



Teaching  
Agency

# **Funded Postgraduate Entry Training in Educational Psychology**

**Applicant Handbook - 2013 cohort  
application process**

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## Introduction

The Teaching Agency (TA) is now responsible for hosting an on-line application process for funded Educational Psychology training places in England. This handbook provides detailed information about how to use the online application system and the key dates that applicants need to be aware of for 2013 entry. Applicants should use this handbook to guide them through the application process. If you encounter any problems when completing your online application please refer to this handbook and the FAQ's section on the TA website.

If you are applying for a funded place you only need to submit one application through the TA online application system. You can apply to up to three training providers with one application. To apply for a self-funded place, please contact the training providers directly.

Please be aware that a funded Educational Psychology place is a minimum five-year commitment. Once you have completed the three-year doctorate degree you will be expected to seek and secure employment as a qualified Educational Psychologist in England for a minimum of two years. Failure to do so may result in you having to repay some, or all of the funding, associated with the training place.

## Number of training places available

There are 120 funded training places available for the 2013 intake of trainees. A breakdown of the total number of places per training provider is below.

University	Number of places
Bristol University	10
Exeter University	10
Newcastle University	10
Sheffield University	10
University of Birmingham	10
University of Manchester	10
University of Nottingham	10
Institute of Education	10
Tavistock & Portman NHS Trust	10
University College London	10
University of East London	10
University of Southampton	10

# Notes for Applicants

## Entry requirements

### All applicants must:

- Have a psychology degree (preferably 2.1 or above) **or** a conversion course or a Masters degree, **AND** be eligible for the Graduate Basis for Chartered Membership (GBC) of the British Psychological Society (BPS).
- Be able to demonstrate that they have gained relevant paid experience of working directly with children within educational, childcare or community settings for a minimum of one to two years (this varies between different universities).
- Be ordinarily resident in the UK at the time they apply and able to work in England for the duration of the course (three years) and for at least an additional two years after completing the course (a five year minimum commitment in total).

There is no age restriction for applicants. Applications from mature students are welcome.

## Graduate Basis for Chartered Membership (GBC)

### To be eligible for GBC, applicants must either have:

- Undertaken a qualification in psychology (usually a Bachelor (Honours) degree) which has been approved by the BPS conferring eligibility for GBC **or**
- Undertaken an appropriate Society-approved conversion course **or**
- Passed the Society's Qualifying Examination.

Please note that Graduate Membership of the BPS is not the same as the GBC. UK students do not need to be a member of the BPS to apply for the funded training. If your degree was obtained overseas you will be required to provide evidence that your degree makes you eligible for Graduate Basis for Chartered Membership with the BPS. One way to do this is to apply for Graduate membership of the BPS. Membership alone does not allow entry to society-accredited postgraduate training courses or subsequent entry to the 'Register of Chartered Psychologists'. Further details can be found on the BPS website: <http://www.bps.org.uk/>.

If you undertook your psychology degree at a university in the UK or the Republic of Ireland and you are unsure whether you are eligible for GBC, please contact the BPS. Alternatively a full list of the accredited undergraduate courses can be found on the BPS website: [www.bps.org.uk](http://www.bps.org.uk). **If you are short-listed you will be required to bring written confirmation of your GBC to your interview.** A letter confirming your eligibility from the Course Director of the relevant degree or from the British Psychological Society is acceptable evidence. Applicants must be able to guarantee at the time of application that they will be able to bring proof of eligibility for GBC with the BPS to an interview.

## Relevant experience and common routes into the profession

Training Providers vary in the experience that they look for, however, the minimum expected is the equivalent of one year full time. Training providers look for paid work only - please see the details of specific course requirements for further information. However, details about voluntary work you have undertaken can be added to your application to enhance it.

### Common routes into Educational Psychology include:

- Teaching
- Assistant Educational Psychologist
- Classroom Assistant
- Learning Mentor
- Graduate Psychologist

### Training providers are looking for knowledge and understanding of:

- The UK education system
- Application of psychological theories

### Overseas experience

Relevant experience from overseas will be considered as part of an application.

### UK residency

Applicants must be ordinarily resident in the UK at the time of application. Funding is only available to applicants who ordinarily reside in the UK and can commit to seek employment for at least two years as an Educational Psychologist, in England, after successful completion of the training programme. Failure to do so may result in trainees having to repay some or all of the funding associated with the training place.

### UK Applicants who are overseas or unable to attend interview

If you are a UK resident temporarily travelling or working abroad you can apply for a funded place as long as you will be able to attend interviews if invited. Please also note that applicants are unable to defer entry onto the course.

### Criminal convictions

All courses involve work with children, so successful applicants will be subject to a Criminal Records Bureau (CRB) check organised by the training providers.

### Applicants with disabilities

If you have a disability, it is suggested that you contact the training providers before you apply to ascertain how they can best meet your needs. This should be done at the

earliest opportunity in order to allow course centres sufficient time to make any necessary arrangements.

## **Deferred places**

It is not possible to apply for a deferred funded place. All trainees are responsible for managing their own training commitments.

## **Cancellation of Applications**

Should you wish to cancel your application before you have accepted any offers then you can do so via the online system. If you choose to do so then you will not be able to submit a second application in the same year. The TA will hold your information until the close of the application process.

## **Deferral of Employment**

Acceptance of a funded place is a five year commitment in total. On accepting an offer you will be under obligation to complete the course and seek employment as an Educational Psychologist, in England, for at least two years after qualifying. Waiving of this obligation is only possible under exceptional circumstances. This does not include extended travel or gap years.

## **Long term absence from the course (over three months, including sickness and maternity leave)**

Should a long term absence requiring a trainee to drop back an academic year become necessary, trainees should be aware that the Teaching Agency cannot guarantee that the course will still be running at the establishment when they return from the absence.

## Funding

The funding allocated to successful candidates will cover tuition fees for all three years of the course and a bursary for the first year.

### First year bursary

The tax free bursary for first year trainees is divided equally over 12 monthly instalments paid directly to the trainee and is as follows:

- £14,400 per annum for non-London trainees
- £14,900 per annum for London trainees

### Second and third year arrangements

Arrangements for the second and third years of training vary. Some local authorities offer work placements for which the trainee is paid a bursary, while others offer employed posts for which the trainee is paid a salary. On the basis of the most recent cohort to secure trainee positions, it appears likely that the majority of trainee posts for the 2013 intake of trainees will be provided on the basis of a bursary. For more information, please contact training providers directly.

### Self-funded training places

Individual training providers determine whether there will be self-funded training places available and if so, how many. If you would like to apply for a self-funded place, please contact the relevant training provider directly. Applications for unfunded places are made directly to the training provider. The TA does not cover any of the costs for self-funded trainees. Applicants are able to apply for both types of places but are expected to inform the TA if there is any change to the status of their funded application.

### Alternative Sources of Funding

The TA is currently the only provider of funded Educational Psychology training places.



# The application process

## Application timetable

Online application system live and handbook released	06 November 2012 (12pm)
Deadline for references to be submitted	07 January 2013 (5pm)
Application deadline (including references)	11 January 2013 (5pm)
Shortlisting and interviews	Complete by 12 April 2013*
Offers made	03 May 2013
Deadline for accepting offers	10 May 2013 (5pm)

\* Training providers will shortlist applications by 15 February 2013 at the latest. All interviews will be held by 12 April 2013 at the latest. For information on exact shortlisting and interviewing dates, please contact the training provider(s) you are applying to directly as the dates may vary between universities.

**Please note that late applications will not be accepted and applications cannot be submitted without references. References must be submitted by the 7 January 2013 (a week before the application deadline). However, we would recommend that references are submitted before Christmas.**

## How to apply

The application process for funded training places takes place online. A direct link to the website is below: <https://www.education.gov.uk/ep-application/Pages/Welcome.aspx>

You will be asked to register as a new candidate before you are able to complete an application (applicants from the previous year can use the same login and password).

A step by step guide to the system can be found at '**The Online Application**' section of this handbook.

The TA asks that candidates update any changes to their contact details as soon as possible. This can be done by selecting the '**Update Contact Details**' option which is available in the top right hand corner of each page of the application system once a candidate has registered.

All candidates are advised to keep a record of their applications - a PDF of the final version (without the references) can be downloaded once the application is complete and has been submitted.

**Please note:** A delay of up to five minutes may take place before you are able to download the PDF following completion of the application.

## Shortlisting and Offers

Upon acceptance or rejection of an offer, a notification e-mail will be sent to the relevant training provider and the applicant. Applicants are only able to accept one offer and must actively reject any other offers they have been made but do not wish to accept. The other training providers will not be automatically made aware that the applicant has accepted an offer elsewhere and, therefore, rejected their offer. **All offers must be either accepted or rejected by 5pm on 10 May 2013.**

## References

Applicants may request to view their references but can only do so subject to the agreement of the referee due to the Data Protection Act 1998. The TA will not process requests to view references until the application deadline has passed. If you would like to view your reference before this time it may be advisable to contact your referee directly.

### Applicants should note:

- The TA **will not** accept any requests to alter course centre choices after the closing date.
- Acceptance of an application by the TA **does not** constitute confirmation of eligibility for entry.
- Once submitted, applications **cannot** be changed, they can only be cancelled. Applicants who choose to cancel their applications will not be able to reapply within the same year.

## References

Applicants need to ensure that **two** references are provided as explained below:

### **An academic reference:**

This should be completed by a person who is familiar with your academic record. If you completed your degree some years ago and the university is unable to provide an academic reference, you could use a referee from (for example) your teacher training course. Alternatively, you could ask your current employer to provide a reference giving details of your professional development or other learning that you have undertaken. Only one academic reference will be accepted.

### **A relevant experience reference:**

This must be completed by your current employer or equivalent.

It is **your** responsibility to ensure that your references are submitted by the deadline. An application cannot be submitted without references. Applicants are advised to enter the details of their referees into the online application system early. Once the details are entered on-line, log-in details are sent to the referees to enable them to log into the

online system and provide a reference for you. An application is not complete without references. **You will be notified via the online system when your references have been submitted.**

## Choosing referees

Please choose your referees carefully. You should check that they are willing to write a reference for you and that they are able to do so by the deadline date. Do not nominate referees who are in a position to only provide a character reference (e.g. family friends, local GP or clergy etc.) as this will not provide appropriate support for your application.

## Submitting a third reference

This is **only** necessary if you have held your current post for a short period of time (less than three months). The previous employer must be qualified to comment on any work experience you have gained which is relevant to educational psychology.

## Referees unable to complete references online

Where possible, referees should complete an online reference. If this is not possible, the TA will make alternative arrangements with them to submit their information via email, fax or post. The TA will be able to add this information into the online system. Referees are asked to contact us about this as early as possible.

## Data protection and references

The TA operates in compliance with data protection legislation. The Data Protection Act 1998 gives you a right to access the data we hold about you. However, the Act also gives us a duty of confidentiality to third parties, which includes referees. We are not able to disclose references without the permission of the referee.

## Procedure for processing applications

Your completed application will be sent directly to your chosen training providers as soon as you have submitted it. Training providers are unable to see which other training providers you have applied to.

If you are shortlisted you will be called for interview by the individual training provider(s).

If you are unsuccessful in your application, each training provider will update the status of your application on the online system to also let you know their decision.

## Offers under the funding scheme

All offers will be made on the same day 3 May 2013. Your status on the online application system will be updated to show that you have been made an offer and the training provider will also send you a letter.

You will have until 5pm 10 May 2013 to accept or decline any offers of a funded place. For details on how to do so please refer to **the notes on the application process.**

If you receive more than one funded offer, you must respond to each through the on-line system. You are not required to explain the reason for your choices.

If you do not respond to any offers by the deadline date, you will be considered as having withdrawn from the application process. The place will be offered to another applicant.

Once you have accepted an offer of a funded place, this decision is final and cannot be changed.

# Online Application Process: a step by step guide

The following information is a step by step guide explaining how to complete the online application. Please read through this information carefully before attempting to complete the application and refer back to it if you encounter any problems.

Before you start, please add the following e-mail address:

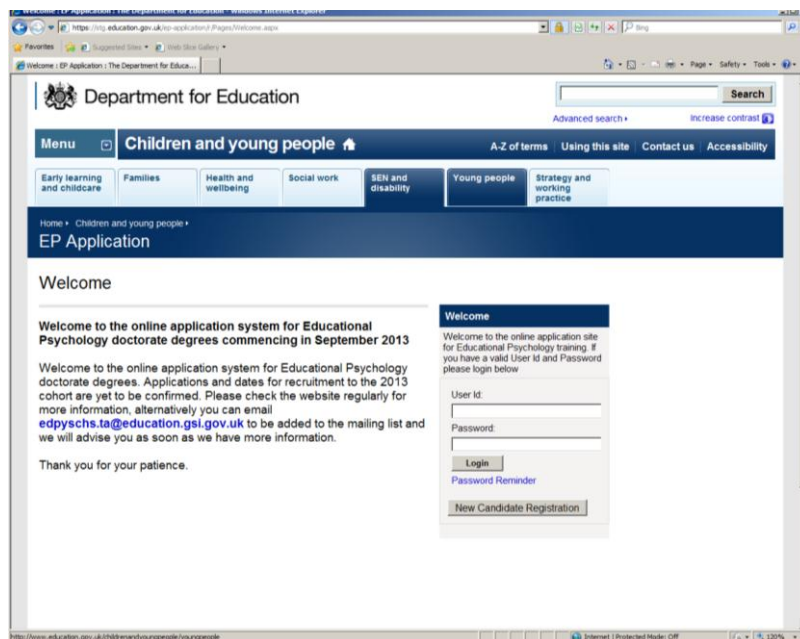
[edpsychs.ta@education.gsi.gov.uk](mailto:edpsychs.ta@education.gsi.gov.uk) to your contacts list and ask your referees to do the same. This should prevent the notification e-mails containing log in details from being sent to junk mail folders.

## Getting Started

- The Welcome Page
- New Candidate registration
- Logging on

## The welcome page

This page contains the log in portals for applicants to log on to their own personal application. New applicants are required to select the 'New Candidate Registration' option to begin the application process.

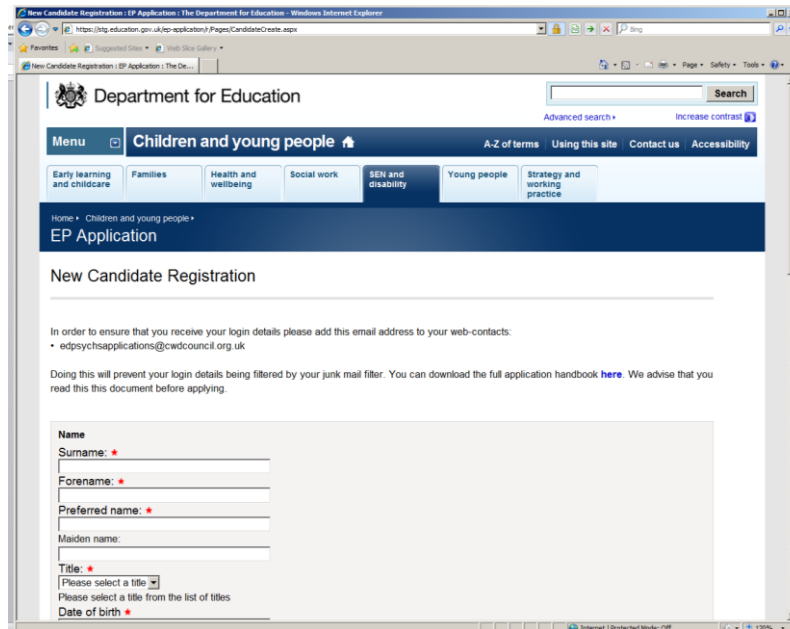


Once you have entered the required details and opted to **Register** your details, a unique User ID and password will be generated and sent to the e-mail address you have provided. These details can then be used to log on and begin the application.

Please check your junk mail folders if you do not receive your log in credentials.

## New Candidate Registration

You will arrive at this page when you select the 'New Candidate Registration' option. All fields marked with \* are essential. Failure to complete these sections will result in you being unable to register.



The screenshot shows the 'New Candidate Registration' page on the Department for Education website. The page includes a navigation menu with 'Children and young people' selected, and a search bar. The main content area is titled 'New Candidate Registration' and contains the following text:

In order to ensure that you receive your login details please add this email address to your web-contacts:  
• edpsychsapplications@cwdcouncil.org.uk

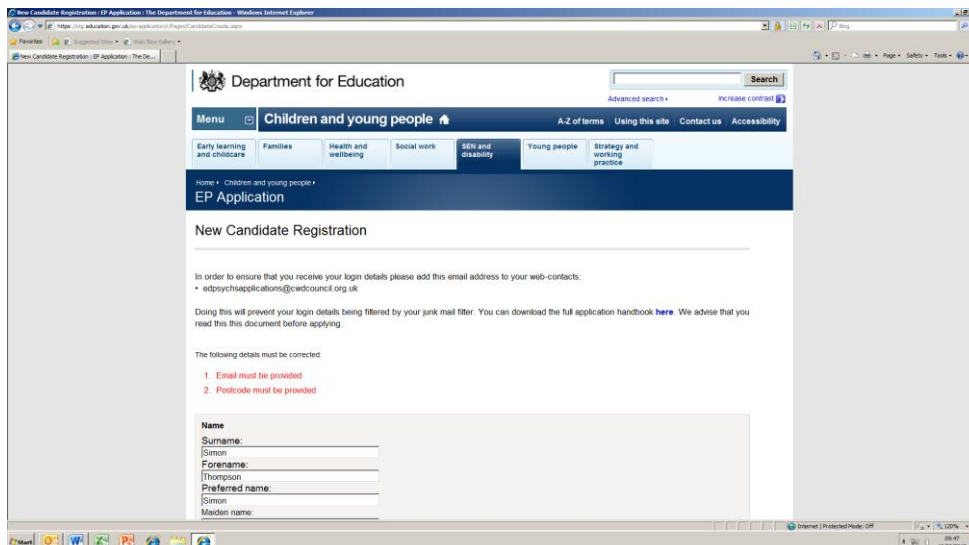
Doing this will prevent your login details being filtered by your junk mail filter. You can download the full application handbook [here](#). We advise that you read this this document before applying.

The registration form includes the following fields, all marked with a red asterisk (\*):

- Surname: \*
- Forename: \*
- Preferred name: \*
- Maiden name:
- Title: \* (with a dropdown menu and the instruction 'Please select a title from the list of titles')
- Date of birth: \*

## Error message!

If you receive an error message after selecting **Register** then it will be displayed like this:



The screenshot shows the 'New Candidate Registration' page with an error message displayed. The error message states:

The following details must be corrected

1. Email must be provided
2. Postcode must be provided

The registration form is visible below the error message, with the following fields filled in:

- Surname: Simon
- Forename: Thompson
- Preferred name: Simon
- Maiden name:

Missing data will prompt an error message stating that the missing information must be provided. Please enter the required information into the appropriate field.

You may also see an error message if the information you have entered has not been inputted incorrectly. Please check that the format you have inputted the information is valid.

**For example: The required format for entering your date of birth is DD/MM/YYYY. Any other combinations such as DD/MM/YY or DD-MM-YY will not be considered valid and prompt an error message.**

# Completing the Application

The online application process is split into the following sections:

- Creating your Application
- Candidate Application Summary
- Application & Eligibility
- Your Details
- Qualifications
- Relevant Experience
- Personal Statement
- Additional Information
- References
- Equal Opportunities Questionnaire

## Creating your Application

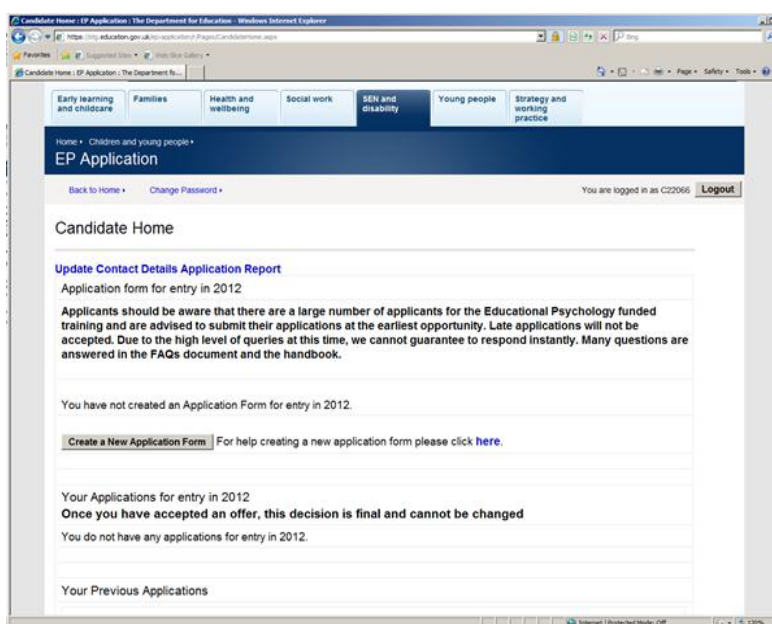
Once you have registered and logged on with the details sent to you via e-mail you will be presented with the 'Candidate Home' page. In order to create your application, please click this button: [Create a New Application Form](#)

Once you have begun to fill in the application form this button will then be shown as:

[View/Edit Application Form](#)

Sections that contain information in all of the required fields will be shown as 'Complete' on this page.

**Please Note:** It is your responsibility to ensure that the sections are **complete** and to your satisfaction before submitting the application. **The references section will not show as complete until the references have been submitted by your referees.**





## Candidate Application Summary

This page summarises the status of each stage of your application.

The screenshot shows the 'Candidate Application Summary' page for the 'EP Application' (Application Year: 2012). The page features a navigation menu with categories like 'Early learning and childcare', 'Families', 'Health and wellbeing', 'Social work', 'SEN and disability', 'Young people', and 'Strategy and working practice'. The main content area displays a table with the following data:

Section	Status	Action
Application & Eligibility	Incomplete	<a href="#">Go to section</a>
Your Details	Complete	<a href="#">Go to section</a>
Qualifications	Incomplete	<a href="#">Go to section</a>
Relevant Experience	Incomplete	<a href="#">Go to section</a>
Personal Statement	Incomplete	<a href="#">Go to section</a>
Additional Information	Incomplete	<a href="#">Go to section</a>
References	Incomplete	<a href="#">Go to section</a>
Equal Opportunities Questionnaire	Incomplete	<a href="#">Go to section</a>

## Application and Eligibility

Please fill in all fields marked with **★** and click through to the: [Next Section](#)

When selecting course centres please note that you can choose a maximum of three and a minimum of one.

The screenshot shows the 'Eligibility for Funding' page. It includes a navigation menu and a form with the following questions and options:

I am ordinarily resident in the UK **★**

Yes  No

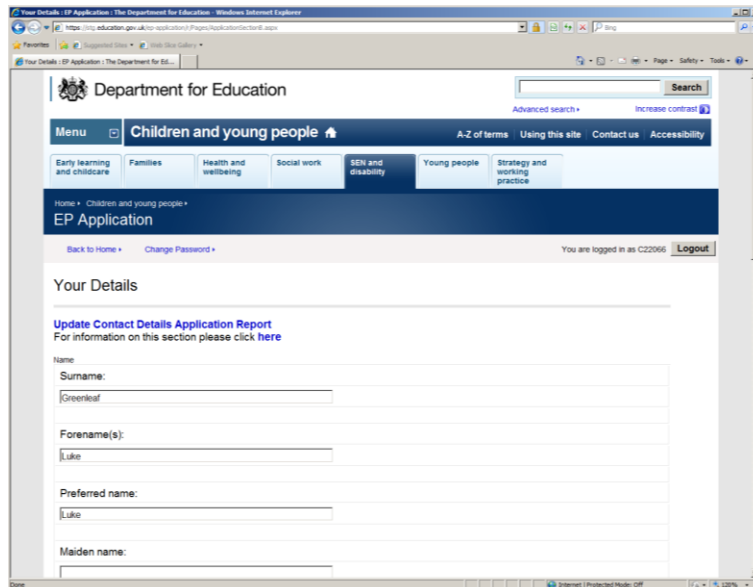
I am able and permitted to work in the UK for both during my 3 year training course, and for a minimum of 2 years after qualifying **★**

Yes  No

National Insurance Number

## Your details

Most of the fields from this section will have been filled in when you registered and it will be marked 'complete' in the application summary.



The screenshot shows the 'Your Details' section of the EP Application form. The page header includes the Department for Education logo and navigation links. The main content area is titled 'Your Details' and contains a form with the following fields:

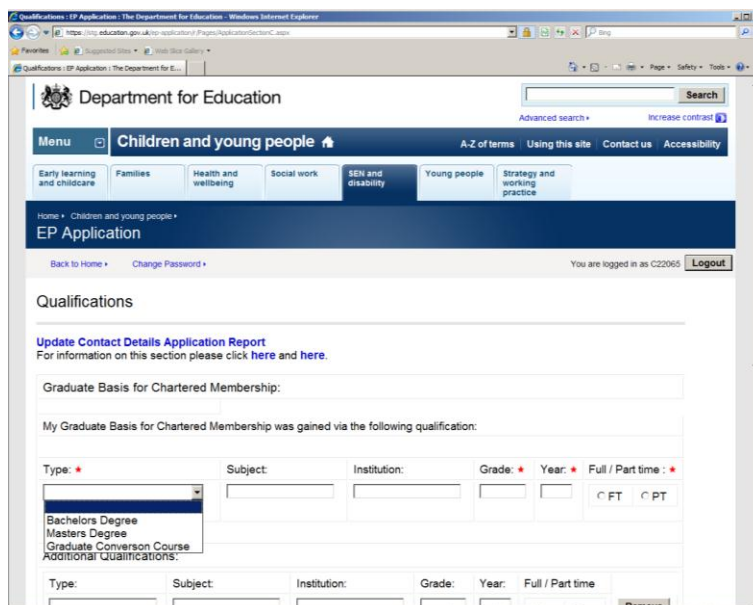
- Name: Surname (Greenleaf), Forename(s) (Luke), Preferred name (Luke), Maiden name.

There are also links for 'Update Contact Details Application Report' and 'For information on this section please click here'.

## Qualifications

Here you can use the drop down box to select the qualification that makes you eligible for GBC - for details on what GBC is and how to obtain it please refer to the Notes for Applicants section of this handbook.

Please list your relevant qualifications starting with the most recent first.



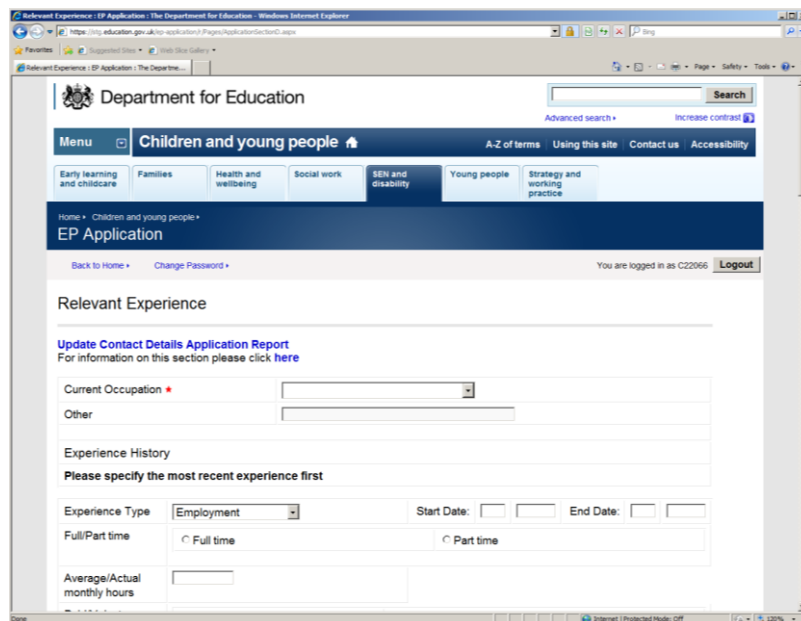
The screenshot shows the 'Qualifications' section of the EP Application form. The page header is the same as the previous screenshot. The main content area is titled 'Qualifications' and contains a form with the following fields:

- Graduate Basis for Chartered Membership: (Text input field)
- My Graduate Basis for Chartered Membership was gained via the following qualification: (Text input field)
- Type: (Dropdown menu with options: Bachelors Degree, Masters Degree, Graduate Conversion Course, Additional Qualifications)
- Subject: (Text input field)
- Institution: (Text input field)
- Grade: (Text input field)
- Year: (Text input field)
- Full / Part time: (Radio buttons for FT and PT)

## Relevant Experience

Starting with the most recent first please provide details of **relevant work experience** in support of your application.

When entering details of work experience, please note that applicants are required to type 'to date' in the date employed to box for work experience that is still being undertaken.



The screenshot shows a web browser window displaying the Department for Education's EP Application form. The page title is "Relevant Experience : EP Application - The Department for Education". The navigation menu includes "Children and young people" and "Young people". The form is titled "Relevant Experience" and includes a "Back to Home" link and a "Change Password" link. The user is logged in as "C22066" and can click "Logout". The form contains the following fields:

- Update Contact Details Application Report** (with a link for more information)
- Current Occupation** (dropdown menu)
- Other** (text input field)
- Experience History** (text area)
- Please specify the most recent experience first**
- Experience Type** (dropdown menu, currently set to "Employment")
- Start Date** (text input field)
- End Date** (text input field)
- Full/Part time** (radio buttons for "Full time" and "Part time")
- Average/Actual monthly hours** (text input field)

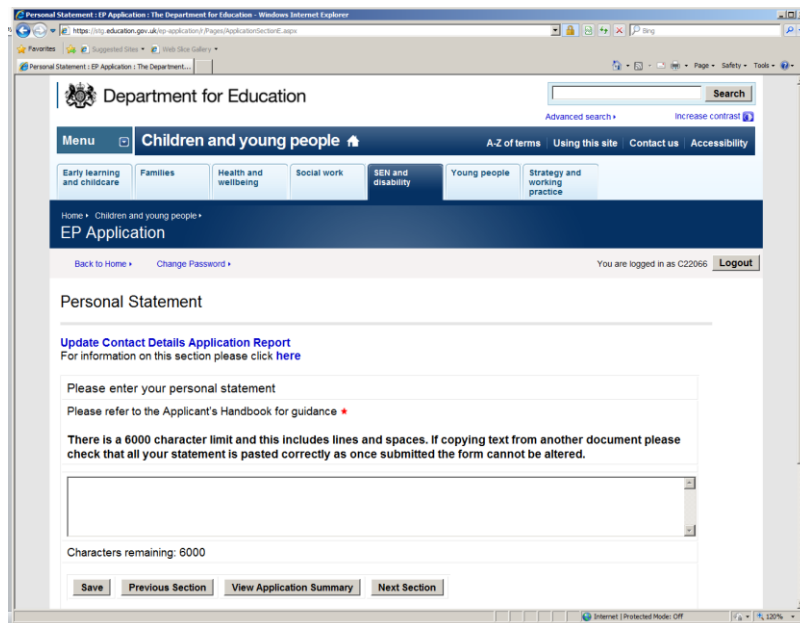
## Personal Statement

Your personal statement should provide additional information to support your application, including your application of psychological theory and knowledge of the UK education system.

You should write one personal statement regardless of how many training providers you are applying to. Your statement can be up to 6000 characters in length. If it goes over this amount it will not be included in your application. Spaces and lines count as characters.

Please insert your personal statement into this section of the application. It is possible to copy and paste into this section from Microsoft word.

Formatting such as bold, italics and underline will not show up on the application. Similarly, indents will not transfer when text is copied and pasted from Microsoft Word.



**Please Note:** This section does not have to be completed during one session. However, we recommend that when making any substantial changes to the personal statement this section is saved using the **save** button at regular intervals.

## Additional Information

Information that may be inserted into this section includes the following:

- additional information relating to overseas qualifications
- Additional information required by individual course providers.

Some training providers require additional information as part of the application. Please contact the individual training provider for specific course requirements. Applicants who are applying to the University of Sheffield are required to answer an additional question set by the university in support of their application. Please visit the university [website](#) for more information.

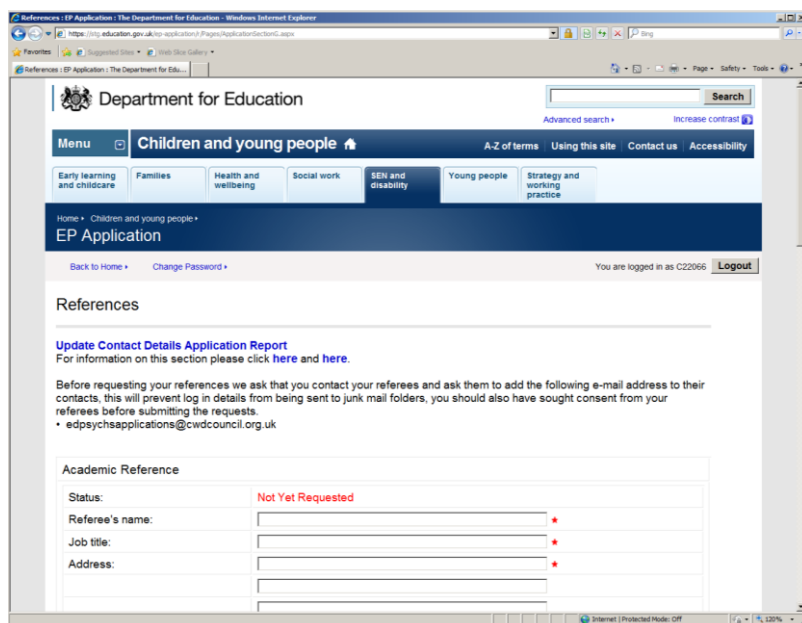
## References

Here you are required to give the details of your academic and experience referees.

You do this by inputting the contact details of your referees and then selecting:

**Request Reference**

Your referees will then be e-mailed and supplied with their own log in details which will allow them to add a reference to your application. Once you have requested the reference, the status on this section will change to '[Awaiting Response from Referee](#)'.

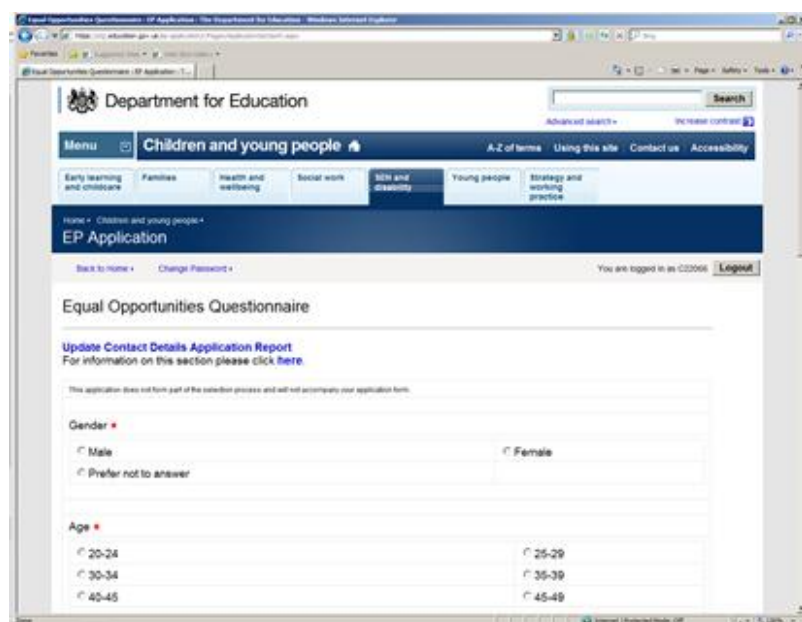


The online application system will state 'reference received' when a reference has been received. It is advisable to request your references as early as possible to avoid missing the application deadline.

Your application cannot be submitted until the references have been added by your referees. If you do not think that your referee has received their log in details then you can resend them by pressing the 'resend login details' button.

## Equal Opportunities Questionnaire

This section is not part of your application form and is not forwarded to training providers. It is gathered for monitoring purposes only. All fields are compulsory but you can select the option 'prefer not to answer' if you do not wish to supply us with the requested information.

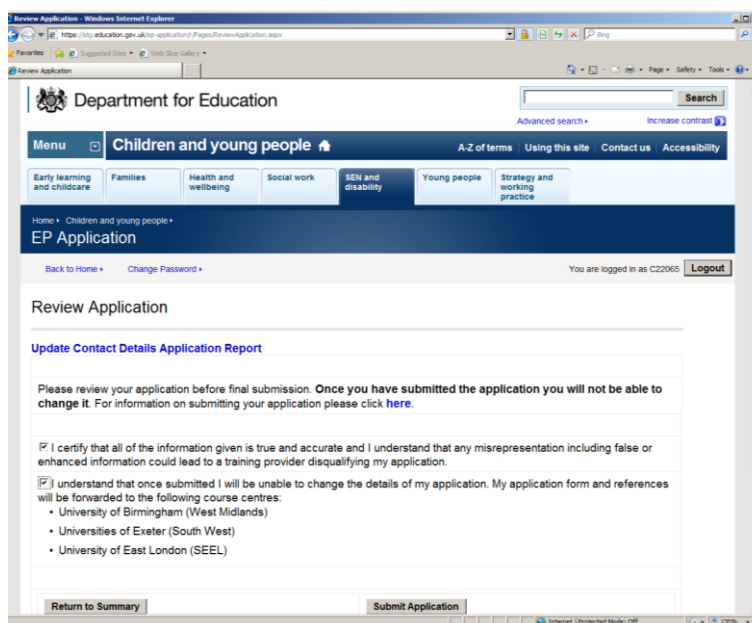


## Submitting Your Application

Once you have filled in all sections of the application and your references have been added they will appear as **Complete** in the application summary. When you would like to send your application to your chosen training providers then click on: **Review and Submit**

You will be directed to this page where you will be asked to accept both statements and ensure that your application is being sent to the correct training providers.

From this page you will be able to either '**Return to Summary**' where you will be able to check through each section of your application or '**Submit Application**'.



**Please Note:** Once you have submitted your application you **will not** be able to make any changes to it. If you choose to withdraw the application after it has been submitted you will not be able to resubmit another one in the same year.

## Notification of Offers

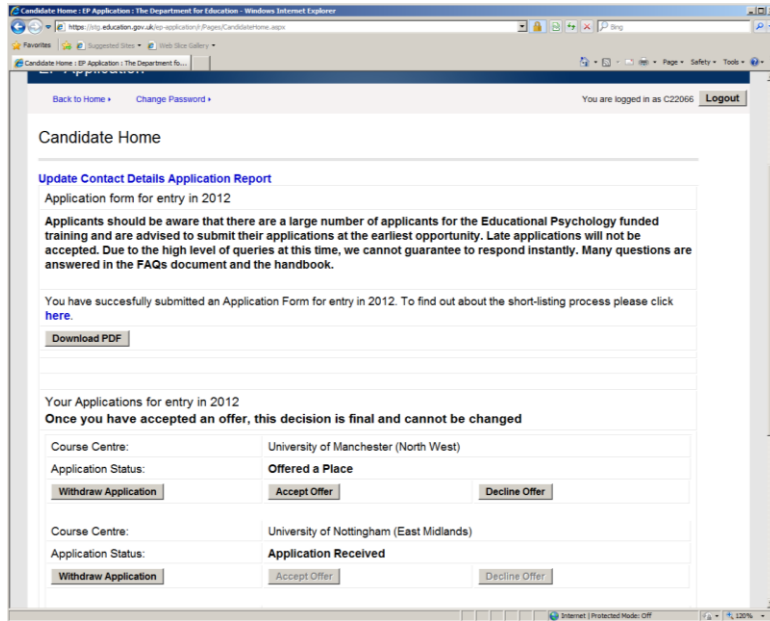
Once you have submitted your application, the appearance of your home page will change. Here you will be able to view a PDF of your application and also view the status of your application at each course centre. It is from this page that you will be notified whether or not you have been made any offers. All offers will be made on the same day - 4 May 2012. If you have not received an offer by this date then please assume that you were unsuccessful this time. If you are put onto a reserve list by a training provider, notifying you of such is at their discretion. The TA will be unable to comment on applicants positions on reserve lists.

To accept an offer, please select the button: **Accept Offer**

To reject an offer, please select the button: **Decline Offer**

From this page you may also cancel your application by selecting:

**Withdraw Application**



For further information on cancelling your application, please refer to **the guidance on cancelling applications which can be found in the Important Notes section.**

## Useful organisations

Organisation	Website
<p><b>British Psychological Society</b></p> <p>For information about GBC, a list of accredited courses, further information on the role of Educational Psychologists and other information.</p>	<p><a href="http://www.bps.org.uk">www.bps.org.uk</a></p>
<p><b>Division for Educational and Children's Psychology, British Psychological Society</b></p> <p>The Division of Educational and Child Psychology (DECP) is the Division of the British Psychological Society concerned with educational and child psychology. The Division plays an important role within the context of applied psychology and the Society in representing and promoting the application of psychology to the general well-being and development of schools, children and young people.</p>	<p><a href="http://decp.bps.org.uk/">http://decp.bps.org.uk/</a></p>
<p><b>Association for Educational Psychologists</b></p> <p>For information on recent developments in Educational Psychology, publications, information on the Educational Psychology Journal, details on courses and careers.</p>	<p><a href="http://www.aep.org.uk">www.aep.org.uk</a></p>

## Teaching Agency contact details

Email: [edpsychs.ta@education.gsi.gov.uk](mailto:edpsychs.ta@education.gsi.gov.uk)

Phone: 0370 000 2288





Teaching  
Agency

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