2015

UCAS Teacher Training

Quick Set-Up Guide
for training providers

UCAS
Teacher Training

Background

This checklist has been sent to you following your request for Teacher Training allocations from the National College of Teaching and Leadership (NCTL) for 2015 entry.

This year, the NCTL requires that all training programmes requested (core and School Direct) are set up on UCAS systems prior to the allocation announcement. **Any programmes that have not been entered onto UCAS systems by 24 July 2014 will not be allocated places**

To minimise the amount of preparation you need to do, we've already rolled over your 2014 training programmes for the 2015 cycle.

You now have until the **24 July 2014** to ensure your training programme information is correct and that it reflects the training programmes you have requested places for.

Please follow this checklist to ensure that your training provider and programme details are ready for 2015.

Log in to the UCAS system

1. Go to www.ucas.com

2. Click on the Providers link at the top of the screen:
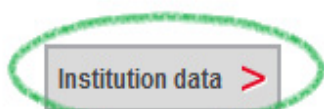

3. Select web-link

2. Select Institution data

Log in using your web-link username and password.

From the **Main Menu** select **Training programmes starting in 2015** and **UCAS Teacher Training (formerly GTTR).** This will take you to Net.update where you can check and update your training programme information.

What you need to check in Net.update

1. **Check your training locations / campuses**

   Teacher training menu →click **Training provider, training location and campus details** →click **Training provider/campuses**

   For the new cycle you may have to update the training locations/campuses you have so they reflect the ones you are working with in the 2015 cycle. So please check that they are set up and ready for your training programmes.

   If you have exhausted your allotted number of training location / campus codes, or if you need to change existing ones, you must email coursesdata@ucas.ac.uk with the following details:

   - Your UCAS training provider code (a 3-digit code, e.g. 1P3)
   - The existing training location / campus that is being retired – include its code and name
   - The new training location / campus name.

   We will allocate the existing training location / campus code to the new training location / campus name you have given us.

   Please note, the way you set up your training locations / campuses will affect how you can manage your applications:

   - If you **want applicants to choose a training location / campus,** or to express a preference, then set up your training locations /campuses as venues.
   - If you **do not want applicants to choose a training location / campus**, do not set them up as venues. In this case you must make sure your Entry Profile states that applicants will be placed in "one of the following schools…" and then list them. Feedback from applicants indicates that they do want to know where they will be placed and, in some instances, this may affect whether or not they apply to you.

2. **Check your training programmes are set up**

   Teacher training menu →click **Training programme details** →click **Training programme lists**→select the training programme title

   We have rolled over all of your training programme data from the 2014 programmes you offered, so you may already have enough programme data set up. Make sure you check what is already available and that it is relevant to the allocation requests you have made. For training programmes that will not run in 2015 please select **Discontinue** and 'No to publish' at the bottom of the screen.

   You will need to make sure that information about any new training programmes you have requested places for in 2015 are set up and managed by you. Your Set-Up Guide takes you through the process step-by-step in section 1.3 page 15 – you will need to log in to the secure provider section of the UCAS website to access this Set-Up Guide link.

Adding a new training programme

Teacher training menu →click **Training programme details** →click **Add new training programme**

Your Set-Up Guide (section 1.4 page 19) explains the different fields - you will need to log in to the secure provider section of the UCAS website to access this Set-Up Guide link.

Key points to remember when setting up new training programmes

Training programme title
This is the title of the training programme the applicant will be applying to study and teach. For example, a training programme in Secondary English should only be titled English. **Please do <u>not</u> include the following in the training programme title as they are specified elsewhere.**

- The age range
- The name of your school or provider
- Whether the training programme is salaried or non-salaried.

Accrediting provider
If you are working with an accrediting provider, you will have already set up agreements with them. Please select only the accrediting provider that you have an agreement with.

Training programme outcome
You must **select one** of the following four options for the outcome of each training programme:

Recommendation for QTS	This should be selected if the student will NOT receive an academic teacher training qualification upon successful completion of the programme.
Professional	This should be selected if the student will receive a Professional Graduate Certificate of Education (offered at Level 6) or Professional Graduate Diploma in Education (PGDE), with no credits or modules at postgraduate (Master's) Level 7 upon successful completion of the programme.
Postgraduate	This should be selected if the student will receive a Postgraduate Certificate of Education (PGCE) or other qualification which includes at least one module or some credits at postgraduate (Master's) level 7 upon successfully completing the programme.
Both professional and postgraduate	This should be selected if the student has the option of taking at least one postgraduate (Master's) Level 7 module or obtaining some postgraduate level credits as part of the programme.

If you are unsure, please ask your accrediting provider. You can provide more information about the outcome of your training programme in your entry profile or programme information.

Publish flag
When you have saved your new training programme it needs to be published.

Teacher training menu →click **Training programme details** →click **training programme lists**
→select the training programme title

At the bottom of the screen you can set the publish flag to **Yes** so that applicants can view it on the UCAS Teacher Training search tool. Please note:

- Your new training programmes will default to **No,** which is not published
- Once we have approved your new training programme, the publish flag will be set to **Yes** and must remain as **Yes** until at least 14 days after the 'receive applications from' date.
- Any training programmes that we have rolled over from 2014 will be marked as **Yes** and will automatically be published
- Once allocations are announced we will send you information about how to manage your courses visibility on the search tool.

Your Set-Up Guide (section 1.4 page 21) has more information about publishing your programmes - you will need to log in to the secure provider section of the UCAS website to access this Set-Up Guide link.

Training programme status
This indicates whether or not a training programme is running at a given training location / campus. They can be set to **Running**, **Discontinued**, **Suspended** or **New**.

Teacher training menu →click **Training programme details** →click **training programme lists** →select the training programme title
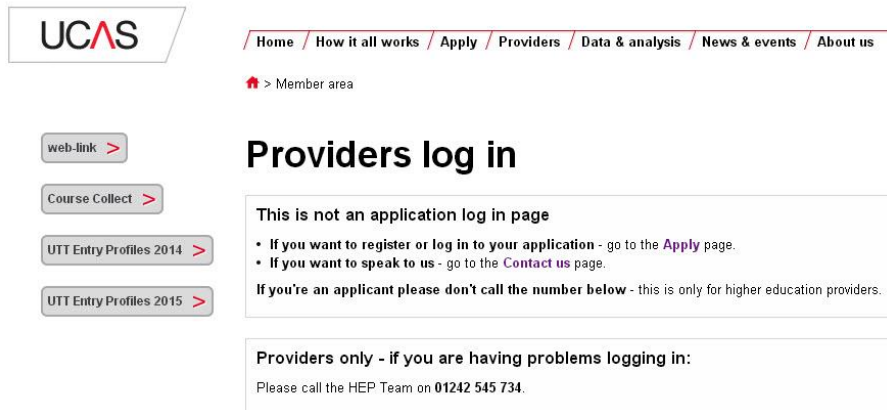
At the bottom of the screen you can set the training programme status.

- The training programme status will be **New** for all newly added training programmes for 2015, and all those that have been rolled over from 2014.
- Only change the status to **Running** when you have confirmation from the NCTL that you have been allocated places for the training programme.
- If you do not receive place allocations for a training programme for 2015, set it to **Suspended** so that it rolls into the following intake.
- Only use the **Discontinued** status if you will never offer the programme again, or if you have made an error when setting up the programme.

Your Set-Up Guide (section 1.4 page 21) has more information about setting the programme status - you will need to log in to the secure provider section of the UCAS website to access this Set-Up Guide link.

Entry Profiles

Training providers must also complete the Entry Profiles for all their training programmes. Log in to UTT Entry Profiles 2015 to update them.

You can find an example Entry Profile: www.ucas.com/members-providers/teacher-training/entry-profiles. Use this best practice guide as a reference to what you should consider including in your Entry Profiles.