UCAS Teacher Training

Set-up Guide

A guide to help you set up and manage your training
provider and programme information

UCAS
Teacher Training

June 2015

Contents

WHAT IS THIS GUIDE FOR?

This guide is designed to help you set up and manage your training provider and programme information using our online system web-link. It aims to answer most of the common queries that you may have, using text and screen shots to help you to complete tasks. We recommend that you read it together with the UCAS Teacher Training Admissions Guide before you start to set up your details.

In this document you will see reference to GTTR which was the previous application scheme offered by UCAS. From 2014 this was replaced by UCAS Teacher Training. Some references do remain so please note that these sections do refer to this scheme.

To use web-link, you'll need your relevant administrator usernames and passwords. We will have sent these to you once we received your completed joining form. If you've lost your password please see **I've lost my administrator password. What should I do?** for further advice.

TOP TIPS FOR USING WEB-LINK

To help guide you through the system, please read the following top tips.

- Make sure you check all the information you have entered for each training programme. Once you have saved it, allow time for it to be processed. **Be patient – it is sometimes slow. Do not submit it twice.**

- After you've updated information you will receive either an **Update successful** message to confirm this or it will show an **Error message** to show that this has not been processed.

- When navigating through web-link, please do not use the browser's back and forward buttons. Web-link has its own navigation trail at the top of the page, this can take you to the previous section. A link to exit the system is also provided on each section.

- Check each section before saving and before exiting the system. You must enter all the information for a new training programme; you can add more training programmes when you log back in.

- Remember to verify your email before continuing through the set up process.

Large training providers may want to consider setting up **Read-only** accounts. This can be created for users requiring limited access to web-link. You can read more about this later in the Set-up guide.

WHAT IS INSTITUTION DATA IN WEB-LINK FOR?

You will use web-link to:

- set up and manage your training provider and training programme information

- close training programmes

- reopen training programmes for late vacancies

- maintain training programme vacancy status, including how to discontinue training programmes

The information is published on our UCAS Teacher Training search tool, found at **www.ucas.com/ucas/teacher-training/find-training-programme** and will be used when applicants make their applications.

WHERE DO I GO TO LOG IN TO WEB-LINK?

From www.ucas.com click on the **Providers** tab at the top of the screen. Click on the **Log in to web-link** button.

Alternatively use this direct link to web-link:
https://update.ucas.co.uk/netupdate2/Welcome.htm.
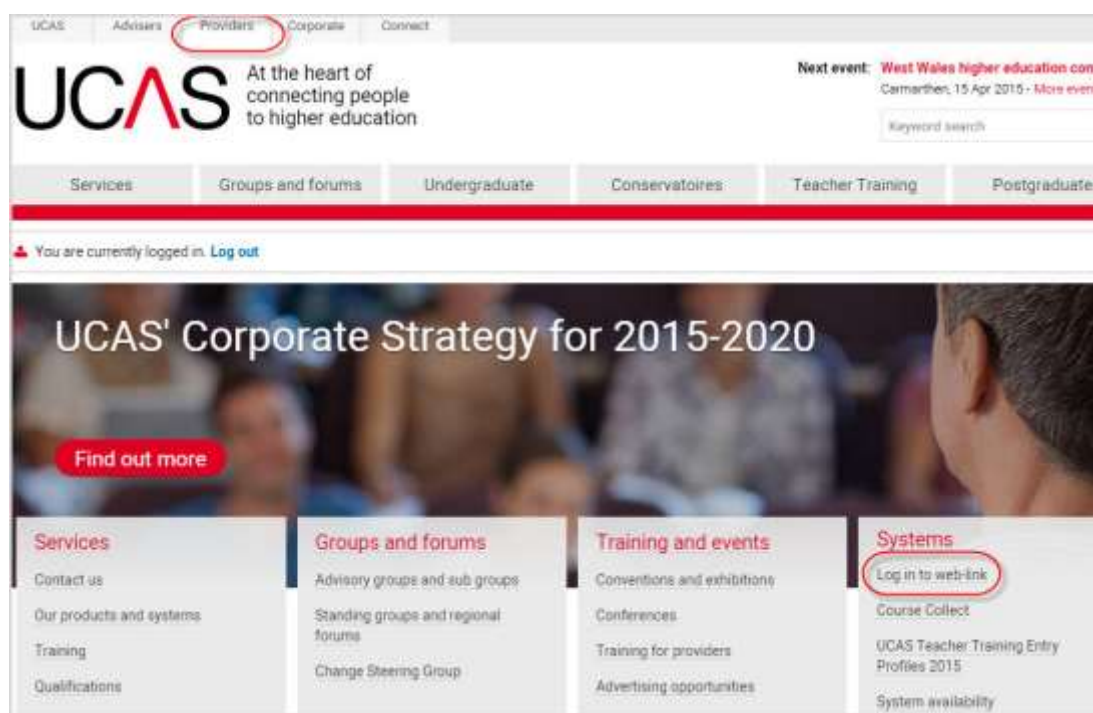
The URL will take you to a page labelled **Log in to web-link**. Click **Access institution data** and log in with your web-link username and password.

If you already use web-link for a different admission service (e.g. UCAS, UCAS Conservatoires, UKPASS), enter your existing login details. Once logged in you'll be taken to the system menu, where you can select any of the schemes available to you. If you use only one admissions system, you'll be taken directly to the main system menu.

Use applicant data to:

- view and manage applications
- complete Record of Prior Acceptances or Overseas Partnership Forms
- view and maintain offer abbreviations

> Access applicant data

Use institution data to:

- maintain your provider details, postgraduate or UTT courses/training programmes
- manage web-link user accounts
- access Application/Decision Tracker

> Access institution data

HELP AND SUPPORT

You'll find help and advice throughout web-link.

- Online help at page level, by clicking on the **Help** link at the top of each screen.

- Online help at field level, by clicking on the 'I' symbol next to individual fields.

WHAT DOES A WEB-LINK ADMINISTRATOR DO?

The web-link system needs an administrator at each training provider to set up and manage the user accounts for that training provider. This is often the same person that is responsible for managing the training programme details for their training provider, but it doesn't have to be. You will have been given a web-link Administrator username and password when joining the UCAS Teacher Training scheme, and you will use these details to access the Administrator section for the first time. Make sure you log in to the **Access institution data** section.

The log in to web-link is on the providers' page: www.ucas.com/providers
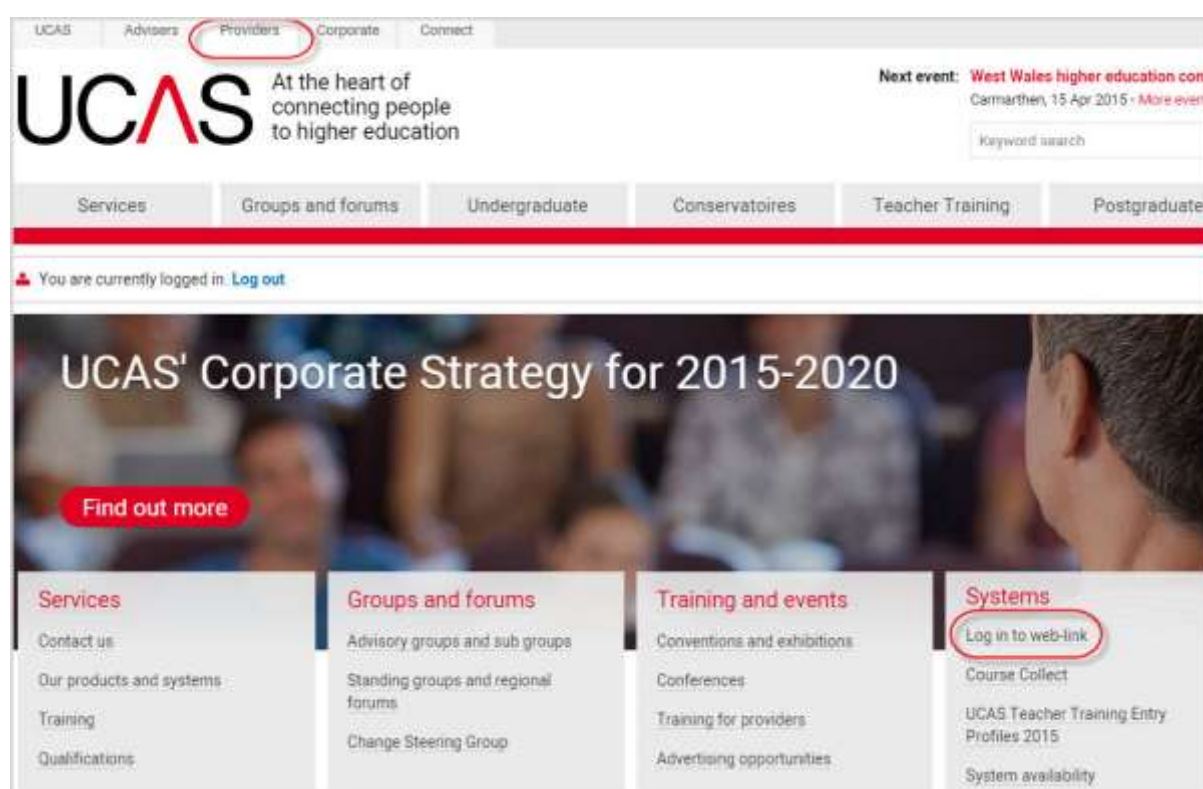
If you don't have an administrator username and password see **I've lost my administrator password. What should I do?**

Alternatively use this direct link to web-link:
https://update.ucas.co.uk/netupdate2/Welcome.htm.

Choose the **Access institution data** button and log in.

Use applicant data to:

- view and manage applications
- complete Record of Prior Acceptances or Overseas Partnership Forms
- view and maintain offer abbreviations

> **Access applicant data**

Use institution data to:

- maintain your provider details, postgraduate or UTT courses/training programmes
- manage web-link user accounts
- access Application/Decision Tracker

> **Access institution data**

Then log in using your administrator's username and password.

web-link
UCAS

Log in

Username	school2015
Password	••••••••

Enter   Clear

If you have forgotten your username and/or password you should in the first instance contact your Web-link Administrator at your institution who will be able to assist you.

Email UCAS

05 July 2013 11:35 AM

HOW DO I REGISTER A NEW WEB-LINK USER?

From the main **Administrator Options Main Menu**, an Administrator will be able to register new web-link users, for staff who require access to the web-link system, and view existing users. So that an Administrator can manage their training provider and programme data, or view and manage applications, they should also set themselves up as a web-link user.
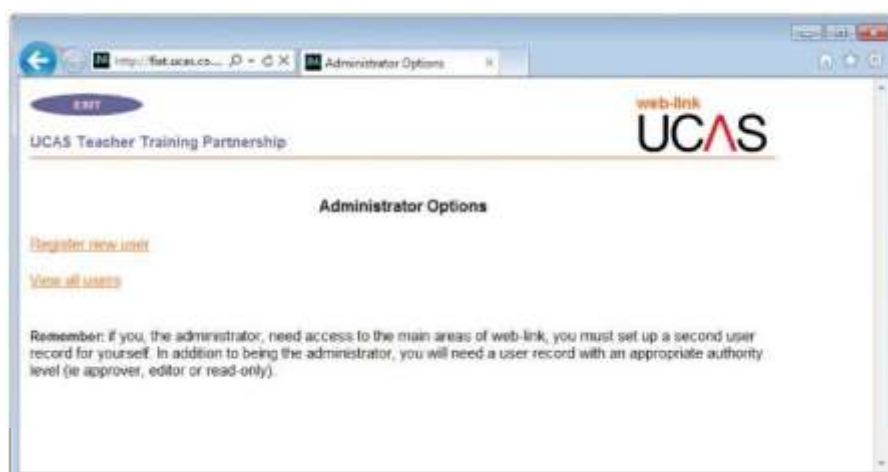
Enter details for each member of staff who requires access to web-link, before clicking on 'Submit details'. Each user will have a unique username, determined by the training provider Administrator. The system will alert the Administrator if the username has already been allocated to another user, in which case an alternative should be entered.

The system will generate an automatic email containing a confirmation number, which will be required for the user to gain access to the web-link system for the first time and will be used to confirm the user's email address. If you change your email address you will need to repeat this process. This automatic email will be sent to the first email address nominated in the screen below.

From: NetUpdate
Sent: 10 April 2015 08:39
To: JBushell@emmbrook.wokingham.sch.uk
Cc: swoodhull@piggott.wokingham.sch.uk
Subject: UCAS web-link email check (152)

The UCAS email confirmation number for Julian Bushell is 321.

The first time you log on to web-link you will be asked to enter this number in order for us to check that we have a valid email address for you.

You should let each user know that if they do not receive this email they should check their spam filters before calling the UCAS Data Collection Team.

The second email address is not mandatory; it can be used if another person needs to receive notification.

Assign the appropriate level of authority for each user from the drop-down box.

- **Read-only** access **allows a user to view**, but not update, data in the areas allocated to them.

- An **editor** has **authority to update** data in the areas allocated to them. Each editor should have an individual username so that individual changes can be tracked.

Select the areas of permission from the list on the left-hand side of the screen.

- **GTTR** permission allows a user to set up and manage training provider info and training programmes.

- **Applicant data** permission allows a user to view and manage applications.

To select both areas from the list, hold down the <Ctrl> key before selecting each area from the list.

The password for each web-link user is set and managed by the Administrator. Enter and confirm the nominated password in the appropriate box - make sure you remove all the dots before creating the password. **The password should be between 6 and 20 characters long and can include letters or numbers.**

As the Administrator you will see that we have already set your user permission to access **Applicant Data** and **GTTR**.

I'VE LOST MY ADMINISTRATOR PASSWORD. WHAT DO I DO?

If you lose your Administrator password you need to contact the Data Collection Team at UCAS. You can call them on 01242 544864 or email coursesdata@ucas.ac.uk.

ONE OF MY USERS HAS LOST THEIR PASSWORD. WHAT DO I DO?

If one of your users loses their password or it needs to be changed, the Administrator can let them have their details.

DO I NEED TO SET UP ADDITIONAL SECURITY OPTIONS?

You do not need to complete this information to set up a user account.

Optional additional security allows an Administrator to limit a user's access to web-link to a particular IP range or time (denying access at weekends). Your local IT support should provide Administrators with IP details which are entered in the screen above. If you want to limit access to web-link to a defined range of computers in a specific location, such as the training provider's training locations and campuses, your local IT support will provide you with the details.

Register a new user for the web-link system.
Security options for user: TestUser

Optional additional security
Communication with the UCAS database is protected by 128-bit SSL technology. If you wish you can specify the following extra checks when a user logs in (leave blank if not required):

Limit IP addresses.
An attempt to log in from outside the given range of IP addresses will be rejected. This could be used to ensure that anyone who logs in to this account is doing so from this institution. It may not be possible to implement in some cases.

Low IP address

High IP address

Limit hours available.
An attempt to log in outside the given hours, or at weekends, will be rejected.(Use the 24 hour clock to specify times)

Start time (HH:MM, like 09:30)

End time (HH:MM, like 17:30)

Allow access at weekends   Yes

Now add a password for this user.
The password should be kept secure as it allows course data at your institution to be edited online. It should be between 6 and 20 characters long and can include letters or numbers. UCAS will not reveal passwords, so if one is forgotten it must be changed by the local administrator. Add the password twice for confirmation.

Password

Confirm password

Confirm Security Options

Once confirmed, the new user's registered details will be displayed. Click on Main Menu to return to the main Administrator's screen.

MAIN MENU   EXIT   web-link
                                                           UCAS
UCAS Teacher Training Partnership

New user registered

User **rhill1** has been successfully registered.

Before they can use the system they must receive a confirmation number from UCAS by email, to check that the email address is correct. This number is entered once, the first time they log on. There may be a short delay before the email arrives.

User details	
Full name:	Rose Hill
User name:	rhill1
Email 1:	training@ucas.ac.uk
Email 2:	-
Tel:	0844 984 1111
Department/Faculty:	Test Team
User permissions:	GTTR Applicant Data (Editor)
Low IP address:	
High IP address:	
Start Time:	
End Time:	
Weekend Access:	Y

UCAS

HOW DO I MANAGE WHO HAS ACCESS TO OUR DATA?

From the Administrator's Main Menu, click on **View all users** to view the users currently setup on web-link, together with their authority level, area permissions, and an audit of their last login. Clicking on an individual user will show all of their registered details.

The screen below allows the Administrator to change or update user details or to view a user's password – if it's forgotten.

Changing a user's **Email 1** address will generate an automatic system email containing a confirmation number, which will be required for the user to re-access the web-link system.

MAIN MENU   EXIT

Administrator Menu --> User List

Change user details or remove user

Please note: Changing Email 1 will generate an automatic email containing a confirmation number which will be required for the user to re-enter the system.

To view the currently saved password for this user, click on the 'view password' link below.

Full name :		
User name :		
Password :	●●●●●	view password
Confirm Password :	●●●●●	
Email 1 :	@	
Email 2 :	@	
Telephone :		
Department/Faculty :	Teacher training recruitn	
Permissions : (change permissions)	GTTR Applicant Data (Editor)	
Low IP address	. . .	
High IP address	. . .	
Start time (HH:MM, like 09:30)	:	
End time (HH:MM, like 17:30)	:	
Allow access at weekends	Yes ▾	

Save changes   Cancel changes   Remove user

Important:

Keeping personal information secure

It is really important that we all work together to make sure that personal data provided by applicants as part of the admissions service is kept secure, and is only accessed by the people that should be able to see it.

So that you remain compliant with the Data Protection Act, you must make sure:

- multiple users do not share a single user account or use someone else's

- that when someone leaves your training provider, or changes jobs and the user account is no longer required, it must be removed immediately

- that only people who work directly for your training provider are set up with access to your account. Where your training programme is accredited by another provider they will be able to access all application details for programmes they accredit through their own UCAS account. They should not be set up as a user on your account

Password top tips

- The password must be a minimum of eight characters.

- The password must be changed at least once every 90 days.

- The password should not be written down or shared with anyone other than the intended user.
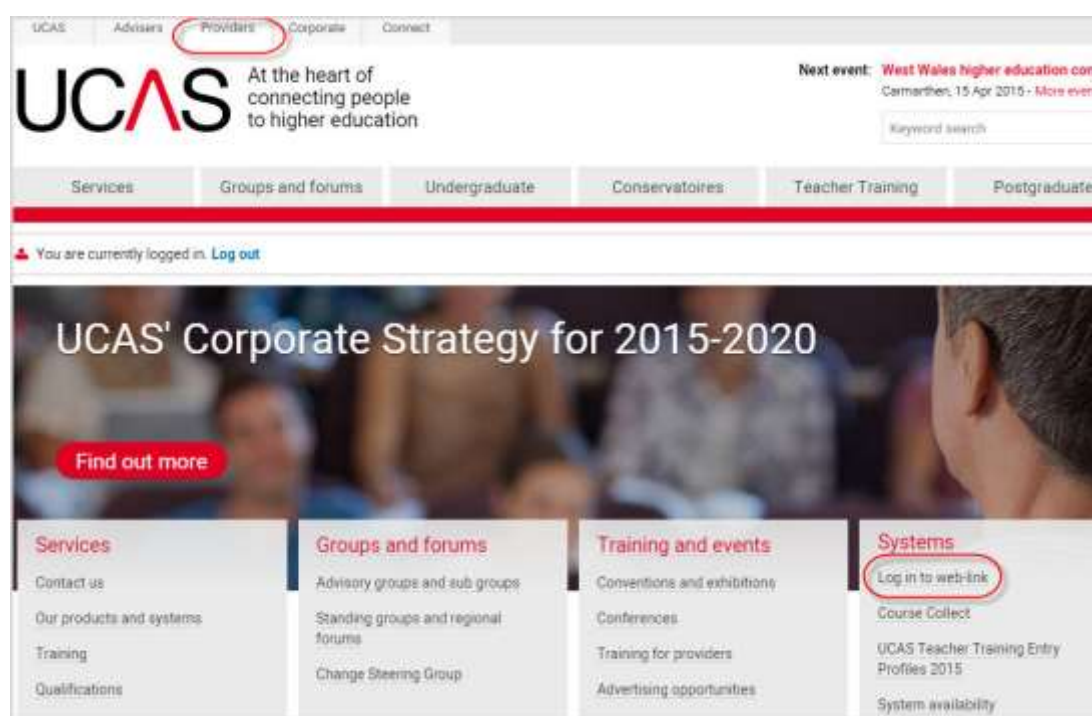
HOW DO I LOG INTO WEB-LINK?

Once set up, users access the web-link system through the same web-link URL with the login details provided by their Administrator.
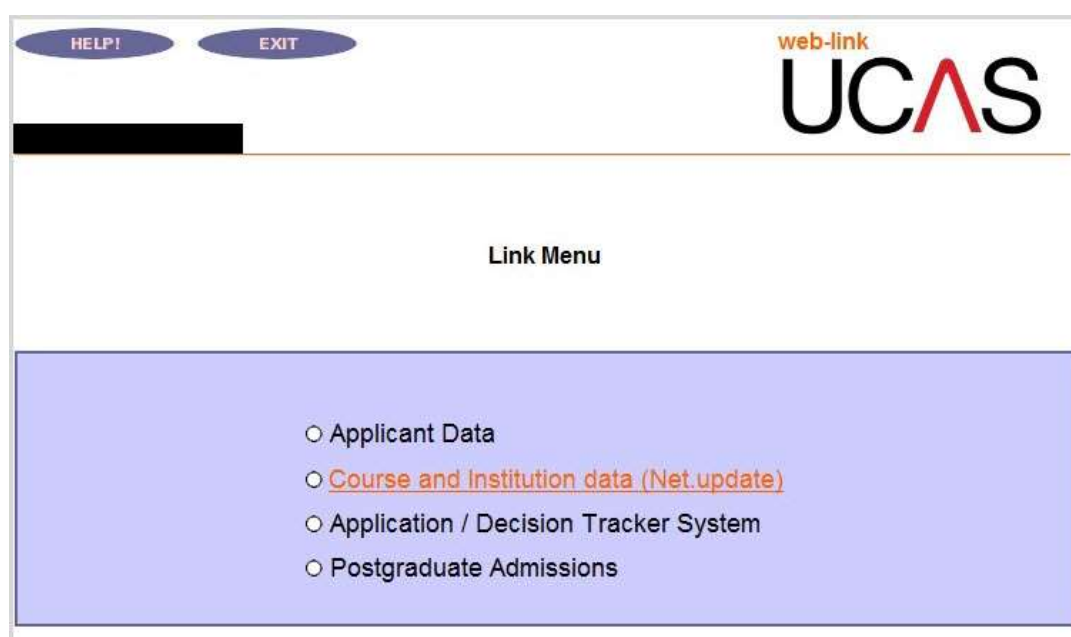
From www.ucas.com click on the **Providers** tab at the top of the screen.

If you are access web-link for the first time, check you have your confirmation code. You can find this in your verification email.
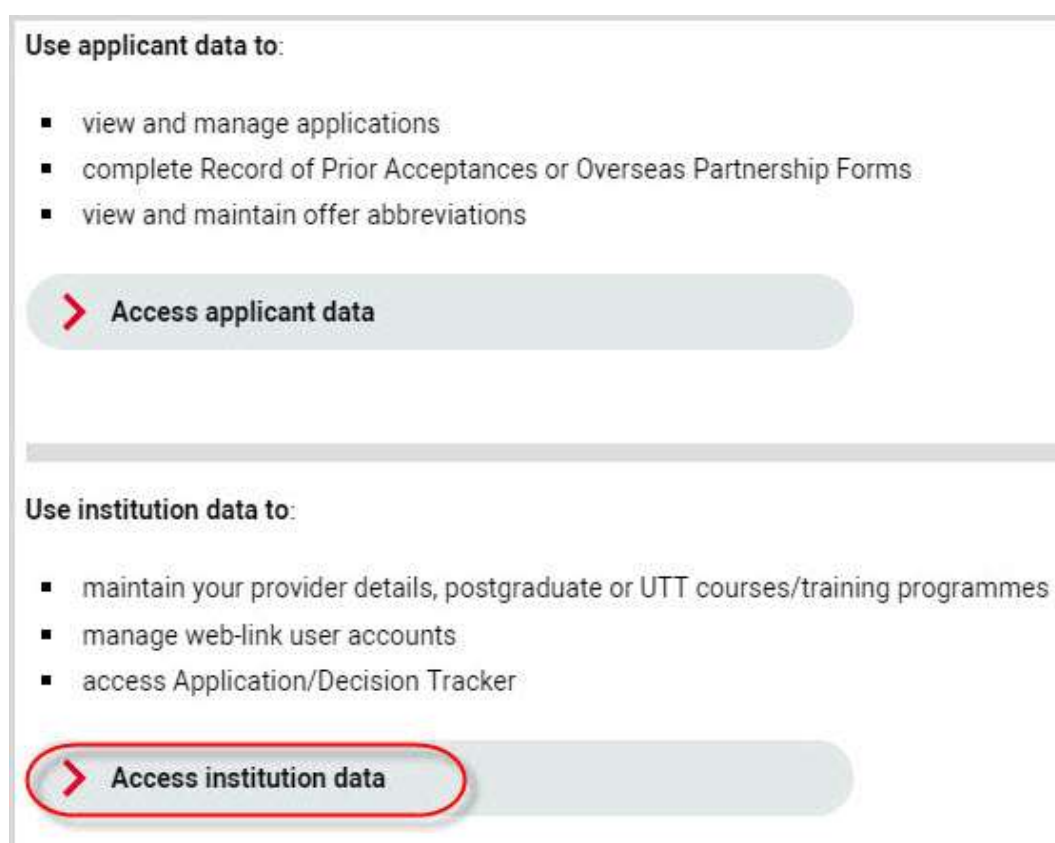
Click on the **Log in to web-link** button

Then select **Course and Institution data (Net.update)**

HELP!   EXIT

web-link
UCAS

Link Menu

○ Applicant Data
○ Course and Institution data (Net.update)
○ Application / Decision Tracker System
○ Postgraduate Admissions

Next click on **Access institution data** button

Use applicant data to:

- view and manage applications
- complete Record of Prior Acceptances or Overseas Partnership Forms
- view and maintain offer abbreviations

> Access applicant data

Use institution data to:

- maintain your provider details, postgraduate or UTT courses/training programmes
- manage web-link user accounts
- access Application/Decision Tracker

> Access institution data

Now log in using the username and password provided by the Administrator at your training provider.

I'VE LOST MY USERNAME AND PASSWORD

If you've lost your username and password, contact your web-link Administrator. They have administrator access to let you have your details.

When first accessing web-link, a new user will need to confirm their email address by entering the confirmation code – emailed to them by UCAS (NetUpdate). This is only done once unless the user changes their email address, in which case you will be emailed a new number to confirm the new email address.

From: NetUpdate
Sent: 10 April 2015 08:39
To: JBushell@emmbrook.wokingham.sch.uk
Cc: swoodhull@piggott.wokingham.sch.uk
Subject: UCAS web-link email check (152)

The UCAS email confirmation number for Julian Bushell is 321.

The first time you log on to web-link you will be asked to enter this number in order for us to check that we have a valid email address for you.

I'M LOCKED OUT OF WEB-LINK. WHAT CAN I DO?

If you lock yourself out of web-link you need to contact the HEP Team. Call 01242 545 734 and select the option to discuss a **technical matter**, or email hepservicedesk@ucas.ac.uk

ONCE I'VE LOGGED IN, WHERE DO I GO TO SET UP MY TRAINING PROVIDER DETAILS?

From the **Access institution data** button, click **Continue to Link Menu** and choose **Course and Institution data (Net.update)**.

To manage your training provider and training programme details, select the appropriate year from the drop-down box and **UCAS Teacher Training (formerly GTTR)** to access the Teacher training menu.

If you click on the wrong year – don't use the back button - Click on **Select Year** will allow a user to navigate back to the Main Menu in order to select an alternative year of entry.

WHAT ARE TRAINING PROVIDER DETAILS?

The 'Training Provider' link will allow users to manage and maintain information relating to their training provider.

These details are seen by potential applicants. The 'Contact' field is intended for a job title or department. Names can also be used, but they regularly become out-of-date as people move to other jobs, so a job title should also be included. Do not include information where a specific field is provided elsewhere on the address / contact screen, e.g. do not enter a postcode in Address 4.

Some training providers are known by a different name or an abbreviated version of the name that was used to register with the NCTL to bid for training places. In these cases, you can include the abbreviation or alternative name in the field Address 1.

The telephone number and email address fields are published for applicants to use to contact you. Use the **'add/edit or delete…**' link to add/edit up to four telephone numbers and email addresses. Each telephone number and email address can have an associated text; this could be Admissions or Primary, for example:

The **Website** field allows you to enter your web address, making this available in the search tool for applicants to find further information.

CAN I USE AN ALTERNATIVE NAME TO ADVERTISE MY PLACES ON UCAS TEACHER TRAINING?

There are some cases where, as a training provider, you may want to use an alternative name to advertise your places on the UCAS Teacher Training search tool.

When you requested your bid for allocations with the NCTL, you will have been given the option to include your agreed UCAS advertising name during this process. You will not need to take any further action.

If you didn't request to use an alternative name during the allocations process then you will need to contact the NCTL at ITT.ALLOCATIONS@education.gsi.gov.uk in the first instance. Once you have agreed the name you want to use to advertise your training programmes on the search tool, the NCTL will inform us and we will make this change for you.

HOW DO I SET UP AND MANAGE MY TRAINING PROVIDER DETAILS?

Once you have set up the administration and have your users of the system in place, you can create and manage your training provider details and training location / campus information for your training programmes.

Selecting the **Training provider, training location, and campus details** link will navigate users to a page with sub-menu links.

WHAT IS THE TRAINING PROVIDER CONTACT LIST?

The 'Training provider contacts' screen shows the staff contacts that are set up on the system. Select a contact to edit their details, or select 'Click here' to add a new contact.
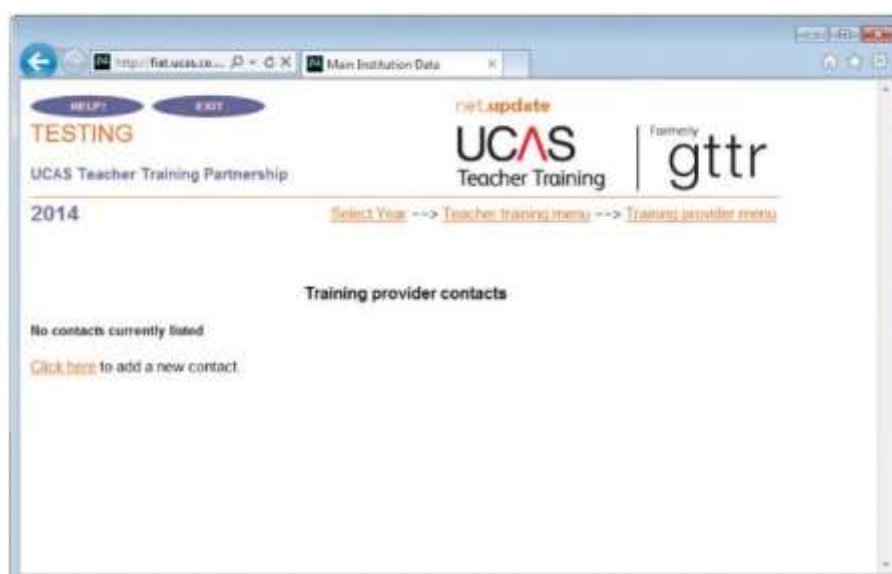
You must enter the details relevant to an individual contact, and click on the Contact Group boxes to assign a contact group to that contact. As a minimum, the following Contact Groups are required.

- **UTT Correspondent** – this person will receive important correspondence, such as key information about deadlines for making decisions and managing training programmes, in our fortnightly bulletin.

  Only one UTT Correspondent is permitted; it is their responsibility to forward the information on to relevant staff at their training provider.

- **UTT Output** – this person will receive email alerts to notify of new applications.

- **Addressee for GT12 replies** – this contact is used for Confirmation letters only. If no contact is set up applicants will not receive their Confirmation letters.

- **Fraud Correspondent** – this person will receive alerts to any fraudulent activity such as similarity detection for the personal statement.

- **web-link Correspondent** – this person will receive key updates for any disruptions in service or planned outages and changes to our systems.

- **UTT Finance Contact** – we will invoice this person for payment of capitation fees.

For each category you can add the same person or individuals.

Make sure you have a contact for all these contacts; application processing during the cycle will be disrupted if they are not in place.

WHY DO I NEED A CONTACT FOR ADDRESSEE FOR GT12 REPLIES?

Once you confirm an applicant's place on one of your training programmes they will receive a GT12 Confirmation letter. You have the option to modify the text in the letter with one of the following statements:

GT12 Confirmation letter:

[Training provider name] will assume that you are taking up your place, and will be sending you joining instructions before you start your training programme.

GT12B Confirmation letter:

To confirm **whether or not you intend to take up this place,** you must contact the training provider at [GT12 reply email or URL].

If you are replying to the training provider's email address, you must include your:

- full name

- Personal ID

- training programme code

- reason for not taking the place (if applicable)

GT12E Confirmation letter:

To confirm **that you intend to take up this place,** you must contact the training provider at [GT12 reply email or URL].

If you are replying to the training provider's email address, you must include your:

- full name

- Personal ID

- training programme code

If **you do not intend to take up this place,** no action is required.

GT12N Confirmation letter:

If you **do not intend to take up this place,** you must contact the training provider at [GT12 reply email or URL]

If you are replying to an email address, you must include your:

- full name

- Personal ID

- training programme code

- reason for not taking the place

Once you have chosen the letter that you want your applicants to receive you need to set up your **Addressee for GT12 replies** and provided the **GT12 Reply Email or URL**.

The **Addressee for GT12 replies** is set up on the **Training provider contacts** page (You can leave **Contact Position** blank) and the **GT12 Reply or URL** on the **Training provider requirements** page**.**

Setting the **GT12 Reply or URL** select:

- **Coming/Enrol** for the GT12E Confirmation letter

- **Coming or Not** for the GT12B Confirmation letter

- **No response** for the GT12 Confirmation letter

- **Not coming** for the GT12N Confirmation letter

WHAT DO YOU MEAN BY MY TRAINING PROVIDER REQUIREMENTS?

This is where you set how you receive and view your data.

These are the important options to complete in the training provider requirements menu.

Type	Preference
	ABL Course / Personal ID ▾
Format preferred for data download	ASCII DATA ▾
	Monthly in course order ▾
	Course / Alphabetic ▾
	Course / Alphabetic ▾
	No, not required ▾
	Select... ▾
Outstanding Decision Lists (ODL)(all)	Application code ▾
Copy Form Sequence	Course / Application code ▾
Require copy forms	Yes, required ▾ choose which courses...
Star J required flag	Flat File ▾
Star X required	Yes, required ▾
New UTT application alerts	No, not required ▾
Type of GT12 required	Not coming ▾
	Select...
	Coming / Enrol
	Coming or Not ▾
	No response c
	Not coming ▾

Update

- **Format preferred for data download** – select whether or not you want to receive applicant data that includes extended character sets. These are European characters, such as á, ë, õ, that are not in the English alphabet. You choose one of the following.

  - **ASCII DATA** – you only want to receive one set of data without European characters.

  - **Unicode data** – you only want to receive one set of data that includes European characters.

  - **ASCII DATA AND UNICODE DATA** – you want to receive two sets of data; one with and one without European characters.

- If you use web-link to view your applications we recommend that you select ASCII DATA AND UNICODE DATA.

- **Outstanding Decision Lists (ODL) –** training providers can choose whether or not they want to receive an ODL sequence list. The drop-down list offers a sort choice of the list data. ODLs are available online in the Applicant Data section of web-link. You'll find ODL in web-link which shows 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 awaiting Confirmation decisions (see the 'Replies and Confirmation' section for more info) in the Admissions Guide.

- **Star J required flag –** the Star J provides HESA return details for each accepted applicant at your training provider. It contains personal information (such as forenames, surname, ethnicity and disability) as well as qualifications data and can be downloaded from the Applicant Data Section of web-link (Main Menu, Management Information, Export Data, Applicant Data 3). It is available after the end of the cycle.

- **Star X required –** the Star X gives extra statistical information for each applicant to your training provider. It contains information that can be used for statistical purposes, such as social class and national identity. It does not contain personal information such as names and addresses which are not included in this transaction. It can be downloaded in the Applicant Data section of web-link (Main Menu, Management Information, Export Data, Applicant Data 2).

- **New UTT application alerts** – use this to opt in to receive an email alert whenever a new application has been sent to you.

- **Require copy forms** – Your copy form preference should be set to **Yes, required**. This, together with the copy form setting on each training programme record, will enable PDFs to be created of your applicant's applications. You might not need to download those PDFs, but as they cannot be created retrospectively it is better to have them available in case you need to do this later.

- **Type of GT12 required** – you must make a selection because it determines which type of Confirmation letter we send to applicants who hold a confirmed place at your training provider. The selection will be applied to all your training programmes. The following table explains the different GT12 Confirmation letters:

Setting in web-link	Letter	Required action by applicant	Required action by training provider
Coming/Enrol	GT12E	You want applicants to email only if they are taking up the place.	Enter an email or website address for your **Addressee for GT12 replies** in the training provider contacts section.

Coming or Not	GT12B	You want applicants to email you to confirm whether or not they will be taking up the place.	Enter an email or website address for your **Addressee for GT12 replies** in the training provider contacts section.
No response	GT12	You do not want to receive any email confirmation from applicants.	No action required.
Not coming	GT12N	You want applicants to email only if they will not be taking up the place.	Enter an email or website address for your **Addressee for GT12 replies** in the training provider contacts section.

The training provider requirements screen has a number of requirement types that you do not need to complete. They are relevant to one of the other admissions schemes provided by UCAS.

- ABL listings

- Course analysis

- Ethnic sequence list

- June lists

- New applicant labels required

- Number of new applicant labels required

- Copy form sequence

- Weekly movements lists

- June labels ordering

- Require one audition for secondary instrument study

WHAT ARE TRAINING LOCATIONS / CAMPUSES?

Every training provider will have a Main Site campus created by default on web-link. For the majority of providers, this will be the only campus required, as it relates to the training

provider's own school or location. It is not necessary to change the name of the training location / campus from Main Site to the name of the training provider, because the name of the training provider is already held elsewhere on web-link. Click on the training location / campus name to view or manage the details of existing locations.

Click on 'Add a new training location / campus' to add a new site.

- **Training location / campus address –** enter the address of the training location. If you are setting up the details of the main site, and run School Direct training programmes, please enter the name of the lead school in the first line of the address. If the location is an area, simply repeat the area description – e.g. Birmingham.

- **Planned intake –** the number of trainees you plan to take for the year of entry – shown in the top left hand corner of the screen. Planned intake should be grouped into the age categories – Primary, Middle Years or Secondary. Use the 'add/edit or delete planned intake' link to change the planned intake (up to four numbers and associated text).

  This information is not displayed anywhere to the applicant.

Note that these details only apply to the training location / campus area you're working in. Click on '**view training programmes at training location / campus**' to view or manage any training programmes already set up at existing sites.

HOW DO I ADD A TRAINING LOCATION / CAMPUS?

You can create additional training locations /campuses. **We strongly recommend that this is done where the training provider offers training over a wide geographical area, so that the applicant can specify a preference for where they want to train.** Up to 36 training locations / campuses can be created. If you have more sites than this, you will need to group some of your training locations together under a single training location / campus record, such as all locations within a town, county or region, and indicate the specific locations available within your Entry Profiles.

If you wish to place your applicants in the most appropriate training schools or locations, then you should not create new training locations / campuses.

If you wish to give the applicants the ability to state which school or location they wish to train at, then you will need to set up new training locations / campuses.

- **Training location / campus code** – each campus has to have a unique training location / campus code which you can create. Provide either a capital letter or single-digit number to uniquely identify a training location, or training provider campus. Once a code has been assigned it cannot be changed.

- **Training location / campus name** – enter the name of the training location / campus e.g. Cheltenham, or UCAS Training School, or Gloucestershire. The field accepts a maximum of 100 characters. It is not possible for you to change the name attached to an existing training location / campus.

- **Training location / campus region** – all training locations / campuses must be allocated to a region. To allocate the region for this training location / campus select the region from the drop-down list and click save.

Training location/campus details for Bristol Campus

Once updated, the new training locations / campuses will be available for selection from the main 'Training locations / campuses' menu and in the setting up training programmes lists.

Training locations/campuses

Add a new training location/campus

Live training locations/campuses

Training location/campus code	Name	Training programmes at this training location/campus
W	Henry Maynard Primary School	view training programmes at training location/campus W
M	Main Site	view training programmes at training location/campus M
O	Oakthorpe Primary School	view training programmes at training location/campus O

HOW DO I SET UP MY TRAINING PROGRAMMES?

> Now you have set up your training provider information, including training locations / campuses, you are ready to set up your training programmes.

You must have all the information about each training programme before you begin entering it. You cannot enter some data and return at a later date to complete your entry once the programme has been published.

The main training programme menu allows users to add new training programmes and view existing training programmes once set up.

Click on 'Add new training programme' to add details of a new training programme that you have bid for or intend to offer during this year of entry.

HOW DO I ADD A NEW TRAINING PROGRAMME?

You must have all of the information about the training programme to hand before you begin entering it on web-link. You cannot enter some information and return at a later date to complete your entry.

You will need:

- the subject area to be taught (e.g. English, Biology)

- the age range to be taught (e.g. Secondary, Middle Years)

- for School Direct programmes, whether it is a School Direct (salaried) or School Direct training programme

- for School Direct training programmes, the name of the accrediting provider (e.g. Thames SCITT, University of Worcester)

- the modular status of the programme – your accrediting provider will be able to tell you this

- the training programme outcome – the highest award possible that students are able to achieve when they complete the training programme

- GCSE entry requirements in English, mathematics, and for primary programmes, science.

Add new training programme

Mandatory fields are marked with an asterisk(*). A training programme cannot be saved if any of the asterisked boxes (*) are blank.

Training Programme Details

Training Provider:	1G1
Training programme code:	The training programme code will be generated automatically when you have completed all mandatory fields and the new training programme has been saved.
Training programme title:	
Programme type:	Higher education programme
Accrediting provider:	N/A
Age:	Primary / Primary / Middle / Secondary
Mode of study:	
Modular:	Non-modular training programme
Start Month:	September
Training programme outcome:	Recommendation for QTS
Receive applications from:	Please select...
Training location/campus:	Please select one or more. / Main Site

Specific Entry Requirements

English Required:	N/A
Maths Required:	N/A
Science Required:	N/A

The notes below explain what individual fields mean.

- **Training programme code** – this unique code will be allocated to your training programme by UCAS once you have completed all mandatory fields and the new training programme has been saved. You cannot change it.

- **Training programme title** – **Your title must match exactly your NCTL allocation bid.** 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 not 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

You should also follow these guidelines:

  - use both upper and lower case

  - use capital letters at the start of each word, except for words such as 'and' and 'with'

- do not include the qualification award, e.g. PGCE in…

- do not include the duration of the training programme

- do not put a full stop at the end of the training programme title

- **Programme type** – this is the type of training programme.

  - higher education programme – only HEPs should use this option

  - School Direct training programme – only lead schools should choose this option

  - School Direct (salaried) training programme– only lead schools should choose this option

  - SCITT programme – only SCITTS should choose this option

You will not be able to change the programme type once the training programme has been published online. When the training programme is published, the training programme 'publish' field will show 'Yes' and you will see the programme type displayed as a read-only field. You can change this at any time until the programme has been published by UCAS.

- **Accrediting provider –** all School Direct training programmes must have an accrediting provider associated with them. You must choose the accrediting provider from the drop-down list for all School Direct training programmes. If the accrediting provider is not in the list you should contact the HEP Service Desk on 01242 545734 or **hepservicedesk@ucas.ac.uk** and they can arrange for the provider to be added to the list for you. You can then allocate the accrediting provider to your training programme. **You will not be able to change the accrediting provider once the training programme has been published for that application cycle.** You can change this at any time until the programme has been published by UCAS.

- **Age –** indicates Primary, Middle Years or Secondary. If you are setting up a further education programme select 'Secondary' on this screen, you will be able to modify this on the training programme details screen (see next step). This cannot be changed after it has been saved.

- **Mode of study** – the mode of study can be either full-time, part-time or both.

- **Modular –** indicates whether the training programme is modular or not. 'Modular' or 'non-modular' can be selected. Most training programmes are not modular. If you are not sure contact your accrediting provider.

- **Start month –** identifies the month only (not the year) when a training programme starts.

- **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 of the training programme outcome, please ask your accrediting provider. You can provide more information about the outcome of your training programme in your Entry Profile or programme information.

You will not be able to change the training programme outcome once the training programme has been published online. When the training programme is published the training programme 'publish' field will show 'Yes' and you will see the training programme outcome selected as a read-only field.

- **Receive applications from** – select a date from the list from when you want to start receiving applications for this training programme.

  We recommend you take the following into account when deciding which date to select.

  - availability of staff for interviews

  - holidays

  - time to make your decisions

  You will not be able to change this date once the training programme has been published.

- **Training location / campus** – select the training locations / campuses where this training programme will be available. To select multiple locations hold the <Ctrl> button down on your keyboard and click on each location you want to select to highlight them.

If the training programme is only available at your Main Site location, or if you have not set up any additional training locations / campuses, please just select Main Site.

If you wish to place your applicants in the most appropriate training schools or locations, then you should not create new training locations / campuses.

If you want to give the applicants the ability to state which school or location they want to train at, then you will need to set up new training locations / campuses.

- **Specific Entry Requirements** – Government legislation dictates that every applicant must have a set of standard GCSE grades A – C or equivalent exams in England (A – B or equivalent in Wales) prior to beginning their training programme. These general requirements are for maths, English and, where appropriate, science. For each training programme you must also set up your own unique requirements.

  Use the three **Specific Entry Requirements** fields to set your general qualification requirements for English language, maths and science GCSEs or equivalent by selecting 1, 2, 3 or 9 (see **key to codes**), and then click the **Save** button.

Key to codes

1* = **Must have** – You want the applicant to have already achieved the qualification at the time of applying.
2 = **Taking** – You will consider applicants that expect to achieve the necessary qualifications before the training programme begins.
3 = **Equivalence test** – You are able to offer applicants an equivalence test.
9* = You do not require an applicant to hold GCSE grades A – C or equivalent. This code can only be used for further education or post-compulsory education courses.
N/A = **Not applicable**.

*Qualification based on the country where the programme is offered.

You can edit these values after the training programme has been created through the 'GCSE or equivalent qualifications at time of application' option from the Teacher Training menu.

WHAT DO I NEED TO INCLUDE IN MY TRAINING PROGRAMME DETAILS?

Once added, a new training programme will be allocated a training programme code by UCAS, and will be available to select from the **Training programme menu**, under the **Training programme lists** option. New training programmes will need supplementary details added for each training location / campus running the training programme.

- **Training programme title** – See **How to add a new training programme** for details of what to include.

- **Subject classification** – all training programmes must have at least one subject classification; a maximum of 10 can be selected. Without a subject classification the training programme will not be listed on the UCAS Teacher Training search tool. Select the appropriate subject from the drop-down menu.

- **Handbook title** – leave blank as no longer used.

- **Age information** – to add or edit the age bracket and age range click **Add/edit age bracket and age range**. Select the age bracket and age range from the drop-down lists.

- **Mode of study** – this can be either full-time, part-time or both. Select the appropriate option from the drop-down menu.

- **Modular** – this is used to show whether the training programme is modular or not. Select the appropriate option from the drop-down menu.

- **Start month** – this is used to show which month (not year) the training programme starts. Select the appropriate month from the drop-down menu.

- **Training location / campus name** – Select the training locations / campuses where this training programme will be available. To select multiple locations hold the <Ctrl> button down on your keyboard and click on each location you want to select to highlight them.

  If the training programme is only available at your Main Site location, or if you have not set up any additional training locations / campuses, please just select Main Site.

  If you want to place your applicants in the most appropriate training schools or locations, then you should not create new training locations / campuses.

If you want to give the applicants the ability to state which school or location they want to train at, then you will need to set up new training locations / campuses.

To receive copy forms for applications to this training location/campus select **Yes** from the drop-down list.

Before leaving the page click **Save** to save the details you have added.

HOW DO I MAKE MY TRAINING PROGRAMME LIVE?

Once all the information has been added it's time to publish the training programme.

- **Publish** – when a new training programme is added to the scheme it will not be published automatically in the online search tool. You must select **Yes** from the Publish drop-down list in the training programme details section when you are ready. Making changes to Publish allows you to control when applicants can see your training programme information.

  If you submit a new training programme for publication before the cycle starts, it will be published at the start of the cycle.

  If you publish a training programme after the cycle has gone live, UCAS will make it live within four working days. For example, if you add a new programme, or change the status of an existing programme from 'New' to 'Running' when you have had your places confirmed by the NCTL on a Monday it will be live by the following Friday.

  All School Direct training programmes are first published by UCAS. Setting the status of the training programme to 'Running' will notify UCAS that you are ready for the training programme to be published.

  Status – the status of a programme, together with the setting in **Publish**, determines whether it is displayed in the search tool. Your options are **Running**, **Discontinued**, **Suspended** or **New**.

    Running means the training programme is running and you are ready and able to receive applications. If combined with **Yes** as the setting in **Publish**, the training programme will appear in the search tool.

    New is used for a new training programme. The default is set to **No** in **Publish** and so will not appear in the search tool. If you are ready to start receiving applications then you should change the setting to **Yes** in **Publish**.

    Discontinued means that the training programme is no longer available or perhaps set up incorrectly.

    Discontinued training programmes **will not** be rolled over to the next application cycle in May each year.

    Suspended means that you will not be running your training programme in the current cycle, for any reason, but may run it again the future. The programme will not be displayed in the search tool for applicants to research.

    Suspended training programmes **will** be rolled over to the next application cycle in May each year.

Remember – When setting up new training programmes, or waiting for the new application cycle to begin, you must have confirmation from NCTL that you have received an allocation **before** you publish your training programmes. Once you have confirmation that a training programme has been allocated places please check that you have your training programmes set to both **Running** and **Yes** in **Publish** so that applicants can apply.

Before making changes to training programme information you must refer to the UCAS Teacher Training Admissions Guide, paragraph 5.8.

Making amendments to the training programme details will only update the training programme at the training location / campus indicated. Additional training locations / campuses that the training programme also runs at are identified at the foot of the screen. To update other instances of the training programme at other training locations / campuses, click on the appropriate option. Other training location / campuses can be added by clicking on 'Add this training programme at another training location / campus' and selecting the appropriate option from the drop-down list.

HOW DO I SET OUR GCSE OR EQUIVALENT ENTRY REQUIREMENTS?

The GCSE or equivalent qualifications required by all applicants at the time of application are set when adding a new training programme. The requirements can subsequently be edited after the training programme has been created through the 'GCSE or equivalent qualifications at time of application' option from the Teacher Training menu, by selecting the appropriate training programme to edit.

This should only be done after careful consideration, as it can cause considerable confusion to applicants who have already researched these requirements. It may also have implications for applicants who have already applied to the training programme. If you are changing the entry requirements to allow a specific individual to apply, please be aware that any other applicant who meets the new criteria will also be able to apply and you must give them the same consideration.

Allocate your general qualification requirements for English language, maths and science GCSEs or equivalent by selecting 1, 2, 3 or 9 (see key for definition of codes) and then use the 'Save' button to update.

Key to codes

1* = **Must have** – You want the applicant to have already achieved the qualification at the time of applying.

2 = **Taking** – You will consider applicants that expect to achieve the necessary qualifications before the training programme begins.

3 = **Equivalence test** – You are able to offer applicants an equivalence test.

9* = You do not require an applicant to hold GCSE grades A – C or equivalent. This code can only be used for further education or post-compulsory education courses.

N/A = **Not applicable**.

*Necessary qualification based on the country where the programme is offered.

- Status

Your new training programmes will appear on web-link with the status of New. When you have had your allocated places confirmed by the NCTL, you will need to change the status of each programme that you have been awarded places for to Running.

- Copy Form

The copy form preference should be set to **Yes**. This, together with the global copy form setting in the training provider requirements section, will enable PDFs to be created of your applicant's application forms. You might not need to download those PDFs, but as they cannot be created retrospectively it is better to have them available in case you need to do this later.

WHAT DO I DO IF MY ACCREDITING PROVIDER WITHDRAWS FROM TEACHER TRAINING?

Training programmes that have the publication flag set to yes cannot then be amended. If your accrediting provider withdraws from teacher training, you will need to change the status of those affected programmes to Discontinued, and then submit a new programme record for each subject with the new accrediting provider details. The new training programmes will have different application codes to the original training programmes.

Please note, if you have current applications in progress you must contact your Relationship Manager at UCAS to discuss how to manage this change.

HOW DO I ADD A NEW VENUE TO AN EXISTING TRAINING PROGRAMME?

Follow this route to find the section where you can add a new venue

Main menu ➞ select the year the training programme will start and click **UCAS Teacher Training (formerly GTTR)** ➞ click **Training programme details** ➞ click **Training programme lists** ➞ select the training programme that the venue is to be added.

At the bottom of the screen click on Add this training programme at another training location/campus

From the drop-down list select the training location/campus to be added.

HOW DO I SET OUR VACANCIES FOR TRAINING PROGRAMMES?

When one of your training programmes is full you must change its vacancy status. This is often referred to as "closing" a programme.

Follow this route to find the section where you can change your vacancy status.

Main menu ➡ select the year the training programme will start and click **UCAS Teacher Training (formerly GTTR)** ➡ click **Training programme details** ➡ click **Vacancies**.

WHEN SHOULD I CHANGE MY VACANCY STATUS?

If you discontinue a training programme you must set the vacancy status to **No vacancies**. This will prevent applicants from applying for a discontinued training programme.

Vacancy Status

Vacancies	Training Programme Name	Training Programme Code	Mode of Study	Modular	Training location/ campus	Errors
No vacancies	Art and Design	W1X1	Full-time	Non-modular		
Full-time vacancies	Biology	C1X1	Full-time	Non-modular		
Full-time vacancies	Biology	CX11	Full-time	Modular		
Full-time vacancies	Chemistry	FX11	Full-time	Modular		
Full-time vacancies	Chemistry	F1X1	Full-time	Non-modular		
Both Full-time and Part-time vacancies	Community Languages	Q9X1	Both full-time and part-time	Modular		
Full-time vacancies	Design and Technology	W9X1	Full-time	Non-modular		
Full-time vacancies	Design and Technology (flexible route)	WX91	Full-time	Modular		
No vacancies	Drama	W4X1	Full-time	Non-modular		
No vacancies	English	Q3X1	Full-time	Non-modular		
No vacancies	English (Modular)	QX31	Full-time	Modular		
Full-time vacancies	French	R1X1	Full-time	Non-modular		
Full-time vacancies	General Science	F0X1	Full-time	Non-modular		
Both Full-time and Part-time vacancies	General Science (Modular)	FX01	Both full-time and part-time	Modular		

The options available depend on the mode of study set up for the training programme; this will be full-time, part-time or both.

Mode of study	Vacancy options
Full-time	Full-time vacancies No vacancies
Part-time	Part-time vacancies No vacancies
Both full-time and part-time	Full-time vacancies Part-time vacancies Both full-time and part-time vacancies No vacancies

To change the vacancy status select the status in the vacancy list and click **Update** to save.

The vacancy status cannot be changed until 14 days have elapsed from the date you set to receive your first application for that training programme. If 14 days have not elapsed, you will see the following error message:

Appendix 1 – web-link and search tool comparison

These diagrams show you where the data that applicants see in the search tool are managed in web-link.

AGE RANGE

Key:
Red arrow: From the **Add new training programme** page in web-link.

Key:
Green arrow: From the **Vacancy Status** page in web-link.

Key:
Red arrow: From the **Add new training programme** page in web-link.

Key:
Red arrow: From the **Add new training programme** page in web-link.

Key:
Black arrow: From the **Training location/campus details for [……]** page in web-link.

Notes: