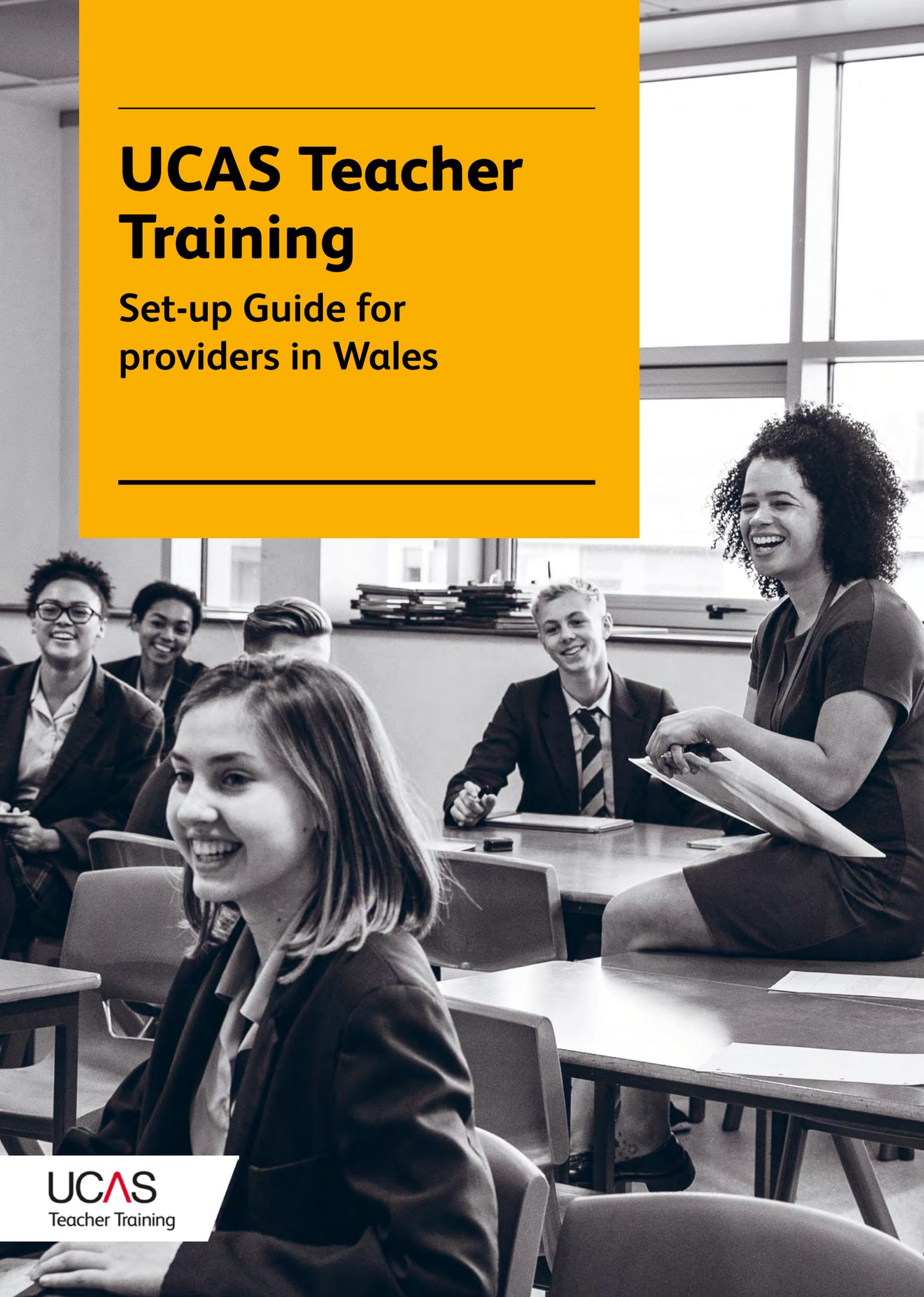

UCAS Teacher Training

Set-up Guide for providers in Wales





Introduction

For the 2019 UCAS Teacher Training admissions cycle, Welsh providers offering postgraduate teacher training programmes will be required to enter their programme details in web-link and the UCAS Postgraduate collection tool.

This will allow applicants to search for teacher training programmes in the UCAS search tool, but still apply through the UCAS Teacher Training application service.

Please note that you will no longer need to complete Entry Profiles, as this information can be added to your course listings using the collection tool.

This guide is designed to help you set up your programme information using our online collection tool. It aims to answer most of the common queries you may have, using text and screenshots to help you complete tasks.

Creating a training programme

On the '**Course management**' page of the collection tool, click the '**Add new course**' button.

Select '**Postgraduate**'.

The screenshot shows a form titled "Add new course". Below the title is a question: "Which level of study is this course?". There are two radio button options: "Postgraduate" (which is selected) and "Undergraduate". At the bottom of the form, there are "Cancel" and "Next" buttons. A progress indicator at the very bottom shows three dots, with the first one filled.

Select '**Direct application only**'.

The screenshot shows a screen with the word "or" at the top. Below it is a radio button option for "Direct application only", which is selected. At the bottom, there are "Back", "Cancel", and "Next" buttons. A progress indicator at the very bottom shows three dots, with the first one filled.

Once this is selected, you can start to complete your programme profile.



Mandatory fields when adding a training programme:

- Course title
- Study type (taught)
- Course summary
- English title (if taught in Welsh)
- Department
- Contact
- Subject (classification list – UCAS can add terms)
- Outcome qualification
- Entry requirements
- Provider apply URL
- Study mode
- Start date
- Location
- Duration

Once all mandatory fields have been completed, the information will be displayed in the format below.

Provider name
Cardiff Metropolitan University

Study level
Postgraduate

Application scheme
Direct application only

Academic year *
2019/20

Course title *
Primary Education (PGCE)
226 characters remaining. Maximum 250 characters.

Study type *
Taught

Course information

Summary *

[Q Preview](#)

UCAS Code
Primary Education (PGCE): X100

About the course
The Post Graduate Certificate of Education: Foundation Phase (3-8) programme is an intensive, highly challenging and rewarding programme that will enable students to qualify as primary teachers with a specific age group focus in the Foundation Phase (3-8). The programme is delivered and managed collaboratively between Cardiff Metropolitan and partner schools. Students will graduate with 60 credits at Master's level and Qualified Teacher Status that will allow them to teach across the primary age phase.

3,433 characters remaining. Maximum 4,000 characters.

Awarding bodies

Qualified Teacher Status (QTS)
Primary



Summary

The UCAS Teacher Training programme and provider codes need to be included in bold at the start of the programme summary, along with any other enhanced course information that would previously have been entered into the Entry Profiles system.

Once you have completed the training programme profile, save this section, then select **'Add outcome qualification'**.

Field names and reference data

Field names and reference data need to be completed in English. However, you can complete any free text fields in Welsh, if you wish to do so.

[Add outcome qualification](#)

This course does not have any option groups

Add outcome qualification

Outcome qualification*

Professional Graduate Certificate in Education - F ▾

Qualification level

RQF Level 6

[Save](#) [Cancel](#)

Once the **'Outcome qualification'** has been added and saved, it is possible to add further details, such as information about modules, entry requirements, and programme and provider URLs. (Please note that none of these fields are mandatory.)

▼ Postgraduate Certificate in Education - PGCE

[Edit](#) [Archive](#)

Qualification level: RQF Level 7

Subject to validation: No

Entry requirements: No data provided

Assessment methods: No data provided

Modules: No data provided

Provider course url: No data provided

Provider apply url: No data provided

Professional bodies: No data provided

Fees: No data provided



Course options

Expand the 'Outcome qualification' section, and add the option details.

Once the 'Course options' section has been completed, the training programme can be published.

Select 'Publication status' from the 'Bulk actions' drop-down – the option to update the publication status will be available for each course option.

The training programme will only appear in the search tool when it has been set to 'Published'.

Course options

Copy existing option Add course option

Bulk actions: Archive status Go

Edit Create copy

Study mode	Start date	Location	Internal reference
Full-time	01/09/2019	Cardiff Met - Llandaff	No data provided

Duration
1 Year

Publication status	Subject to validation
Not published	Using default

Fees

England	£9,000 Year 1	Channel Islands	£9,000 Year 1
Northern Ireland	£9,000 Year 1	EU	£9,000 Year 1
Scotland	£9,000 Year 1	International	£12,000 Year 1
Wales	£9,000 Year 1		

Additional costs/fee information
For additional costs relating to this programme, please refer to <http://www.cardiffmet.ac.uk/additionalcosts>

Course options

Copy existing option Add course option

Bulk actions: Publication status Save Cancel

Edit Create copy

Study mode	Start date	Location	Internal reference
Full-time	01/09/2019	Cardiff Met - Llandaff	No data provided

Duration
1 Year

Publication status	Subject to validation
<input checked="" type="radio"/> Published	Using default
<input type="radio"/> Not published	

Fees

England	£9,000 Year 1	Channel Islands	£9,000 Year 1
Northern Ireland	£9,000 Year 1	EU	£9,000 Year 1
Scotland	£9,000 Year 1	International	£12,000 Year 1
Wales	£9,000 Year 1		

Additional costs/fee information
For additional costs relating to this programme, please refer to <http://www.cardiffmet.ac.uk/additionalcosts>