

## Admissions Policy

<b>Policy Title</b>		Admissions Policy			
<b>Author / Reviewer/s</b>		BASCITT Programme Director Governance Lead			
<b>Trustee Committee</b>		Trust Board			
<b>Signed by Lisa Goodall (Chair of Trustees)</b>					
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### Aims and Values

Basingstoke Alliance SCITT (BASCITT) is committed to ensuring that their admission process is implemented fairly, so that everyone is treated in accordance with current relevant legislation. We recognise that we have a responsibility to ensure high and consistent standards in our role as a training provider.

### Introduction

This policy is designed to set out the procedures and practices of the BASCITT to ensure recruitment of secondary QTS trainees is fair and equitable.

It is the goal of the BASCITT to recruit people who are suitable to train to teach irrespective of their background and to ensure that the admission process:

- is transparent
- has minimal barriers to entry
- is based on merit and potential
- is fair regarding diversity
- is professional in its nature

The following key points will be adhered to:

- The BASCITT and all parties involved in recruitment and selection will ensure that candidates meet the entry requirements as described in the Department for Education's ITT criteria
- The recruitment process is fair and open to applicants with protected characteristics
- Recruitment processes will be high quality and open to inspection by Ofsted. All documentation will be retained in line with our data retention policy.

Diversity is encouraged at BASCITT, and we are committed to the fair treatment of applicants and trainees, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. The BASCITT also extends this fair treatment to include responsibilities for dependants, or offending background.

### **Notes for the Application and Selection Process**

- The BASCITT must ensure that applicants meet the criteria for entry as stated within this policy.
- All interview days must be scheduled and conducted within the identified DfE Apply decision timeframe of application (Reject by Default 'RBD' date).
- The interview panel will consist of a minimum of two people. The panel will include either the Programme Director or Assistant Programme Director, a SCITT Co-ordinator within a partnership school, and where available a subject specialist. At least one member of the panel will be safer recruitment trained.
- The formal offer through the DfE Apply portal must be made by a designated member of the BASCITT.
- Any formal offer must be supported by an offer letter which sets out the conditions as stated in the DfE Apply formal offer.
- All candidates must be made aware of the government requirements that all applicants for ITT courses must meet the Fundamental Proficiencies in English and Mathematics before the recommendation of QTS can be made.
- Course designation: The BASCITT provider course available is QTS (Qualified Teacher Status) age phase 11-16 (secondary).

### **Selection Criteria**

#### **Academic Selection Criteria**

In order for the selection process to be both fair and transparent, candidates must be selected against clear selection criteria which are published on the BASCITT website and presented below.

- All candidates must have achieved a standard equivalent to a grade C/4 or above in GCSE English and Mathematics (see appendix A).
- All candidates must hold, on entry to the course, a relevant good degree of a UK higher education institution or an equivalent qualification. Other degrees and overseas qualifications with appropriate content will be considered alongside relevant experience. Where necessary, the BASCITT will make use of UK ENIC and/or Prospects Hedd in confirming the equivalence and validity of prior qualifications.
- Where the applicant's degree is not relevant the BASCITT will consider applicants, who have an A-level in their chosen subject area, have relevant experience and are able to reflect their passion for the subject.
- Where a degree subject qualification is not relevant or been obtained over 5 years prior to the start of the course without any subsequent work experience the candidate may be asked to complete a subject knowledge enhancement course. This course should be the minimum 8-week period and completed prior to the start of the course (subject to offer date/availability).
- Applicants must have proficiency of appropriate ICT skills. Candidates will complete an ICT audit at interview.

## **Non-academic Selection Criteria**

- Candidates must provide a well written, relevant and convincing personal statement.
- Candidates must provide two supportive references preferably including one academic reference from a University tutor or from someone working in education. The BASCITT recognises that this is not always possible and in the case of mature applicants two professional references are acceptable. These should be supplied from a business/work email address except in extenuating circumstances.

## **The Assessment of Applications**

The BASCITT aims to offer places to those eligible applicants who meet the selection criteria and are judged at interview to have the most potential to become a good or outstanding teacher by the end of the course. To ensure fairness the panel assess against set proformas which contain a set criteria on a 4-point scale. Each panel member completes this during the interview and following discussion a final overall judgement is made.

## **Applicants with Non-UK Qualifications**

The BASCITT welcomes applicants whose previous education does not include UK qualifications. Applications from international applicants will be assessed against the same entry criteria as all other applicants.

Where necessary, the BASCITT will consult UK ENIC for guidance on equivalent overseas qualifications. Applicants must provide a UK ENIC Statement of Comparability for any equivalent qualifications prior to commencement of the course (note that there is a fee UK ENIC charge for this service).

Where overseas qualifications are not considered comparable, a UK qualification or equivalent for GCSE's may be considered.

## **Applicants who may require additional support**

The BASCITT welcomes applications from people with additional support needs.

Any candidates with additional support needs will be considered equally, and appropriate support will be offered for the application and selection process.

## **The Application Process**

All provider course applications for QTS must be made through the DfE Apply portal.

All applications are subject to the criteria as stated above.

## **Additional Admission Requirements**

Beyond the academic and non-academic selection criteria listed above, there are other specific requirements that must be met before entry onto an Initial Teacher Training Course.

## **Safeguarding and Criminal Records Check**

The BASCITT operates safer recruitment practices for individuals who train on the programme and work regularly with children. Dove House School Academy Trust as the BASCITT Lead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and trainees to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

- Applicants are required clearance of an Enhanced UK DBS (Disclosure and Barring) Check prior to the start of the course (negative). Where a clearance is positive, the BASCITT will consider the circumstances and any other suitable additional checks to verify the candidate's suitability or carry out an appropriate risk decision as they deem appropriate.
- Applicants will be subject to a check of the prohibited teachers lists.
- Applicants who have been out of the UK for more than three months within the last ten years will need to undergo an overseas police check.
- Applicants who have been travelling through a series of countries (e.g. during a gap year) will need to supply a police check for any countries where they have continuously spent more than three months.
- Applicants who have gained UK citizenship (verified through e.g. a passport) will have undergone the "test of good character" but will still undergo an overseas police check if they have been out of the UK for more than three months within the last three years.
- All non-UK national applicants who have lived in the UK for less than ten years will undergo an overseas police check for any country that they have worked or been resident in.
- The BASCITT recognises that criminal record checks are not available for all countries and that a candidate may have lived or worked in one of these countries. Where this is the case, the BASCITT will consider any other suitable additional checks to verify the candidate's suitability or carry out an appropriate risk decision as they deem appropriate.

## **Health and Physical Capacity to Teach Assessment**

All successful applicants are required to demonstrate that they have the health and physical capacity to teach and will not put children and young people at risk of harm. Applicants are required to complete a questionnaire to assess this. Applicants may be required to undergo an occupation health interview either by telephone or face-to-face following this initial assessment.

## **Induction Days**

The BASCITT run 3 compulsory induction days, 2 at the end of July and 1 at the end of August that all trainees are required to attend prior to the course start date in September.

## **Travel**

Applicants must have the ability to travel between different training locations within the partnership schools. Where travel is limited, e.g. the applicant can only access public transport, then they must advise the BASCITT in order that any reasonable adjustments can be put in place.

## **Candidates Guilty of Falsification**

Applicants must not omit any requested or relevant information, make any form of misrepresentation, or give false information at any point in the application and selection process as well as during the course.

BASCITT reserves the right to withdraw the offer of a place or remove a trainee from a course if an applicant is found to have provided false or misrepresented information.

If necessary, the BASCITT will notify the appropriate external organisations regarding this matter.

## **Appeals Against Application Decisions**

Applicants can appeal against application decisions. Please refer to the Applicant Appeals Policy.

## Appendix A

### GCSE Equivalency Qualifications

At present the Department for Education does not provide a list of qualifications that can be considered equivalent to the GCSE examinations in English and mathematics. It is the standard and not the qualification that matters and so when the BASCITT decides on equivalency we look for evidence that a qualification is of a standard equivalent to GCSE grade C/grade 4 not only in terms of its level, but also in terms of its breadth.

### Unacceptable GCSE English and Maths Equivalent Qualifications

- Level 2 Key skills/Functional Skills in application of number and communication.
- Certificates in adult literacy and numeracy.
- Modules in Foundation Degrees (or any other degree course).
- City and Guilds.
- International Diploma/Certificate "Higher or subsidiary level in English language at grade 4 or above".
- A-level/AS-levels in (although they are a higher level the qualifications do not cover the breadth of a GCSE).
- ONC/OND.
- BTEC: Any first, national or higher national certificate or diploma in *English*.
- University of Cambridge English for speakers of other languages Certificate of English language skills (Higher).
- Any qualifications not listed as acceptable on the English Language requirements - International Document.

### Common GCSE English and Maths Equivalent Qualifications

Below are the acceptable grades from GCSE CSE and O Level

GCSE Grade, 2017	GCSE Grade, pre 2017	CSE Grade	O Level		
			1975 onwards	Pre 1975 (numeric)	Pre 1975 (alphabetic)
9	A*				
8					
7	A		A	1	A
6	B		B	2	B
5		C	1	3	C
4	C			4	5
				6	E

- We also accept GCSE equivalent qualifications provided by UK HE institutions.
- We also accept GCSE equivalent qualification provided by A Star and Equivalency Testing.
- We also accept international qualifications which are considered GCSE A-C (grade 9-4) comparable on UK ENIC.

### Advice for applicants who do not have an English and Maths GCSE

Applicants who do not have a GCSE or other suitable qualification are advised to take a GCSE or an approved provider equivalency test as a private candidate.