

UCAS Teacher Training FAQs

What do I need to enter in the qualifications section?

- You need to specify qualifications which you have achieved or will be achieving before your programme begins.
- Training providers want to know about all the subject areas you studied during your degree and the time you spent on these subjects.
- When you entering your degree must enter the main subjects you studied in your degree. Enter the amount of time spent on each of the main subjects in your degree as a whole number or percentage, for example 15 could indicate 15% or credits.
- The total for the Main degree subjects must add up to 100%. For guidance on what to include, there are examples in the help text in Apply.

How do I request references?

You request references in Apply as part of your application. There's more information and a video on the [website](#).

My referee has not received the reference request email, why?

Once you have sent your reference request it's possible that the email has been blocked by their email firewall. You should ask them to add **Uttenquiries@ucas.com** to their contact address book. When they have done this you will need to go back to the reference section of your application, click **'edit'** next to the referee details and save the section as complete again. You will see the button to **"Send reference request(s)"** appear. After clicking this button, contact your referee to make sure they have now received it.

It could also be because your referee's email address isn't correct, so double check the details you've added in Apply.

Why do I have to provide two references?

To give training providers an informed assessment of your ability to become a teacher.

Who should be my referee?

It will depend on your experience and the training programme you're applying for. Here are some tips:

- If you're still at university or got your degree within the past five years, one reference must be from someone at your university who can comment on your academic ability and potential.
- The other reference can be from someone who knows you from work or who can comment on your character and your potential as a teacher.

- If you're applying for a School Direct (salaried) route one of your references must be from an employer. If it is from a school you have been, or are employed by it is a requirement that it is supplied by the head teacher.
- If you left university more than five years ago, you can choose two referees who know you from work or can comment on how suitable you are for teaching. You can still use an academic referee if you think that's the right thing for you.
- If you're providing a reference from a school where you have been employed or have done classroom observation, it should generally come from the head teacher.
- You mustn't use family members, friends, partners or ex-partners as referees.

Why doesn't my personal statement fit into the box in Apply?

The personal statement field is limited to 4,000 characters or 47 lines of text (including spaces). Some word processing packages calculate character and line counts differently from the way our system does, so you might need to redraft your statement if there's a discrepancy between the counts.

How do I find training programmes?

Search for all postgraduate teacher training programmes using our [search tool](#).

How do I track my application?

You can monitor the progress of your application online using [Track](#), as well as reply to offers and keep your personal details up-to-date.

Why can't I pay and send my UCAS Teacher Training application?

Your application is not complete until both referees have given their agreement and completed and submitted their reference for you. Once both references are complete you will be asked to pay for and send the application. So, first check that you have sent your reference request by going to the reference section and clicking the button to **Send Reference requests**". Then contact your referees to make sure they have received the email. If they haven't, check out the "**Why hasn't my referee received the email**" FAQ for further advice.

Visit our website for more information on [UCAS Teacher Training](#).