter your training programme records.

Changing training programme details

You might decide you need to change the details of your training programmes – such as a change of accrediting provider, programme outcome, or a shift from non-salaried to salaried. If so, you need to set up a new programme, inform the applicants affected, and once you have their agreement, move them to the new programme before discontinuing the previous programme.

Changing vacancy status

Changing the vacancy status of your training programmes allows you to control the number of applications you receive at points during the application cycle. Setting a training programme to **No vacancies** will prevent applicants applying to it. You can subsequently change the status back to indicate there are vacancies if you want to receive applications later in the cycle.

- Each training programme must be open for at least 14 days from the 'receive applications from' date you have set to receive applications for the programme.
- Once this time has passed, you can set it to **No vacancies** using web-link by selecting **Training programme details** in the Teacher Training menu, then **Vacancies**.
- If your training programme has full-time and part-time options, you can choose **Full-time vacancies**, **Part-time vacancies**, **Both full-time and part-time vacancies**, or **No vacancies**. Select the option required and click **Update** at the top of the screen.

The vacancy status can be changed at any time after the first 14 days – allow 24 hours for the changed vacancy status to be reflected in the search tool.

Training providers are reminded to set a programme to **No vacancies** as soon as possible following notification from the NCTL that they can no longer recruit for that programme. Training providers that do not act promptly risk publishing inaccurate and misleading advertising information.

Discontinued and suspended training programmes

If a training programme will not be offered ever again, you must make the programme **Discontinued** in web-link. However, if there's a possibility it might be offered in 2019, you should ensure it's recorded as **Suspended** in web-link¹⁰. In either case, the appropriate action must be taken.

You must contact applicants as soon as the decision has been taken and explain the situation so they can decide on the best course of action.

You must then make every effort to help those applicants affected.

- Advise applicants of their options, and depending on their application status, they may be able to accept an offer from another provider or use Apply 2 to apply for a new training programme.
- Consider the possibility of offering the applicants places on one of your other training programmes.
- Try to obtain places for these applicants at other training providers in your region.
- Offer deferred places, if you know that a suspended training programme will be offered again in 2019.

When these applicants have confirmed how they want to proceed, you must inform the HEP Team.

You must remember to contact applicants who accepted deferred places for suspended or discontinued training programmes in previous application cycles.

¹⁰ UCAS provides procedures for discontinuing or suspending training programmes, but we will not be liable for any consequences resulting from the use of these procedures. You must, therefore, ensure your action complies with your terms and conditions. We recommend you take your own legal advice before discontinuing or suspending any training programmes.



Appendices

Appendix A – Useful contacts and information

UCAS contacts for training providers

Data Collection Team

We provide a support service to all providers on the use of UCAS' systems to maintain course listings, approve changes, and assist in ensuring appropriate and accurate data is collected for operational and contractual purposes.

Tel: 01242 544 864

Email: coursesdata@ucas.ac.uk

HEP (higher education provider) Team

Your first point of contact for operational queries and requests.

- We support you in all areas relating to our application processes and operational policy.
- We offer information and advice on changes, new systems, and processes.
- We are also responsible for any technical support relating to any of the UCAS products. We work closely with our IT partners, Infosys, to provide the correct solution for you.

Tel: 0344 984 1111

Email: hep_team@ucas.ac.uk. For technical queries, raise a ticket in our ServiceNow portal.

Relationship managers

- We manage the strategic partnerships with training providers and national partners.
- Our aim is to help UCAS gain an in-depth understanding of the impact of policy changes and other issues affecting the wider sector. This information feeds into the development of UCAS' strategy, products, and services.

Scheme Delivery Team

- We are accountable for the end-to-end service delivery of all operational teacher training services and related activities, including process management, product and service configuration, and quality assurance.

- The UCAS Teacher Training Scheme Owner represents teacher training services as a subject matter expert throughout UCAS, by acting as an escalation point for all customer-facing teams, training providers, and other external organisations.
- Your Scheme Owner is Harry Haines.
- Email: sdt@ucas.ac.uk.

Technology relationship managers

There are several members of this team who each manage their own regions.

- We manage the IT relationships with higher education providers and third party vendors (Tribal, Capita, Oracle, etc.).
- We help establish and maintain a positive relationship between UCAS and our customers.

Verification Team

We are responsible for the prevention and detection of fraud in applications, and similarity in personal statements. Please contact us if you require advice or have any concerns.

Tel: 01242 545 494

Fax: 01242 544 952

Email: verification@ucas.ac.uk (fraud) and s.hei@ucas.ac.uk (similarity).

Contact numbers

Further contact details of various teams at UCAS can be found on our website at www.ucas.com/providers/services/contact-us.

Customer Experience Centre

Tel: 0371 468 0 469 (or +44 330 3330 231 from outside the UK – international call rates apply) and choose option one.

This is the helpline number for applicants to phone with any queries about their application throughout the year. Applicants should not be given the HEP Team number.

Resources available

Technical manuals

More detailed information is published in the technical manuals for odbc-link and xml-link at www.ucas.com/providers/system-guides.

web-link manual

Information about web-link is available as online help text and as an online user guide at www.ucas.com/providers/system-guides.

Decision Processing Manual

Full details on decision processing, including examples, are on the secure providers' section of the website at www.ucas.com/providers/undergraduate/making-decisions.

Compliments and complaints

Compliment

If you have received exceptional service from someone at UCAS and want to acknowledge it, we would like to hear from you. Please email your comments to employeeexcellenceawards@ucas.ac.uk.

Simply let us know:

- the employee's name
- what they did
- why they deserve recognition

Complaints

For universities and colleges, please contact your relationship manager in the first instance. If you need to know who your relationship manager is, please check www.ucas.com/providers/services/contact-us.

For schools, please contact the HEP Team.

Once you've contacted us, we'll do our best to resolve any complaints within five working days. If we need more time to complete our investigations, we'll keep you regularly updated with our progress. To help us resolve your complaint, we'll need:

- your name
- your training provider name
- a description of your concern
- what you'd like us to do to put things right
- your contact details and the best time to contact you

We've adopted the principle to treat the Welsh and English languages with a basis of equality in the conduct of our public business in Wales. If you'd like to enquire about the scheme, suggest improvements, or complain about services provided by the scheme, please get in touch with Peter Evans at p.evans@ucas.ac.uk.

Data Protection Act

Under the terms of the Data Protection Act, an applicant can request a copy of their application, including their reference, and any other personal information held by us.

Disclaimer

UCAS cannot accept any liability for the consequences of any error by a provider which arises from the making of decisions, changes in offers, or offers made by mistake. In giving information and advice to applicants, UCAS will play its part in ensuring applicants understand, and can exercise, their consumer rights.

Any information and advice we provide to applicants who may wish to change their application will be given on the basis of the information held in UCAS' systems.

Appendix B – Declaration

Applicant statements, including declaration

Before applicants can send their online application to us, they must enter ticks in the boxes to confirm they comply with the following three statements.

- I confirm that I am the applicant.
- I confirm that the information given in this application is true, complete and accurate, and all my own work. No information requested or other material information has been omitted. I give my consent to the processing of my data by UCAS and training providers.
- I have read the declaration and the information about the personal use of data and accept the terms and conditions they contain. If UCAS cancels my application in accordance with those conditions, I shall have no claim against UCAS or any training provider.

We also advise applicants to read the general information on our website and the specific information for teacher training in England or Wales.

Applicant declaration

The following shaded text is the declaration in Apply that applicants agree to when they complete their application.

Declaration

It is important that you read this declaration carefully so that you are happy you understand its content.

We will ask you to confirm your agreement by ticking a box in the **Pay/Send** section of your application. By ticking this box, we will consider that you accept the terms of the declaration set out below and the use of the UCAS website and privacy policy; we cannot process your application unless you do so.

a. How we verify the information you provide

If we, or a training provider have any reason to believe that you or one of your referees has:

- left out any relevant information, including qualifications you have completed, qualifications with an unsuccessful grade or qualifications for which you are still awaiting results
- given false or misleading information

we may take any necessary steps to check with you and other parties, including universities, colleges and examination and awarding bodies, whether the information you have provided is accurate or complete.

We have the right to cancel your application without refunding your application fee if we determine (having carried out any necessary checks) or have reasonable belief that your application contains false information.

If you have any reason to believe that information we hold about you is not true, complete and accurate, you must tell us.

If we need to verify your identity, we may use details in your application by making checks using any official, publicly available or commercially available identity checking services. If any adverse information is revealed about you, we will let you know so that you have an opportunity to respond.

b. Your personal statement

Your personal statement must be completed by you and we do undertake checks to verify that it is your own work.

If your personal statement includes material that appears to have been copied from another source, we may notify the training providers to which you have applied, whose decision it will be to take what action they consider appropriate.

c. Misuse of credit or debit card

If you pay your application fee using a credit or debit card that you do not have permission to use, we will cancel your application.

We may also cancel your application if your payment is not honoured, i.e. a bank or credit card provider refuses to pay us.

d. If we need more information about you

We, and the training providers, may, at any time, ask you, your referees, or your employer to provide more information about your application. For example, we may need to see proof of:

- your identity
- your immigration status
- your qualifications
- your employment history

If we do not receive that information after a reasonable period of time and by a set date, or if the information is not satisfactory, we can cancel your application without giving you your application fee back. If your application is cancelled, you will not be able to submit another application for entry in the same admissions cycle.

e. How many places can you have?

If you make an application through more than one of our application schemes, you may find yourself with more than one confirmed place.

If this happens, we will ask you to accept one and withdraw from any others.

f. Your contract

Your application is a contract between you and us, and when you accept an offer from a university or college, there will be a separate contract between you and them. No one else can enforce any part of these respective contracts under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

g. Mistakes and delays

We try to process applications and decisions efficiently and accurately. However, we are not responsible for any mistakes or delays, or any loss or damage suffered by you as a result of any mistakes or delays, which are due to the acts or omissions of training providers, the National College of Teaching and Leadership or other organisations, or which are otherwise outside our reasonable control.

h. What you can expect from the training provider when you receive an offer

When you receive an offer of a place from a training provider, they should also provide you with or make available to you the 'pre-contract' information which is required under consumer protection legislation. This information should include, among other things, relevant information about course information and costs, such as tuition fees and any other relevant costs required for the course, arrangements for making payments to the training provider, and their complaints handling process, including your right to cancel your contract should you change your mind. The training provider should also provide you with information about their terms, rules, and regulations relating to student conduct, which explain your rights and obligations to the training provider and likewise their obligations to you, as a student at their institution.

You should read and understand this information before making a decision about an offer, as this is likely to form the terms and conditions of the contract between yourself and the training provider if you subsequently enrol there. If you do not receive the required information, or you wish to make a complaint, or if you are not clear about anything relating to your offer and the information provided, you should contact the training provider directly to ask for further advice.

i. If the training programme cannot be offered

If you become a student, under your contract with the training provider, they must do all they can to provide the educational services in accordance with the contract that you have with them. If the training provider is unable to provide these services for any reason, they must do all they can to keep the disruption to your education to a minimum, for example, by offering you a place on a suitable alternative course, or providing assistance to help you find a suitable alternative place elsewhere.

j. Criminal convictions

You must have undergone a criminal records check through the Disclosure and Barring Service before you can start your first teaching placement. You might also be asked to cooperate with other checks which come into force in England and Wales at any time during the application process or later.

k. Cancelling your application

You have the right to cancel your whole application. If you let us know within 14 days of the date on our official welcome email to you, we will refund your application fee. To do this, please contact our Customer Experience Centre.

If you want to cancel your application after 14 days, you can use Track at wwwucas.com or call our Customer Experience Centre. Your application fee will not be refunded.

Your right to appeal if we cancel your application

If we cancel your application, you have the right to appeal. Further information on how to appeal is given at the time of cancellation. All appeals will be considered within a reasonable time by an independent and senior member of staff not involved in the initial decision to cancel. An appeal may be either upheld in which case your application will be reinstated, or dismissed in which case your application will remain cancelled. We will let you know the outcome of your appeal as soon as possible.

The appeal process relates only to applicants whose application has been cancelled by us. If you are not happy with some other aspect of our service, please follow the separate complaints procedure (see Appendix A).

l. How we may use your personal information

UCAS is committed to protecting your privacy by making sure your personal information is held securely. We limit access to the personal information contained in your application to educational establishments who participate in UCAS' admissions schemes, and certain organisations that have statutory or regulatory responsibilities.

When you agree, by ticking a box in the **Pay/Send** section of your application, to the terms of this declaration, you will be providing your consent to the uses of your personal information, as defined by the **Data Protection Act 1998**, by UCAS and UCAS Media and other organisations as set out in this declaration and UCAS' privacy policy.

When you submit an application, UCAS may use your personal information for the following purposes:

Managing your application to postgraduate education

- We share personal information in your application with the training providers you have applied to, so that they can consider and process your application. This will also include sharing your results from the examination and awarding bodies with the training providers where you hold offers.
- We may correspond with your examination board or awarding organisation about your results and we may undertake surveys they may commission on their behalf.
- We will, if appropriate, share information with relevant professional and regulatory bodies in connection with enquiries relating to your fitness to practice.
- If you are an international applicant, we may share personal information with UK Visas and Immigration (UKVI) in connection with verification procedures for your entry into the United Kingdom for study purposes.

Reporting to organisations with responsibilities for higher education or the Initial Teacher Training scheme

- Personal information may be provided to organisations who have either statutory or regulatory responsibilities for ensuring the effective operation of the higher education sector or monitoring the effectiveness of government policies for higher education. We will only supply personal information that identifies you for these purposes if the provision of statistical analysis is not suitable. The disclosure will not have a direct impact on your application, and the uses of personal information provided are agreed under contractual terms.

- We may also provide personal information to the National College for Teaching and Leadership (NCTL) to enable them to efficiently undertake their responsibilities for allocating Initial Teacher Training places to providers within the UCAS Teacher Training scheme, and ensuring that Initial Teacher Training recruitment targets are met. Wherever possible, we will share information contained in your application in a way that will not identify you.

Providing statistical analysis to the Initial Teacher Training sector

- We will retain a copy of your application and use it, sometimes in combination with other information we hold, for the purpose of producing statistical analysis and research in respect of the admissions schemes managed by UCAS. Any statistical analysis reports published will not allow any individual to be identified.

Other uses of personal information

- **Prevention and detection of crime** – to prevent and detect crimes of any nature, we may share personal information we hold with relevant bodies, such as government departments, local authorities, the NHS, law enforcement agencies, student finance bodies, examination and awarding bodies, professional bodies, and other international admissions organisations.
- **Surveys** – we may send you surveys to ask for your opinions or to inform you about the development of UCAS' admissions services and admissions to higher education. Your responses will not be disclosed by UCAS to anyone else in a manner that identifies you.
- **Uses required or permitted by law** – we may also share personal information we hold where we are required or permitted to do so by law.

Sensitive personal information

To support the application process, 'sensitive personal data', as defined in the Data Protection Act 1998, may be collected and shared with the training providers to which you apply.

- To assist training providers in monitoring their compliance with the Equality Act 2010, we collect details of your ethnicity and give you the option to tell us your sexual orientation, gender identity, and religious belief. This information is provided to your chosen training provider after you have secured a place, or at the end of the application cycle.

- For the purposes of making sure that your chosen training provider can meet any specific needs you may have, we ask you to provide information about whether you have a disability, special needs, or a medical condition.
- We ask you to declare if you have any relevant unspent criminal convictions or punishments.

Confirming you have a relevant criminal conviction or punishment will not exclude you from the application process and is collected to help the training providers consider the suitability of applicants for the courses to which they have applied, and to reduce the risk of harm or injury to students and staff caused by the criminal behaviour of other students. You may find further details about how a criminal conviction declaration is handled by a training providers on their website (including your right to appeal any decision they make).

Further information

Please refer to UCAS' privacy policy for a more detailed explanation as to how we use personal information when you use our website.

It also provides information about:

- how to request a copy of your personal information
- how to request us to change, delete, or stop using the personal information we hold about you
- the ways you can contact us about your personal information
- how long we retain your personal information

Appendix C – Criminal convictions

There are up to three questions referring to criminal convictions for applicants to answer when they complete their application. The first and second questions are asked for all applicants, and the third question is only asked to applicants applying to certain courses that require enhanced disclosure. Please see below for further details.

Question 1

All applicants are asked the following question:

If you have a relevant criminal conviction that is unspent, please tick the box; otherwise leave it blank.

If you tick the box, you will not be automatically excluded from the application process.

The full help text advising applicants on how to answer this question is as follows.

Criminal convictions

This question requires you to disclose whether you have a criminal conviction that is deemed both relevant and unspent. Training providers need this information to help them reduce the risk of harm or injury to their students and staff. Please read the following carefully to help you in answering this question.

Do I need to tick the box?

There are two elements to the question we ask; if you answer Yes to both these elements, you will need to tick the box.

1. Is the conviction for a 'relevant' offence?
2. Is the conviction unspent?

No decision will be made on the basis of a ticked box at this stage. This information will be held securely and shared only with those training providers that you apply to.

Is the conviction for a 'relevant' offence?

This is the first element to the question we ask. Relevant offences include one or more of the following:

- Any kind of violence, including (but not limited to) threatening behaviour, offences concerning the intention to harm, or offences that resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

If you were convicted outside the United Kingdom for an offence listed above, this is also considered a relevant offence.

For the purposes of this question, cautions, reprimands and final warnings are considered as convictions. Penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or other orders are not convictions, unless you have contested a PND or breached the terms of an ASBO or other order and this has resulted in a criminal conviction.

If your answer to this question is 'No', because you don't have a relevant conviction, then you should not tick the box. You don't need to consider whether your conviction is unspent because it is not relevant and should not be disclosed in answer to this question.

If your answer to this question is 'Yes', because you have a relevant conviction, you must then go on to consider whether the conviction is unspent (see below).

Is the conviction 'unspent'?

You should only consider this question if you have a relevant conviction (see above), i.e. you answered **Yes** to the previous question.

A criminal conviction can become 'spent' after a period of time. The length of time it takes to become spent is defined by the Rehabilitation of Offenders Act 1974, and depends on the sentence or disposal made by the court following the conviction. Until that period has passed, the conviction is considered 'unspent' and you must tick the box.

Further convictions can impact when other convictions become spent. Sentences of over four years in prison cannot become spent.

Most cautions, reprimands and final warnings become spent immediately, so will not normally be 'unspent'.

For more information on offences and rehabilitation periods, visit www.gov.uk/government/uploads/system/uploads/attachment_data/file/286421/rehabilitation-of-offenders-guidance.pdf.

You can work out whether your conviction is spent by using an online tool – visit www.disclosurecalculator.org.uk. This only covers convictions made in England and Wales and is maintained by the charity, Unlock. UCAS and Unlock cannot guarantee the tool's accuracy or completeness. Neither charity assumes responsibility or accepts liability for any damage or loss which may arise as a result of your reliance on it.

If you were convicted outside the United Kingdom, you will need to follow the same process above. If your conviction would be considered unspent under the Rehabilitation of Offenders Act 1974, you must tick the box.

Convictions that are spent do not need to be disclosed, it's only when you have one or more unspent convictions that you must tick the box.

How will the training provider handle my application if I tick the box?

If you tick the box, you will not be automatically excluded from the application process.

The information concerning criminal convictions will be passed to appointed persons at the training provider. In line with good admissions practice – such as that created by Supporting Professionalism in Admissions (SPA) – they will consider your criminal conviction separately from the rest of your application. During this consideration, they may ask you to provide further information about your conviction. If they are satisfied,

your application will proceed in the normal way, although they may add certain conditions to any offer they may make. Otherwise they will notify you of their decision.

It is important to note that failure to declare a relevant unspent criminal conviction is taken very seriously, and could result in expulsion from your university or college. You should therefore seek advice before answering this question if you are unsure how to answer it.

All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998. You may find further details about how a criminal conviction declaration is handled (including the right to appeal a decision) on the training provider's website.

What if I receive a relevant criminal conviction after I have applied?

If you are convicted of a relevant criminal offence after you have applied, you must tell us and any training provider that you have applied to, or may apply to, during the application cycle. Do not send details of the offence; simply tell us, and the training provider, that you now have a relevant criminal conviction. The training provider may then ask you for more details.

When might I need to disclose a spent conviction or caution?

If you apply for certain courses, you will be required to disclose whether you have any spent convictions, in addition to this question about relevant unspent convictions. If this applies, you will be asked an additional question each time you choose a relevant course. Please see the entry requirements for your programme choices to see if this requirement applies to you.

Please note that, in this situation, you should not declare convictions, cautions, warnings or reprimands that are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). A conviction or caution can become 'protected' as a result of a filtering process. Guidance and criteria on the filtering of convictions and cautions can be found on the DBS website.

Further information on filtering can be found at www.gov.uk/government/collections/dbs-filtering-guidance.

Question 2

Applicants are asked if they agree to a Disclosure and Barring Service check. They are advised that if they do not agree, consideration of their application could be delayed at the training providers. The following shaded text is the supporting guidance to help them understand the question.

Disclosure and Barring Service

As the training programmes for which you are applying will involve working with children, you will be required to disclose any unfiltered criminal convictions, cautions or bindovers, irrespective of when they occurred and agree to an enhanced DBS check.

Question 3 – choices section

In the choices section of Apply, applicants can edit their criminal convictions declaration when they add each of their choices. If they choose to do this, the following shaded text is provided together with the tick box to declare any spent and unspent criminal convictions.

This training programme has entry requirements which require you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and also requires a criminal records check.

Further checks are also required under the DBS scheme since this training programme requires regular contact with children or vulnerable adults, i.e. checks on the three government lists of those who are banned from working with children or vulnerable adults.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bindover orders or similar and, to the extent relevant to this training programme, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

Please tick if you have any spent or unspent convictions or other punishments that would show up on a criminal records check*. ☒

Please note that you do not need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act

1974 (Exceptions) Order 1975 (England and Wales) (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

If you tick the box, you will not be automatically excluded from the application process.

Finally, it is recommended that you read the declaration accompanying this question and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS Teacher Training will not be able to assist you in this respect. You will be asked this question each time you add a training programme that requires a criminal conviction declaration.

The following shaded text is the supporting guidance to help them understand the question.

Criminal convictions declaration

Certain professions or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act (1974).

This means different rules apply to such professions or occupations with regard to disclosure of information about criminal convictions. You may be required to disclose information regarding any convictions even if they are spent.

Some training programmes in respect of such professions or occupations involve an integral work placement and you may not be able to undertake such placement and complete your studies if you have criminal convictions.

Further, while you may be permitted to study for one of the above professions or occupations, you may not be able to register and practice upon completion of your training programme.

You should be aware of the following in respect of these training programmes:

- The training provider may ask you to provide further information regarding any convictions (including spent convictions). If they do so, you must comply with their request.
- Where required, the training provider will send you instructions regarding how to provide the information they require. They may send you documents to fill in. Where such documents come from will depend on the location of the training provider you are applying to. Please visit the websites for the organisations below for further information.
- Depending on the type of check, different levels of information will be revealed. The information revealed may include unspent convictions and spent convictions (including cautions, reprimands and final warnings or similar). Information about minor offences, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) and other locally held police information may be revealed where it is appropriate to the training programme for a particular occupation or profession. The information will be disclosed irrespective of when it occurred.
- This means that if you have a criminal conviction (spent or unspent) or, in certain circumstances, any minor offence, this information may be made known to the training provider (but not UCAS) as part of the check.
- If the check reveals that you have had a conviction, (including any caution, reprimand, final warning, bind over order or similar) or any other relevant information including (in certain circumstances) any minor offence, PND, ASBO or VOO, the training provider will need to assess your fitness to practise in the profession or occupation to which your training programme relates. Applicants to medicine, for instance, should be aware that the General Medical Council will not permit students deemed unfit to practise to be entered on the medical register and so they will not be able to practise as doctors. Similar restrictions may be imposed by other professional bodies including (but not limited to) those connected with law, teaching, accountancy, social work, healthcare, veterinary services, pharmacy, financial and insurance services and the armed forces.
- You may also be subject to further checks (before and / or after you complete your training

programme) by prospective employers who will make their own assessments regarding your fitness to practise in the relevant profession or undertake the relevant occupation.

- If these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.
- In England, Wales, and Northern Ireland you may also be required to comply with any other procedures that may come into force to identify any individual that is barred from working with children and vulnerable adults, including elderly or sick people.

How will training providers handle my application if I declare a criminal conviction?

If you tick the box to declare that you have a criminal conviction, you will not be automatically excluded from the application process.

The information concerning criminal convictions will be passed to appointed persons at training providers. In line with best admissions practice, they will consider your application separately from your academic and achievement merits. During this consideration, they may ask you to provide further information about your conviction. If they are satisfied, your application will proceed in the normal way although they may add certain conditions to any offer they may make. Otherwise they will notify you of their decision.

It is important to note that failure to declare a relevant unspent criminal conviction is taken very seriously, and could result in expulsion from your training provider.

You should therefore seek advice before answering this question if you are unsure how to answer it.

All information concerning criminal convictions must be treated sensitively, confidentially, and managed in accordance with the Data Protection Act 1998.

You may find further details about how a criminal conviction declaration is handled (including the right to appeal a decision) on training providers' websites.

In addition, you may also find the details below useful.

Region agency website address

England and Wales: Disclosure and Barring Service
www.gov.uk/government/organisations/disclosure-and-barring-service.

You will be asked this question each time you add a training programme that requires a criminal conviction declaration.

Appendix D – Residential category

Compiled with the help of UKCISA.

Applicants select a residential category from the list in the Apply system. We send training providers the residential categories as a guide to fee payers' status, but you should carry out your own checks. Applicants choose one of the following residential categories.

Residential category codes

P UK citizen – England

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in England for the past three years, but not just for full-time education. If you have been living in England for three years partly for full-time education, you also lived in England prior to that three year period.

Q UK citizen – Scotland

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in Scotland for the past three years, but not just for full-time education. If you have been living in Scotland for three years partly for full-time education, you also lived in Scotland prior to that three year period.

R UK citizen – Wales

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in Wales for the past three years, but not just for full-time education. If you have been living in Wales for three years partly for full-time education, you also lived in Wales prior to that three year period.

S UK citizen – Northern Ireland

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in Northern Ireland for the past three years, but not just for full-time education. If you have been living in Northern Ireland for three years partly for full-time education, you also lived in Northern Ireland prior to that three year period.

T British citizen – Channel Islands and Isle of Man

You are a British citizen, or are the child or grandchild, or the spouse or civil partner of a British citizen, and have lived in the Channel Islands or Isle of Man for the past three years, but not just for full-time education. If you have been living in the Channel Islands or Isle of Man for three years partly for full-time education, you also

lived in the Channel Islands or Isle of Man prior to that three year period.

U British citizen – British Overseas Territories

You are a British citizen, or are the child or grandchild, or the spouse or civil partner of a British citizen, and have lived in the British Overseas Territories for the past three years, but not just for full-time education. If you have been living in the British Overseas Territories for three years partly for full-time education, you also lived in the British Overseas Territories prior to that three year period.

V EU national (non-UK citizen)

You are an EU national but not a UK citizen, or are the child or grandchild, or the spouse or civil partner of an EU national (but not a UK citizen), and have lived in the European Economic Area (EEA) or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three years partly for full-time education, you also lived in the EEA or Switzerland or OT prior to that three year period.

2 EEA or Swiss national

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

Or: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three year partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

3 Child of a Turkish worker

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

4 Refugee

You have been recognised as a refugee by the British government or you are the spouse, civil partner, or child under 18 of such a person at the time of the asylum application.

5 Humanitarian Protection or similar

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection, or Discretionary Leave, or you are the spouse, civil partner, or child under 18 of such a person at the time of the asylum application.

6 Settled in the UK

You have Indefinite Leave to Enter or Remain in the UK, or have the Right of Abode in the UK and have lived in the UK, the Channel Islands, or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces, or an employee of an international organisation, or the family or staff member of such a person. If this is your situation, your residential category is 'Other'.)

9 Other

Based on the answers to the questions below, you fit into the 'Other' category.

Questions to determine your provisional status

Q1 Are you a UK citizen or the direct descendant (child or grandchild) or the spouse or civil partner of a UK or EU national?

YES **go to question 2**
NO **go to question 6**

Q2 For three years or more prior to the start of your course, have you lived in the UK including British Overseas Territories, Channel Islands and Isle of Man?

YES **go to question 3**
NO **go to question 10**

Q3 For any of that three year period, have you only been living in the UK, including British Overseas Territories, Channel Islands and Isle of Man to receive full-time education?

YES **go to question 4**
NO **go to question 5**

Q4 Prior to that three year period, did you live in the UK, including British Overseas Territories, Channel Islands and Isle of Man?

YES **go to question 5**
NO **go to question 10**

Q5 You are likely to fit into one of the following categories:

UK citizen – England

UK citizen – Scotland

UK citizen – Wales

UK citizen – Northern Ireland

British citizen – Channel Islands and Isle of Man

British citizen – British Overseas Territories

Please select the appropriate country / area you have lived in for the past three years. You must not have lived there just for full-time education. If you have lived in that country / area for three years partly for full-time education, you must have also lived in that country / area prior to that period of study.

Q6 Are you an EU national or the direct descendant (child or grandchild) or the spouse or civil partner of a UK or EU national?

YES **go to question 7**
NO **go to question 8**

Q7 For three years or more prior to the start of your course, have you lived in the EU, EEA, Switzerland or OT?

YES **go to question 8**
NO **go to question 10**

Q8 For any of that three year period, have you only been living in the EU, EEA, Switzerland or OT to receive full-time education?

YES **go to question 9**
NO **code: EU national (non-UK citizen)**

Q9 Prior to that three year period, did you live in the EU, EEA, Switzerland or OT?

YES **code: EU national (non-UK citizen)**
NO **go to question 10**

Q10 Are you an EEA or Swiss national working in the UK or the child or the spouse or civil partner of such a person or the direct ascendant (parent or grandparent) of an EEA national working in the UK?

YES **go to question 11**
NO **go to question 12**

Q11 For three years or more prior to the start of your course, have you lived in the EEA, Switzerland or OT?

YES **code: EEA or Swiss national**
NO **go to question 12**

Q12 Are you a child of a Swiss national and for three years or more prior to the start of your course, have you lived in the EEA, Switzerland or OT?

YES **go to question 13**
NO **go to question 15**

Q13 For any of that three year period, have you only been living in the EEA, Switzerland or OT to receive full-time education?

YES **go to question 14**
NO **code: EEA or Swiss national**

Q14 Prior to that three year period, did you live in the EEA, Switzerland or OT?

YES **code: EEA or Swiss national**
NO **go to question 15**

Q15 Are you the child of a Turkish national and is your parent living (and has lawfully worked) in the UK?

YES **go to question 16**
NO **go to question 17**

Q16 For three years or more prior to the start of your course, have you lived in the EEA, Switzerland, OT or Turkey?

YES **code: Child of a Turkish worker**
NO **go to question 17**

Q17 Are you a refugee recognised by the UK government or were you the spouse, civil partner or child under 18 (of either the refugee or their spouse or civil partner) at the time of the asylum application?

YES **code: Refugee**
NO **go to question 18**

Q18 Have you been granted Humanitarian Protection or any other form of immigration permission to stay in the UK as the result of having applied for refugee status or were you the spouse, civil partner or child under 18 (of either the refugee or their spouse or civil partner) at the time of the asylum application?

YES **code: Humanitarian Protection or similar**
NO **go to question 19**

Q19 Does your permission to stay in the UK have any actual or implied time limit attached to it, for example a specific date or when your parent's posting to the UK will end?

YES **code: Other**
NO **code: Settled in the UK**

In all other cases, please put 'Other' as your residential category.

Notes

Channel Islands and Isle of Man are Crown dependencies. The Channel Islands and Isle of Man are not part of the EU or the United Kingdom. The Crown dependencies, together with the United Kingdom, are collectively known as the British Islands. Since the British Nationality Act 1981 came into effect, they have been treated as part of the United Kingdom for British nationality law purposes.

British Overseas Territories consists of the following 15 territories: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn Islands (i.e. Pitcairn, Henderson, Ducie and Oeno Islands), St Helena, Ascension Island and Tristan da Cunha, South Georgia and South Sandwich Islands, Sovereign Base Areas of Akrotiri and Dhekelia on Cyprus, and Turks and Caicos Islands.

The European Union (EU) includes the following 28 countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus (but not the Turkish Republic of Northern Cyprus), Czech Republic, Denmark, Estonia, Finland (including the Åland Islands), France (including the French Overseas Departments of Guadeloupe, Martinique, French Guyana, Réunion and Saint-Martin), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal (including Madeira and the Azores), Romania, Slovakia, Slovenia, Spain (including the Balearic Islands, the Canary Islands, Ceuta and Melilla), Sweden, and the United Kingdom (including Gibraltar).

The European Economic Area (EEA) consists of the countries of the EU plus Iceland, Liechtenstein and Norway (including Svalbard). For the purposes of residence, this includes the whole of the island of Cyprus

The Overseas Territories (OT) are: Aruba, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Mayotte, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten), the Territory of New Caledonia and Dependencies, St Barthélemy (St Barth), St Pierre et Miquelon, and Wallis and Futuna Islands.

The Home Office will have sent you a letter confirming your status if you are officially recognised as a refugee or if you have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection, or Discretionary Leave in the UK.

If your circumstances change leading to different answers to these questions, you should immediately tell the training providers you have chosen. For example, if either of your parents is granted UK or EU citizenship, or if either of your parents is granted refugee status.

For further information, visit the 'Advice for International Students' page on the UK Council for International Student Affairs website (www.ukcisa.org.uk) or the 'Study visas' page on the UK Visas and Immigration website (www.gov.uk/browse/visas-immigration/study-visas).

Appendix E – Disability codes

Disabled applicants

Applicants state whether or not they have any disabilities. Applicants select a statement from a drop-down list that best describes their disability. Applicants with no disability select 'No disability' from the drop-down list. The Apply system also provides a section for applicants to state any special needs or support required at the assessment stage due to their disability.

The codes for disabilities, special needs, and medical conditions are as follows:

- A** No disability.
- B** You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- C** You are blind or have a serious visual impairment uncorrected by glasses.
- D** You are deaf or have a serious hearing impairment.
- E** You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F** You have a mental health condition, such as depression, schizophrenia, or anxiety disorder.
- G** You have a specific learning difficulty such as dyslexia, dyspraxia, or AD(H)D.
- H** You have physical impairment or mobility issues, such as difficulty using your arms, or using a wheelchair or crutches.
- I** You have a disability, impairment, or medical condition that is not listed above.
- J** You have two or more impairments and/or disabling medical conditions.

Appendix F – The prevention and detection of fraud and similarity

UCAS operates a dedicated Verification Team tasked with the prevention and detection of fraud in applications and, more recently, similarity in personal statements. We have a responsibility to our applicants, members, and stakeholders to screen applications for false, missing and/or misleading information, and personal statements for patterns of similarity and to report our findings. Our aim is to avoid anyone gaining from an unfair advantage and securing a place by deception.

The prevention and detection of fraud in applications

The submission of fraudulent applications continues to give cause for concern. These fall into three main categories: applications from those intent on securing (i) a place by deception, (ii) awards, bursaries, grants and loans by deception, and (iii) a student visa for the purpose of entering the UK by deception. We consider the vast majority of fraud continues to be perpetrated by mature, independent, late and direct applicants, to whom particular attention should be paid.

The process

The Hunter fraud detection database, through which all UCAS Teacher Training applications are screened, holds details of thousands of applications from previous cycles, many of which have been flagged for false, missing and/or misleading information. Hunter employs a series of sophisticated user-definable match rules and validation rules to compare each new record to every other record in the database, alerting us to subsequent matches. We interpret the matches and either flag as cleared or referred. The situation is monitored on a daily basis. Suspicious applications are also brought to our attention through our internal and external systems, our Customer Experience Centre, our providers, outside bodies, and anonymous communications.

When an applicant is referred for investigation, the Verification Team will write to the applicant and / or the referee seeking to establish the veracity of the application, particularly in relation to identity, qualifications, education, employment, personal

statement, and reference. If they respond and provide the documents and/or information requested and these details support the details declared in their application, we will allow their application to proceed as normal and they will be notified in writing. If they respond but fail to provide the requested documents and/or information within the time specified, or provide documents and/or information that fail to support the details declared in their application, or provide forged documents and/or false information, their application will be cancelled and they will be notified in writing. If they fail to respond altogether, their application will be cancelled and they will be notified in writing. During the course of an investigation, copies of all correspondence (conducted entirely by email) are sent to the providers listed in the application. The addressee will be the Fraud Correspondent for that provider so it is essential that provider contact details are kept up-to-date.

Applications cancelled (and those subsequently reinstated) by the Verification Team are brought to the attention of our providers by means of a monthly cumulative list, known as Hunter Alert. This is compiled by the Verification Team from data held on Hunter and published on our website on the last working day of each month. We advise our providers to download these files to ensure those listed do not gain entry in that particular application cycle. The files can be found at wwwucas.com/fraud-and-similarity.

Applicants have the right to appeal against the cancellation of their application. For an appeal to be considered, it must be submitted in writing,

accompanied by any outstanding documents and/or information and received in the relevant application cycle. All appeals will be considered by the Head of Service Delivery within 28 days. The final decision will be notified to them in writing and correspondence copied to the providers named in their application.

We advise our providers that, as in the past, August onwards is particularly favoured by fraudsters. Providers should, of course, undertake their own verification checks (identity, qualifications, references, etc.) before applicants are allowed to enrol.

The prevention and detection of similarity in personal statements

The subject of plagiarised personal statements was first raised in 2006, over concerns that applicants were purchasing their personal statements (in whole or in part) over the internet. In response, UCAS investigated the availability of anti-plagiarism software and the feasibility of incorporating it into the applications processing system. A pilot study was commissioned in 2007 using 50,000 personal statements from live applicants. The results showed that five per cent had either 'borrowed, bought, colluded, or copied' material. That figure is now below three per cent, with flagged applicants below one per cent.

The process

The Copycatch similarity detection database, through which all UCAS Teacher Training personal statements are screened, holds thousands of personal statements from previous cycles, many of which have been flagged for similarity. Copycatch employs a series of sophisticated algorithms to compare each new personal statement to every other personal statement in our source library, including those from paper publications and the internet, alerting us to subsequent matches. We will interpret the matches and either flag as cleared or similar. The situation is monitored on a daily basis.

For those personal statements considered to contain a sufficient degree of similarity to the matched source(s), automatic emails are generated to (i) the applicant referring them to Track where they will be able to view a copy of the colour-coded transcript of their personal statement, and (ii) the applicant's choice(s) with a link to the same colour-coded transcript. All matches are manually checked by us to ensure that no personal statement has matched with a previous personal statement from the same applicant.

Personal statements flagged by the Verification Team are brought to the attention of our providers by means of a monthly cumulative list known as Copycatch Alert, which is compiled by the Verification Team from data held on Copycatch and published on our website on the last working day of each month. The files can be found at www.ucas.com/fraud-and-similarity. We advise our providers to download these files to ensure those listed do not gain an unfair advantage by subsequently applying to a provider not in receipt of the original alert.

Applicants have no right of appeal once their personal statement has been flagged. UCAS' involvement is limited to screening personal statements for similarity and reporting its findings. It takes no part in the decision-making process. Alerts present providers with additional information for consideration, and it is the provider that makes the final decision in accordance with its own policies and procedures.

For the Verification Team contact details, see Appendix A.

For further information on fraud and similarity, go to www.ucas.com/fraud-and-similarity.

