



Preparation material for applying for Initial Teacher Training, Institute of Education

We hope the following information will give you some guidance and support when preparing and selecting your teacher training course within the Institute of Education.

Courses that require an Interview

- BA (Hons) Primary Education
- BA or BSc (Hons) **Degree Subject** with Secondary Education (QTS)
- CertEd (PCE) Undergraduate Certificate in Education (Post Compulsory Education)
- ProfGradEd (PCE) Professional Graduate Certificate in Education (Post Compulsory Education)
- Graduate Employment Based Route to Early Years Teacher Status
- PGCE Primary Education
- PGCE Primary with Mathematics
- PGCE School Direct Tuition Primary Education
- School Direct (Salaried) Primary Education
- PGCE Secondary Education in *Art & Design, Biology, Chemistry, Computing, Dance, Design and Technology, Drama, English, Geography, History, Mathematics, Modern Foreign Languages, Physical Education, Physical Education with *EBacc Subject*, Physics, Psychology and Social Sciences*
- PGCE School Direct Tuition Secondary Education
- School Direct (Salaried) Secondary Education
- PGCE Post Compulsory Education

Step 1 Personal Statement

Your personal statement is a substantial and important part of your application that may distinguish you from other applicants. Your personal statement is read thoroughly by the Admissions Unit and Admissions tutors when your application is being considered. Our teacher training courses are generally very popular and competition for places is high. Therefore you need to make your application stand out from the crowd.

Personal statements - www.wlv.ac.uk/personalstatement

What makes a good personal statement?

Clear and well written

Your Personal Statement should be clear, well written, well-structured and display good





English language skills. It should be organised into paragraphs with an introduction, middle and end.

Explain your reason for applying for your chosen course

You should focus your personal statement to the course you have applied for and it should support your desire to study your chosen course.

You should explain your reasons for applying for your chosen course – why would this course suit you? What interests you about the course? You should demonstrate enthusiasm and commitment to the course.

Highlight what you have done to develop knowledge of your chosen area of study

You should detail any jobs, placements, work experience (paid or unpaid) or activities that you have undertaken to develop your interest/knowledge in teaching. This should include the nature of the experience/activities, where you worked and the amount of time you spent there. If it specifies a certain amount of days or weeks experience required make sure you give us this information in your Personal Statement. Likewise if the course requires you to have experience of different key stages, make sure you let us know what experience you have.

When considering the course you are applying to it is important that you identify the personal qualities you possess or have developed, that will contribute to and help you during the course. Attributes that could help you stand out are Enthusiasm and passion for your subject as well as sound subject knowledge, Experience of and commitment to working with young people; Professional attributes including leadership roles and responsibilities and some personal rationale for wanting to teach. You should ensure that you identify your personal qualities and transferable skills within your Personal Statement.

You should show you have a general knowledge and insight about the age phase and sector you will be training and studying in. How will your present knowledge help you?

Show you have carefully considered your study choice

We would be interested to know how the course relates to your future plans.

Step 2 Submitting Application

For undergraduate courses in Primary or Secondary Teacher Training applications need to be submitted through UCAS (<https://www.ucas.com/>)

For postgraduate courses in Primary or Secondary Teacher Training (including School Direct routes) applications need to be submitted through UCAS Teacher Training (<https://www.ucas.com/ucas/teacher-training>)





For postgraduate courses in Early Years Initial Teacher Training and Post Compulsory Education applications need to be submitted through the University of Wolverhampton direct application via our website: www.wlv.ac.uk/teaching.

The selection process at the Institute of Education is designed to assess your readiness to train to teach.

Once your application has been forwarded to the Admissions Tutor, your readiness for the course is individually assessed.

If you appear suitable, you will be offered an interview where you may be required to complete a short audit related to your chosen subject area and you will sit a short interview with an experienced member of university staff. For some routes there may also be a member of staff from a partner school/setting/institution.

Step 3 Preparing for interviews

All teacher training courses in Early Years, Primary, Secondary and Post Compulsory Education require an interview.

Please visit the following webpage for information and guidance on interviews. www.wlv.ac.uk/theworkplace

Interview content

Although the format of your interview will vary depending upon what age phase and course you have chosen, you should generally try to tailor your answers to reflect on:

- your commitment to, and understanding of, early years, primary, secondary or further education and the role of the teacher/lecturer/tutor
- effective personal, intellectual and communication skills
- a positive attitude towards pupils and working with them
- your enthusiasm for, and understanding of, your subject(s) and teaching in general
- clear and accurate spoken English

What to bring to interview

When attending an interview for a teacher training programme you will need to bring the following items with you:

- One forms of photographic identification
- Pens/pencils

Additional items may be required so remember to check the directions given in your





invitation to interview.

Top tips

- Find out as much as you can about the interview format and what you will be expected to do. If it doesn't say in the invitation letter, ring and ask.
- Plan your journey well in advance and allow plenty of time. Have you looked at where the campus is? Have you begun to look at how long it could potentially take to get to one of our campuses?
- Ensure you have read all the paperwork that has been sent to you, have you been requested to bring any additional information with you (ID for checks before the interview commences)
- Personal presentation is very important; you can't be too smart. For some companies you can check pictures in recruitment literature to see what their ideal employees look like!
- Don't take too much with you; remember may choose to shake hands with staff which can be awkward if you're carrying several things. Put necessary documents in a neat (not necessarily expensive!) folder/briefcase and take only essential items in your handbag/suit pocket.
- Practice talking about your skills and qualities, giving examples in evidence.
- Read up on current affairs in Education so that you are aware in case you have an opportunity to talk about recent updates (<http://www.bbc.co.uk/news/education>).
- Don't ask questions you should know from published literature – ask questions that show you've read this and listened to briefings on the day.
- Switch off your mobile phone.
- Don't forget to Smile!

Step 4 Preparing for Audits

Most of our courses also require you to undergo subject audits as part of the recruitment process.

These will provide us with some information about your existing strengths as well as indicate any areas where you need to develop your knowledge and understanding. In most cases these are for formative assessment purposes only and are not used as part of the criteria in making a decision regarding an offer of a place on the course.

If you want to do some preparation, we suggest BBC Bitesize (<http://www.bbc.co.uk/education>) which will help you on English/Literacy and Mathematics/Numeracy skills. Ensure you read your interview invite to find out what form of audit you will be required to do.





Step 4 Be aware of what further information is available, do your research.

Don't forget to come and visit us at one of our open days. You can come and speak to our staff and students and find out information about the course you wish to study. Come prepared with questions and take part in our tours and presentations. Information can be found at www.wlv.ac.uk/opendays

"I attended a University of Wolverhampton open day in February 2016. A huge thank you to all the helpful staff, and to a particular current student in their 3rd year on the course who provided me with more than enough information about what the course offers, potential barriers and how to overcome them, and an informative insight on a student's life on this course. I later left the campus feeling fulfilled and welcomed."

For information regarding our courses in teacher training please visit some of the following recommended websites:

www.wlv.ac.uk/teaching

<https://www.ucas.com/ucas/teacher-training>

<https://getintoteaching.education.gov.uk/>

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/teacher-training-and-education>

