



Gateshead Primary SCITT

Selection & Recruitment Policy 2018/19

1. Selection and Recruitment Policy and Procedure
2. Data Protection Policy

Selection and Recruitment Policy and Procedure

1. Rationale

This policy exists:

- To protect the interests of the applicants.
- To ensure fairness, consistency and transparency during the selection and recruitment process.
- To enable staff to effectively manage student selection and recruitment
- To provide clear information to applicants on the selection process.
- To support our strategic plan by welcoming and supporting the admission of underrepresented groups o the programme.

2. Purpose

The purpose of selection and recruitment is to effectively, courteously and fairly select and recruit trainees from the pool of applications received.

In this respect Gateshead Primary SCITT operates a fair and transparent recruitment and admissions process, free from bias. This Admissions Policy and Procedure is founded on the following principles, to ensure its effective operation:

2.1 Gateshead Primary SCITT encourages and welcomes applicants of all ages, cultures and social backgrounds and gives fair consideration to all applicants, treating them solely on the basis of their merits, abilities and potential.

2.2 Gateshead Primary SCITT is committed to widening participation and seeks to actively encourage applications from those groups who are currently under-represented in Higher Education. It aims to provide a supportive environment in which all individuals can develop and grow.

2.3 To ensure fairness, consistency and equality of opportunity, the selection and recruitment procedures include a range of checks and balances in the consideration of applications. These checks and balances ensure the identification of any possible anomalies and include measures for any further necessary action.

2.4 Gateshead Primary SCITT monitors selection and recruitment

- To ensure it meets the core principles indicated above.
- To improve and inform planning.
- To identify possible inequalities and to explore possible reasons

2.5 Gateshead Primary SCITT is compliant with the professional, statutory, and academic

requirements of the agencies with which it works, and accords with national legislation in the areas required including for example; equal opportunities, disability, age discrimination legislation, human rights, data protection and race relations etc.

2.6 Staff involved in the administration of selection and recruitment and those involved in selecting and interviewing applicants undertake regular training to ensure their continued professional competence is maintained.

2.7 Applicants who hold equivalent/alternative entry qualifications or experience are welcomed.

3. Underpinning Legislation

This Policy is underpinned by some of the following legislation:

- Equality Act 2010 (incorporating SENDA 2001)
- GDPR 2018
- Safeguarding Vulnerable Groups Act 2006
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010

Gateshead Primary SCITT

1. Encourages, through its course publicity and website, applications from prospective trainees who have a disability/specific learning difficulty, and on request makes available marketing and course information materials in a format suitable for individual needs.
2. Ensures that staff who are involved in the recruitment and selection of trainees have knowledge of provision and facilities for disabled trainees and are able to arrange for individual needs to be assessed appropriately.
3. Ensures that appropriate support is offered and is available for applicants attending interviews and other selection activities.
4. Provides the opportunity for a person who has a disability to advise Gateshead Primary SCITT in confidence of his/her needs.
5. Invites applicants who have indicated a disability/specific learning difficulty on their application form to make contact with the Programme Leader. The Programme Leader will assess applicants' support needs in order to ensure that any disabled trainees are fully advised about the Gateshead Primary SCITT and Gateshead Council procedures and facilities.
6. Will make reasonable adjustments appropriate to individual needs to enable trainees who have a disability to be admitted. Such reasonable adjustments currently include adaptation of materials, learning support or the practical environment.
7. Anticipates such future adjustments as may be helpful generally to trainees with particular categories of disability/specific learning difficulty.
8. Ensures that applicants with disabilities or specific learning difficulties are assessed on their academic ability for the course they wish to study separately from any other requirements.
9. Makes offers on academic grounds alone, (unless there are barriers relating to professional requirements which are out with the jurisdiction of the Disability Discrimination Act) and does not delay the processing of place offers because of discussion of support needs.
10. Monitors and quality assures the admissions process in relation to disability to ensure that it is administered consistently and fairly to all trainees.
11. Monitors and quality assures the process, from application to admission, of trainees with a disability, and monitors complaints and appeals from such trainees. Such data is considered and informs future actions in anticipating the needs of trainees with a disability/specific learning difficulty.

In line with the Equality Act 2010 the Gateshead Primary SCITT :

- Ensures Equality, Diversity and Inclusion issues are fully integrated into the mainstream of Gateshead Primary SCITT policy and working practices.
- Meets the legal duties of race, disability and gender and gender reassignment and the additional equality legislation on sexual orientation, religion or belief and age discrimination.
- Provides a framework to identify and amend any Gateshead Primary SCITT policies or practices that might discriminate.
- Establishes a positive, supportive and safe working and studying environment for and staff
- Seeks to integrate achievable and measurable (SMART) targets.
- Aims to improve research and information available to assess the impact of diversity and inclusion issues.
- Works to raise understanding and awareness of equality and diversity with staff and trainees by training and effective communication.

The Selection and Recruitment Procedures

The selection and recruitment procedures undergo periodic review and may be updated at any time to ensure clarity, accuracy and best practice.

1. Introduction

Gateshead Primary SCITT encourages and welcomes trainees of all ages, gender and gender identity, racial heritage, sexual orientation, religion or belief, disability, or other equality characteristics and give fair consideration to all applicants, treating them solely on the basis of their merits, abilities and potential. These procedures are designed to ensure fairness, consistency and equality of opportunity and apply to both home, EU and international trainees.

The PGCE course recruits mainly via UCAS Teacher Training.

2. Criteria for Selection

The selection process is based on a range of criteria established and reviewed annually or as appropriate by the Selection and recruitment Management Team and considers the level of competition for

each course.

It takes account of the total profile of the applicant including:

- academic suitability: qualifications held and predicted grades
- motivation for the course of study
- experience
- personal suitability: medical requirements and criminal declaration
- professional suitability (in terms of the requirements of the course) other appropriate supporting information

The quality of the candidate's personal statement (bearing in mind the need to make reasonable adjustments) will assist in the evaluation of these aspects of the application. Consideration of the comments of the referee will also assist in the evaluation of the application.

2.1 Academic Suitability

(General Entry Requirements are set out on the website)

General entry requirements are in accordance with those approved by Gateshead Primary SCITT and the University of Northumbria including relevant equivalent qualifications. These are published on the website and on UCAS teacher training entry profiles. Gateshead Primary SCITT welcomes applicants from a wide variety of backgrounds with a range of experience and gives fair consideration to all applicants treating them solely on the basis of their merits, abilities and potential.

Applicants to post-graduate and professional graduate (PGCE) courses are expected to have a degree in a relevant subject area or equivalent (where appropriate), normally at good Honours(2:2) standard or above.

Professional/Post Graduate Certificate in Education (PGCE)

Normally an Honours degree with a minimum Grade 2:2 (or above) classification is required.

GCSE Grade C in English Language and Mathematics is required subject to the requirements of the DfE.

Passes of equivalent GCSE tests and the GCSE equivalents may be acceptable in lieu of GCSE requirements.

Please refer to course specific literature for further details and additional information.

More detailed information on specific entry qualifications and criteria is available from the course prospectus, UCAS teacher training entry profiles, SCITT website or administration office.

2.2 International Trainees

International trainees must have entry qualifications equivalent to the general requirements for admission to their particular course in accordance with the National Academic Recognition and Information Centre (NARIC) equivalences. Applicants must provide certified translations of their qualifications.

Applicants whose first language is not English must be able to demonstrate competence normally through recognised equivalent qualifications e.g. specific scores in IELTS or TOEFL.

All international trainees must comply with the relevant UKBA Visa requirements prior to entry and registration for their course.

International Qualifications

International trainees will need to demonstrate evidence of study at a level equivalent to the

general entry requirements. These will be in accordance with NARIC Guidelines (The British

Council 2007 & revised annually) and International Qualifications for entry to Higher Education

(UCAS, 2007 & revised annually)

2.3 Personal Suitability for the course of study

Trainees should have:

- the ability to manage self/be self-organised
- the ability to work well independently, using autonomy and taking responsibility
- the commitment and motivation to learn
- an interest and commitment to the subject area
- the ability to work with others
- the pre-requisite literacy/numeracy skills

- intellectual skills
- course specific skills

Such criteria may be used in the compilation of the person/course specification; may be utilised at the initial stage of selection for interview; may be given weighting in lieu

of predicted or actual underachievement on grades for identified trainees; may be utilised by subject disciplines according to the priorities for that discipline.

2.4 Professional Suitability

Applicants are expected to show evidence of personal qualities that suggest that they have the potential to become members of the teaching profession. These may be as determined by the standards of the DfE.

Candidates for most professional education courses, or courses with a professional element, are expected to show in their written application that they have tested their motivation and commitment to their intended career either through appropriate voluntary or paid work experience

(e.g. Teaching, Youth Work, Social Work).

Candidates for courses which lead to a professional qualification may be required to provide an additional reference from a practising professional in relation to their participation in voluntary work and their potential for professional education.

Applicants for courses of initial teacher training must meet the requirements of the Secretary of State's criteria in the DfE Teachers' Standards 2012 relating to basic GCSE at Grade C or equivalent competencies in Mathematics and English Language.

An Equivalence Test in these subjects may be acceptable for those who have not acquired the appropriate GCSE Grade C.

2.5 The Personal Statement

All aspects of the candidates' experience are evaluated in the final decision. The quality of the content and the expression of the candidates' personal statement are taken into account, and may be particularly significant where entry is competitive. The personal statements may also provide a good source of evidence regarding the personal suitability criteria.

2.6 Verification of Qualifications

Candidates for admission to all full time postgraduate courses are required to provide

documentary evidence of qualifications held. Eligibility for admission rests on verification of qualifications. International trainees can provide notarised copies of certificates at the admission stage but must provide originals at the point of registration.

2.7 Falsification or Misrepresentation

Gateshead Primary SCITT reserves the right to withdraw the offer of a place to candidates who falsify or misrepresent their applicant details in any respect. Candidates in these circumstances will be given an opportunity to explain discrepancies or anomalies as appropriate.

2.8 References

The report of the referee is taken into account, particularly in relation to evidence regarding the criteria on personal suitability. However, exclusion from selection for interview shall not be based solely on the comments of the referee.

At interview where there are divergences in the assessment of the student between the referee's estimate and the interviewer's estimate, these should be recorded on the interview report. References are essential for courses leading to professional recognition. For such courses, in addition to comments about academic ability, it is expected that the referee will also be able to comment on the candidate's suitability for their intended profession.

Where it is not possible for a candidate to provide an academic reference, a reference may be sought from a person of standing who can attest to the candidate's motivation and suitability for post graduate study and professional training.

References are not discussed with the candidate, unless the permission of the referee has been secured.

References should be current and should relate to the course to which admission is sought.

3. Interview Policy

An interview is obligatory for the PGCE course and the interview procedure will include assessment of personal qualities for the course of study and professional suitability. Candidates who meet the stipulated criteria on the basis of the written application are therefore required to attend for interview before final selection for a place. To assist fair selection, criteria will be weighted and the candidates scored against the criteria. They may then be selected for interview on this basis.

Gateshead Primary SCITT works in partnership with schools and other professionals. Tutors and other professionals work together in the interview procedures. Where a candidate's application for a course shows potential but does not satisfy the standard entry requirements interviews may be arranged at the discretion of the SCITT Manager.

3.1 Medical Requirements

Applicants for teacher training courses must be attested physically and mentally fit for teaching in accordance with Education (Health Standards) England Regulations 2003 and TDA guidance: Able to

Teach (April, 2004) and have met the Secretary of State's requirements for physical and mental fitness to teach. Successful applicants are required to undertake an occupational health check for medical fitness. Most medical clearances will be achieved via the completion of a SCITT Medical

Questionnaire, but where further investigation via physical examination or via consultant's reports is required, the costs of any such investigations must be met by the candidate.

Gateshead Primary SCITT reserves the right to withdraw the offer of a place from any candidate who, in the opinion of the Occupational Health Officer (Gateshead Council), is not medically fit for admission to the course in question on the grounds of not satisfying the occupational health requirements for the particular profession. Such applicants may appeal by providing further medical evidence. This will be considered by the Occupational Health Officer, but where this incurs a considerable delay (as may happen in the case of late entrants) trainees may be required either to defer their place or to intercalate as necessary.

3.2 Disclosure and Barring Service Clearance

Enhanced clearance for the course is a requirement under the terms of the relevant legislation. In response to this, the Disclosure and Barring Service (DBS) was set-up at a national level to facilitate necessary checks on the criminal records background of persons seeking to work with children, young people and vulnerable groups.

Prospective trainees who have concerns about this requirement may discuss these procedures in confidence with the DBS Administrator (Gateshead Council)

Gateshead Primary SCITT Policy on DBS Clearance is subject to changes which may arise as a result of national developments. Policies will be amended accordingly.

3.3 Age on Admission

Trainees will be admitted to the PGCE course in line with any national legislation or professional body requirements on a required minimum age for higher education and the Equality Act 2010 legislation which covers age discrimination.

4. The Selection and Recruitment Process

4.1 PGCE Initial Selection

The selection process is criterion driven. Criteria for initial selection are reviewed each year.

Trainees whose written applications do not meet the criteria are rejected for that course

Places or interviews are offered to the candidates on the basis of their performance against the criteria, subject to availability. To assist fair selection, criteria will be weighted and candidates scored against criteria.

4.2 PGCE Interview Procedures

The conduct of interviews is uniform to the programme to which the candidate is being admitted.

The pattern of questioning is the same for all candidates. To enable candidates from all backgrounds to compete fairly questions should be framed to enable candidates

to demonstrate any additionality or value added which may enable them to enhance their candidacy or to compensate for possible weakness in other criteria.

Discussion of additional support needs issues/facilities takes place outside the formal selection interview, and with the Student Support Officer. Reasonable adjustments will be considered as and when appropriate.

To assist the achievement of parity in the structure of the interview, interviews are recorded on a specially designed pro-forma appropriate to the programme to which the candidate is being admitted. Each pro-forma is reviewed annually or as appropriate to ensure continuing relevance.

A meaningful record of the interview is made, to indicate how far candidates meet or fail to meet the criteria. Where a candidate is rejected the evidence for the failure to meet the criteria is noted.

Written tests which may form part of the interview process are designed to be free from bias and consider equality and diversity characteristics to allow full engagement with the selection.

Candidates who would qualify for extra time in assessments are allowed an appropriate concession for such tests.

4.3 Roles and Responsibilities

Staff involved in the administration of admissions, and those involved in selecting and interviewing applicants undertake regular training to ensure their continued professional competence is maintained.

Gateshead Primary SCITT is committed to ensuring that all admissions activities are conducted professionally and effectively. As part of this commitment Gateshead Primary SCITT expects that all interaction with applicants is conducted courteously, efficiently and respectfully.

Applicants should note that Gateshead Primary SCITT does not tolerate inappropriate behaviour towards its staff. Applicants who abuse, threaten or mistreat members of staff in any way will not be tolerated and may prejudice the further consideration of an application, appeal or complaint.

All applications are initially received by the administration office before being passed to the SCITT Programme Leader

The Administration Office handles all written and computerised admissions communications with candidates and with UCAS, ensuring the accuracy of the offers before dispatch to these external agencies or the candidate; supports and or organises interviews; conducts the monitoring of applications/offers/targets, and central administrative matters related to applications to the programme and publishes, for the relevant committee, a report on admissions data.

The administration office is also responsible for stipulating the terms of the offers in line with agreed standards and individual subject requirements. Any particular recommendations made by the selection and recruitment assessors, particularly concerning professional conditions or compensatory factors will be identified for note and further consideration as appropriate where places are being confirmed after the publication of results.

4.5 Offer of a place

Standard offers are made according to set criteria. In line with best practice no applicant receives less favourable treatment than others, and candidates are given the help they need to fulfil their potential.

Place offers for trainees with a disability/specific learning difficulty are made independently of consideration of support needs, and are not delayed by such considerations.

4.6 Rejections

No candidate can be rejected without the agreement of two members of staff.

Feedback to applicants - applicants who are rejected via the UCAS admissions system without an interview are given feedback on request. Candidates who are rejected after interview are notified direct by UCAS and can request feedback on the reasons for the rejection, based on evidence of failure to meet criteria as indicated on the interview form. Candidates who meet the essential criteria, but whose performance is not as strong as that of other applicants will be advised that they have not been offered a place in competition with other candidates.

4.7 Objectivity and Confidentiality

Staff who have a personal, social or family relationship with any candidate for admission must make a declaration of interest in the candidate to the SCITT Manager and must desist from any dealings with the candidate's application.

Selection will not be made on the basis of information received out with the application process.

Where such becomes available it must be discussed with the applicant.

Information will not be disclosed to third parties who are not involved in the selection process without the consent of the applicant.

Information on candidates who do not become registered trainees is normally destroyed a maximum of one year after the candidate would have been admitted, after the completion of any necessary monitoring process.

4.8 Withdrawal of Course Offers

Gateshead Primary SCITT shall only withdraw the offer of a place:

- If the candidate fails to meet any of the conditions for entry
- If it is impossible to provide the course through serious unforeseen circumstances
- If the institution fails to recruit a satisfactory cohort such that the quality of the student experience cannot be maintained or the course is not economically viable.

In the event of a course or programme having to be withdrawn or discontinued for any reason, or in the event of significant changes being made to the programme, Gateshead Primary SCITT undertakes to

notify trainees personally by telephone, and to provide assistance to the student in securing an alternative place.

5. Monitoring and Review of Policies and Procedures

Gateshead Primary SCITT regularly monitors and reviews its admissions policies and procedures so that they are fit for purpose and best serve our applicants and our aims in light of changing circumstances.

5.1 Appeals and Complaints for applicants

To safeguard the interests of prospective trainees, Gateshead Primary SCITT has established an Appeals and Complaints Procedure for applicants. Applicants will not be disadvantaged in any way because they have used the procedure.