

Getting summer ready end of 2015 cycle checklist

The UCAS teacher training 2015 application cycle closes on Tuesday 15 September 2015 for applications through Apply 1. Applicants in Apply 2 will be able to add choices until Friday 9 October 2015.

You can finish your recruitment activities prior to this date if you have either filled all of your places or will not be actively recruiting over the summer.

Here's what you need to do to complete recruitment activities for this cycle:

- ☐ **Conditional offers** (C or CF in your system list) – make sure you update these to reflect whether applicants have met these conditions and should become unconditional.
- ☐ **Pending applications** – not made a decision yet? Ensure all decisions on applications are made before you finish your recruitment activity
- ☐ **Summer recruitment** – If you do not want to recruit over the summer or you are full – change your vacancy status on web-link to 'no vacancies'.
- ☐ **Contact details** – check your details are correct in web-link as we may need to contact you prior to the new scheme launching.

Please remember:

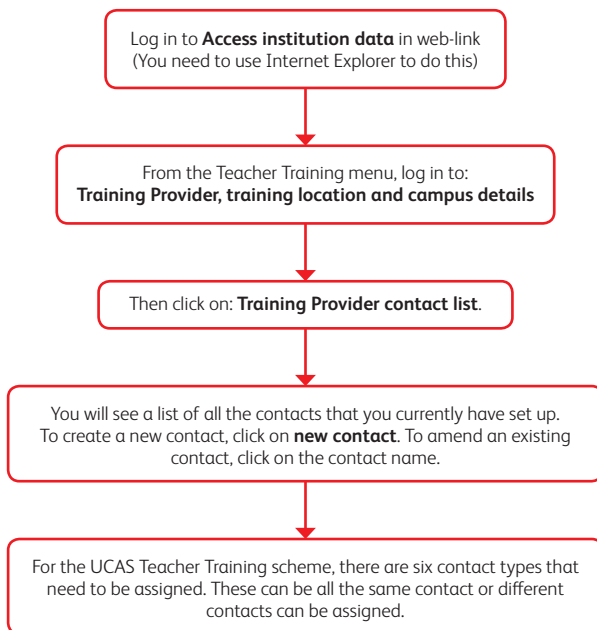
After 17 August 2015 your 40 working day decision window will start to reduce each day.

Check your Outstanding Decision List regularly if you've chosen not to close your training programmes over the summer.

We are here to help!

If you need help or advice with any of the above please contact the Data Collection Team on 01242 544864 or email coursesdata@ucas.ac.uk.

How to update your contact details:



Different teacher training contact types:

UTT Correspondent	This person will receive important updates and correspondence at key times of the year, including the fortnightly bulletin.
UTT Output	This person will receive data output and email alerts about new applications.
Addressee for GT12 replies	This person is used for Confirmation letters only. If no contact is set up, applicants will not receive Confirmation letters.
Fraud Correspondent	This person will receive alerts regarding fraudulent activity; such as similarity detection for the personal statement.
web-link Correspondent	This person will receive key updates on any disruptions in service or planned outages and changes to our systems.
UTT Finance Contact	This person will be contacted for finance purposes, including invoices.