

# Postgraduate Admissions Statement for PGCE Education (Secondary)



Awards available; PGCE

This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2019 and 30 September 2020.

It should be read in association with the [University Admissions Principles and Procedures](#) for Postgraduate programmes and the relevant [prospectus entry](#) for this programme.

<b>Faculty</b> Faculty of Social Sciences and Law, School of Education	
<b>Admissions team and contact details</b> School of Education 35 Berkeley Square Bristol BS8 1JA	<b>Website</b> <a href="http://www.bristol.ac.uk/education/study/initial-teacher-education/">www.bristol.ac.uk/education/study/initial-teacher-education/</a>
	<b>Email</b> <a href="mailto:ed-pgce@bristol.ac.uk">ed-pgce@bristol.ac.uk</a>
	<b>Telephone</b> +44 (0)117 331 4492

## Application deadline

Application deadlines can be found on the individual programme page within the [University course finder](#)

## Admissions criteria

<b>Academic requirements</b>	<p>Prior to admission to the programme, all students are required by the Department for Education (DfE) to have:</p> <p>at least GCSE or 'O' level at grade C or 4 (if taken after summer 2017) or an equivalent overseas qualification in English and Mathematics; a degree (with a 2:2 or above) or an equivalent qualification, in a subject relevant to the proposed main teaching subject.</p> <p>NB: Equivalence tests for GCSEs will only be considered in exceptional circumstances. Such applications will be assessed and reviewed by the subject tutor, programme director and PGCE administration manager.</p>
	<p>For information on international equivalent qualifications, please refer to our <a href="#">International Office website</a>.</p>
<b>English language requirements</b>	<p>Profile E</p> <p>All applicants are required to have reached the required profile level of English language as specified by the <a href="#">University's English Language Requirements Policy</a> prior to registration on to this programme.</p>

<b>Non-standard applications</b>	<p>Unfortunately, we are unable to accept non-standard applications for this programme. Applicants must meet the entry requirements stated above in order to comply with Department for Education ITE requirements.</p> <p>If you do not quite meet the required academic requirements in terms of degree subject, but meet the other entry requirements and qualities, you may be offered a place on the condition that you complete a <a href="#">subject knowledge enhancement course</a>. These courses are available in several locations.</p>
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## Application process

### Online application form

Applicants should apply through UCAS Teacher Training.

### Required and optional documents

✓	<b>Two academic references (minimum):</b>	<p>Two academic references (minimum). References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant. At least one referee should be familiar with your academic work. If you graduated more than two years ago, or if professional experience is relevant to your application, a professional reference will be accepted in lieu of one academic reference. References must be written, signed and dated on official letter-headed paper from the referee's organisation and must include full referee contact details (postal address, telephone number and organisation email address). References supplied with a personal contact email address are only accepted in exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.</p>
✓	<b>Degree certificate(s)</b>	<p>From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.</p>
✓	<b>Academic transcripts</b>	<p>From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.</p> <p>Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.</p>
✓	<b>Personal statement:</b>	<p>Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.</p> <p>You should include the following details: your reasons for wanting to teach; evidence that you understand the rewards and challenges of teaching; your previous education and how you have benefited from it; experience of teaching (such as visits to schools, classroom observation or working as a teaching assistant); any other work with young people (such as helping with a youth club, working at a summer camp or running a sports team); the range of relevant abilities and skills you can bring to teaching (such as practical experience, managing people, working with or leading a team, communication skills); any reasons why there may be restrictions on your geographical mobility; why you want to study in the</p>

		UK if you don't currently live here; and whether you have taken part in the Version: 1.0 Date: 1 September 2018 Page 3 of 5 Department for Education's School Experience Programme (SEP) or Primary Experience Programme (PEP) (formerly organised by the National College for Teaching and Leadership).
✓	<b>English language certificates/other evidence</b>	Certificates are required from applicants whose native language is not English and whose full undergraduate degree was not taught in an English-speaking country
✓	<b>Curriculum Vitae (CV)</b>	CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless specified above
<b>Optional Documents</b>  Additional references. You are welcome to upload additional references, such as professional references from work experience in a related field and/or industrial placements, to further support your application.		

## Selection process

### Assessment of applications

All applicants are considered in line with the University's [Admissions Principles and Procedures Policy](#) and [Equality, Diversity and Inclusion policy](#). In some subject areas, we receive a large volume of high-quality applications for a small number of places. In these areas, we may use the following criteria to differentiate between applicants:

- good subject skills
- good understanding of the place your subject in the secondary school curriculum
- up to date awareness of effective teaching and learning in your subject
- interest and awareness of what working with young people involves
- commitment to teaching in the state sector
- communication skills
- critical analysis
- good organisation
- reflection
- resilience

Where an applicant has undertaken a transnational education partnership programme or top-up degree, meeting the minimum academic entry criteria will not automatically mean an applicant will receive an offer. For these applicants, admissions decisions will consider the academic history of the applicant alongside relevance of degree, and, if required, degree content, and performance in key modules. Each applicant is considered both holistically on their own merit and in competition with the rest of the applicant cohort during the academic cycle.

### Interviews

Interviews form part of the selection process.

The purpose of the interview is to assess whether the applicant has the necessary skills and capabilities to pursue the chosen postgraduate programme, and whether the programme is appropriate to the applicant's interests and aspirations.

We cannot offer phone or Skype interviews.

You will be interviewed by subject tutors and staff from our partnership schools. The format of the interviews varies; however, they may include; making a presentation, engaging in group discussions, completing a range of tasks and an individual interview.

### Decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. If there is a deadline by which applicants must accept an offer of admission or pay a deposit, this will be stated in the offer letter.

### Offers

Offers are typically made in line with the academic requirements set out above. Offers may be set above or below this level in recognition of an applicant's relevant qualifications and experience. Offer levels may also be adjusted in response to the level of competition for places in that application cycle. Offers may be conditional or unconditional. Unconditional offers are made to successful applicants who have met the admissions requirements. Successful applicants who have not yet fulfilled the academic or language requirements will receive a conditional offer outlining the outstanding requirements. Successful applicants must undertake statutory health and Disclosure and Barring Service (DBS) checks to certify their fitness to teach. Unsuccessful applicants may be considered for an alternative programme in a related subject area. In such cases, applicants will receive an email with details of the alternative options. You may have to submit additional documentation to be considered for an alternative programme. Please check the relevant Admissions Statement for details.

### Results deadline

Applicants who receive a conditional offer will be required to submit all final results to meet their offer conditions by the start of the PGCE. Offer holders who will be unable to provide their final results by this date should email [ed-pgce@bristol.ac.uk](mailto:ed-pgce@bristol.ac.uk) to notify the admissions team as soon as possible.

### Deferrals

Deferrals are not permitted for this programme. Applicants are encouraged to re-submit their application for consideration following year.

## Additional information

### Extenuating circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies, you can submit an [extenuating circumstances](#) form as part of your application.

The information provided will be treated confidentially and will help us to assess your academic performance fairly considering your circumstances.

### Academic Technology Approval Scheme (ATAS)

An ATAS certificate is not required for this programme.

### Visa

International students coming to the UK to study full-time may need to apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

## Fees and Deposits

### Fees

Annual tuition fee for 2020/21 if available on the relevant [prospectus entry](#) for this programme.

### Deposits

International self-funded students accepting a place on a taught postgraduate programme are required to pay a deposit of £1500. Further information is available on [how to pay programme deposits](#). Further information will also be provided in the offer letter to successful applicants. The deposit is non-transferable and non-refundable except under the circumstances outlined in the [International Deposits Refund Policy](#).

### Sponsored Students

Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application.

Version 1.0	Created September 2019
Version 1.1	Updated December 2019 Section from entry requirement removed <i>Applicants to the PGCE at Bristol are advised to book their skills tests as soon as they have made their UCAS Teacher Training application and confirm the date of the tests to us. Candidates will be at an advantage if they have passed the tests by the time they are interviewed.</i>