



## National College for Teaching & Leadership

# School Direct bulletin

Dear [Name]

Welcome to your July issue of the School Direct bulletin.

So far, over 124,000 applications have been received and the priority now is to ensure that those good-quality applicants find a place to start their training this year, regardless of which route or course they may have initially chosen. School Direct partnerships may want to have arrangements in place to recruit over the summer holidays. Your accrediting provider will be able to make interview invites and offer decisions to applicants who are applying throughout August, but please make sure you have discussed and agreed this process with them. If you are not going to be recruiting over the summer, please make sure you close your programmes so applicants are not able to apply to them.

In this issue, we feature a new checklist to help you get the most out of this last phase of recruitment.

If you have not requested your 2015 to 2016 places yet, make sure you read on for more guidance on the process. This includes important information about the UCAS teacher training system for both new and existing lead schools.

And finally, you can still book on to our final seminar taking place this month. These have proved really popular, so why not take a look and register?

**Charlie Taylor**

Chief Executive, National College for Teaching and Leadership

## Recruitment

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### **New summer checklist in your marketing resource bank**

With around 1,000 new applications per week still being made, you can boost local recruitment as applications are working their way through the system. The time between now and September can make a significant difference to help fill your available places.

Please ensure that you do two things to support recruitment to your School Direct places, alongside

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preparation for 2015 to 2016:

1. Action guidance in the 9 May [UCAS teacher training \(UTT\) bulletin](#) to close, suspend or discontinue your programmes to make it clear to applicants where there are 'no vacancies' and ensure that applicants do not waste choices.
2. Ensure that you agree with your partner accredited provider how to administer applications over the school summer holidays, give them access do this and ensure that applicants are clear on when they can expect to hear back from you with a decision on their application.

We have put together a [summer checklist](#) in the marketing resource bank for you to see where you can undertake additional activity to increase your recruitment.

### **Additional 2014 to 2015 places for HEIs**

We are extending the offer of a limited number of additional places in certain subjects to HEIs, but we will continue to allocate more School Direct and SCITT places in certain subjects to those schools with courses that are full and want to reopen on UTT to recruit more great trainees. Places are also available if you are still recruiting to a vacancy and have two or more good candidates who you want to make an offer to. More information about eligible subjects and how to request them can be [found in this guide](#).

Lead schools are reminded that if they are certain they will not fill already allocated places for 2014 to 2015 they should relinquish these places as soon as possible using the [schools DMS](#).

## **2015 to 2016 requests for places**

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### **Bidding window closes this week – 3 July deadline**

Before half-term, we announced the dates for requesting ITT places for the 2015 to 2016 academic year. Lead schools have until **midday on Thursday 3 July 2014** to request places and identify your partner schools. The request must be ratified by the partner provider so please allow time for your provider to do this before the deadline.

[The allocation of initial teacher training places: A guide for the 2015 to 2016 academic year](#) is available on GOV.UK and includes guidance on the process. We will confirm allocations by the end of October.

Details about everything you need to do in order to request allocations in the schools data management system (DMS) guide are available from the [NCTL login page](#).

### **Partner school information – clarification**

We will consider the size of partnership when we allocate places this year. Some of you have asked how we will work out how many schools are in the partnership. The answer is that we will use the details of the partner schools you have identified using the Edubase function on the partner schools section of our data management system (DMS).

There is a question about the size of partnership in the registration questions, but we will not use this when we allocate places.

We will take a snapshot of the data entered on the partner schools page at midday on 3 July to calculate partnership size. Please make sure that all information on this page is accurate and up-to-date at the deadline.

## UCAS updates

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### UCAS system maintenance

You may have seen the 26 June [UCAS teacher training bulletin](#) with details about essential maintenance work on UTT from 6pm Wednesday 2 July through to 11am Monday 7 July.

### 2014 cycle

As a result of the system maintenance applicants will not be able to use UTT during this time and schools and providers will not have access to systems, including net.update and web-link. The UCAS contact centre will also be closed during this time.

Please note that there will be no stop on the 40 working day decision window you have once receiving an application. If an applicant's last day is on 3 or 4 July their application won't be rejected by default (RBD) until Monday 7 July.

### 2015 cycle – deadline extended to 24 July 2014

As a result of the system maintenance we have extended the deadline by which schools should set up their information on UCAS for the 2015 request window from 17 to 24 July 2014.

We would like all new lead schools and providers to set up entry profile and programme information on UTT and for existing lead schools and providers to ensure that entry profile and programme information for 2015 to 2016 is correct by 24 July. This will minimise the work you will need to do following the announcement of allocations and enable applicants to apply for your courses as soon as UTT opens.

We recognise that this may be time-consuming for partnerships offering a large range of courses. If you think you will struggle to meet this deadline you must as a minimum make sure your training programme information reflects the subjects and phases in your request for places by 24 July, then set up or amend your entry profiles as soon as possible afterwards. Failure to meet the deadline means you will not receive your allocation of 2015 places.

UCAS will contact you by email about this once they have received your request for places details from NCTL. If you have not heard from UCAS within 5 working days from making your request for places with us, please email [uttonboarding@ucas.ac.uk](mailto:uttonboarding@ucas.ac.uk).

Please note that NCTL will pay the £500 joining fee for new lead schools registering for 2015 to 2016, so schools need not send fees to UCAS when registering. Please ensure you return your joining form to UCAS promptly.

If you are experiencing problems setting up new programmes for 2015, please contact the data collection team at UCAS by phone 01242 544 864 or email [coursesdata@ucas.ac.uk](mailto:coursesdata@ucas.ac.uk).

In our message on 23 May we provided incorrect contact information for UCAS. We apologise for any inconvenience caused. Please make sure you only use the contact details identified above if needed.

For more information about registering, please watch UCAS' [how to register for UCAS teacher training](#) video.

### Moving applicants between providers on UTT

Where providers and schools work together through the interview and admissions process, they may want to be able to move applicants across programme routes, to fill vacancies. This could include moving applicants between providers and schools, for example a move between provider-led and School Direct

places and vice versa - where the applicant and new provider or school agrees. In order to do this the onus would be on the applicant to withdraw their choices to move from Apply 1 to Apply 2. Changes are only permissible where an allocation already exists.

If you're keen to explore this option within your partnership, please ensure that:

- no pressure is placed on an applicant as they might still be waiting to hear from other choices they have made in Apply 1
- the new place offered is guaranteed, regardless of whether it is a conditional or unconditional offer, and you are clear what subject/route the applicant needs to use to add their choice
- the decision is applicant driven; only the applicant can place their application in Apply 2 by withdrawing from Apply 1

If the applicant decides to make a change within seven days of submitting their application in Apply 1, they then have the opportunity to change the choices without using Apply 2. If this change is made after the first seven days, then the applicant must withdraw their choices and use Apply 2 to submit their new choice.

## Your online community and seminars

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### Still time to register for your online seminar

The final online seminar in the series still has places – don't miss the chance to hear top tips from other lead schools on how they run their programmes, register today:

#### **School Direct: partnership agreements and recruiting – getting ready for next year**

Thursday 10 July 2014

4.30–5.30pm

[Register](#)

In case you missed them, [listen](#) to the recordings of our previous seminars. If you have any queries about the online seminars or the [online community](#) email your online community facilitator Tam Mason [sycamorelearning@gmail.com](mailto:sycamorelearning@gmail.com).

### Have you seen?

[What do candidates need to learn from school experience?](#) – see our blog for applicants on top tips to make the most of their classroom observation and how to use this to strengthen their application.

[What are your allocations 2015 to 2016 questions?](#) – let us know in your School Direct online community by posting your questions.

[Didn't get chance to join our online seminar on requesting places for 2015 to 2016?](#) – listen to the recording on our website to hear more top tips from School Direct lead schools.