

Professional Graduate Diploma in Education (Secondary)

Application form



School of Education, Ayr Campus

Please read the Information for applicants section plus the Notes for PGDE applicants section before completing this application form IN BLOCK CAPITALS.

For office use only
banner ID: _____

1. PERSONAL DETAILS

Surname/Family name: _____ Middle name(s): _____
Forename: _____ Maiden name/previous family name: _____
Title (Mr/Mrs/Ms/Miss/Other): _____
Date of birth: DD / MM / YYYY
Gender (tick appropriate box): Male Female
Permanent address: _____

Town/City: _____
Country: _____ Postcode: _____
Evening phone: _____ Day phone: _____
Correspondence address (if different): _____ Date from: DD / MM / YYYY Date to: DD / MM / YYYY

Town/City: _____
Country: _____ Postcode: _____
Evening phone: _____ Day phone: _____

For office use only

UK EU OS

Nationality: _____ Country of birth: _____
Permanent home: European Union Other country (please tick)

How long have you been resident in the UK? (insert number of years / months; or 'life' if appropriate): DD / MM / YYYY

If you are an overseas national, when did you enter the UK to live?: DD / MM / YYYY

If applicable, give details of periods of residence outwith the UK: _____
Country: _____ From: DD / MM / YYYY To: DD / MM / YYYY

Email address: _____

Are you currently, or have you ever been, a student at the University? Yes No

If yes, give your surname / family name at time of your enrolment: _____

Last year of attendance: _____ Matriculation number (if known): _____

2. PROGRAMME CHOICE

You are applying for the PGDE (Secondary) programme.

Please indicate the subject(s) your are interested in for Secondary teaching in the box below:

3. QUALIFICATIONS

Secondary / FE

Name & address of last school/college attended:	From: Month / Year	To: Month / Year
	M M / Y Y Y Y	M M / Y Y Y Y
	M M / Y Y Y Y	M M / Y Y Y Y
	M M / Y Y Y Y	M M / Y Y Y Y

English/Mathematics qualifications (see Notes for PGDE applicants section):

Subject	Name of Examining Body	Date taken / To be taken: Month / Year	Level	Grade
English		M M / Y Y Y Y		
Maths		M M / Y Y Y Y		

Other Higher Grade awards, or equivalent:

Subject	Name of Examining Body	Date taken / To be taken: Month / Year	Level	Grade
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		

Other relevant pre-degree studies eg HNC/HND

Subject	Name of Examining Body	Date taken / To be taken: Month / Year	Level	Grade
		M M / Y Y Y Y		
		M M / Y Y Y Y		
		M M / Y Y Y Y		

State the languages, other than English, that you speak fluently (including Gaelic, if applicable):

Language	Qualification

State your first language: _____

State the language in which you were educated: _____

First degree

Name & address of institution	Title:	Subject:	Classification:	Date of graduation Month / Year
				M M / Y Y Y Y
				M M / Y Y Y Y

5b. References (see Information for applicants section)

Give details of two persons who will provide references; at least one should be an academic referee and both must be able to testify to your academic ability or relevant experience. One of the two should preferably be a Head Teacher of a Secondary school, or equivalent organisation, where you have undertaken work experience. Please note: it is your responsibility to arrange for references to be provided. Please detach, complete and forward the 'Statement by Referee' forms (attached to this form or downloadable at www.uws.ac.uk/apply) to your referees for completion. Your referees should send their references direct to the University.

1 Name: _____
Telephone: _____
Designation/Occupation: _____
Address: _____
email: _____

2 Name: _____
Telephone: _____
Designation/Occupation: _____
Address: _____
email: _____

6. FEE DETAILS (please do not enclose payment at this time)

Who is responsible for payment of your course fees? (circle as appropriate): Self / Parent / Partner / Other Sponsor

If Other, then who (eg SAAS, LEA, Employer)? _____

Overseas applicants should provide details of financial guarantor _____

Name/Organisation: _____

Telephone: _____

Address: _____

Have you previously received SAAS funding? (please tick): Yes No

7. DISABILITY DISCLOSURE (please circle the appropriate character)

- No known disability _____ 0
- You have a specific learning difficulty (for example, dyslexia) _____ 1
- You are blind/partially sighted _____ 2
- You are deaf/have hearing impairment _____ 3
- You are a wheelchair user/have mobility difficulties _____ 4
- You require personal care support (please specify below) _____ 5
- You have mental health difficulties _____ 6
- You have an unseen disability, eg diabetes, epilepsy, asthma, or a heart condition _____ 7
- You have multiple disabilities _____ 8
- You have Autistic Spectrum Disorder _____ T
- You have a disability not listed above _____ 9

Please provide details of any special or extra facilities or support you may require below: _____

8. CRIMINAL CONVICTIONS (see Information for applicants section)

If you have a criminal conviction, as described in the Information for applicants section, enter X here

9. PUBLICITY

Where did you find out about study opportunities at the University?

Source	Tick	Detail
Newspaper advert (please specify which newspaper):	<input type="checkbox"/>	
Website (please specify the website):	<input type="checkbox"/>	
Information event (please specify the event):	<input type="checkbox"/>	
Other (please specify):	<input type="checkbox"/>	

10. DECLARATION

I confirm that the information given on this form is true, complete and accurate and that no information requested or material information has been omitted. I give my consent to the processing of my data by University of West of Scotland. If any information provided is subsequently found to be false, I accept that the University has the right to cancel my application.

Applicant's signature: _____

Date: _____

Personal data provided on your application form will be entered onto the University's computerised record system. This data will, at all times, be used strictly in accordance with the principles laid down by the Data Protection Act (1998). Completed application forms should be returned as directed on this form.

Information for applicants

Further information is also available in the postgraduate prospectus and on the University website www.uws.ac.uk

IMPORTANT NOTE:

Please ensure you complete Section 11 below before you return your application form. This part will be detached from your main application form prior to referral to an admissions officer.

SECTION 1:

We need details of previous names to make sure we do not create new records for a person whose details are already held on our systems. We may need a copy of documentary evidence of a change of name (you will be asked for this if necessary). If you would like University correspondence to go to an address other than your permanent address please indicate this in the "Correspondence Address" section. **This is the address that will appear on any letters and they will be sent to this address.**

SECTION 2:

This information helps us to make sure we refer your application to the right person.

SECTION 3:

The information about the last educational institution you attended is required by the Higher Education Statistics Agency (HESA).

SECTION 5B:

You should also complete sections 1 and 2 of the Statement by Referee forms included as part of this form, detach and send them to your chosen referees as instructed.

SECTION 6:

Payment will be requested at a later date. We need to know from whom we should ask payment. If you are being sponsored by an employer you will need to provide a letter (or purchase order number) from your employer to confirm this when you enrol.

SECTION 7:

This information is asked for in order that the University can contact you to discuss any support needs, or reasonable adjustments that may be required in relation to your disability, during your lifetime of study. You are advised to contact the Enabling Support Team as soon as possible if you need support. For study at Ayr Campus, e-mail enablingsupport.ayr@uws.ac.uk For study at Dumfries Campus, e-mail studentservicesdumfries@uws.ac.uk

This information is also required by the Higher Education Statistics Agency (HESA) and to ensure that the University complies with the Special Educational Needs and Disability Act 2001 (SENDA).

SECTION 8:

Relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawful supplying of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. If you enter x in this box we will ask you for further information. If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults you must tell us about any criminal convictions, including spent convictions and cautions (including verbal cautions) and bindover orders. For these courses you may need an 'enhanced disclosure document' from the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in if necessary.

NB: This application form is available electronically and in other formats if required. See www.uws.ac.uk for details

While this is a general section to which all applicants must respond, the University is aware that GTCS registration procedures will already have considered the position on criminal convictions of applicants who are GTCS registered teachers.

SECTION 9:

This information is requested so that we can monitor the effectiveness of publicity campaigns.

SECTION 10:

The declaration is required for a valid application.

SECTION 11: ETHNICITY

The University recognises and values the benefits of a multicultural University, and is committed to ensuring that applicants are treated equally, irrespective of race, colour, nationality, ethnic or national origins. In order for the University to monitor the impact of policies you are invited to assist by providing details of your ethnic origin.

This information will not be available to anyone making a decision on your application.

Surname/family name: _____

Forename: _____

Which of the following best describes your ethnic origin?

Please circle the appropriate number in the list below:

- 11 _____ White – British
12 _____ White – Irish
13 _____ White Scottish
14 _____ Irish Traveller
19 _____ Other White background
21 _____ Black or Black British – Caribbean
22 _____ Black or Black British – African
29 _____ Other Black background
31 _____ Asian or Asian British – Indian
32 _____ Asian or Asian British – Pakistani
33 _____ Asian or Asian British – Bangladeshi
34 _____ Chinese
39 _____ Other Asian background
41 _____ Mixed – White and Black Caribbean
42 _____ Mixed – White and Black African
43 _____ Mixed – White and Asian
49 _____ Other Mixed background
80 _____ Other Ethnic background
90 _____ Not known

For office use:

Banner ID number: _____

Entered (inits and date): _____

Statement by referee

Application for Professional Graduate Diploma in Education (PGDE)

Applicants should complete Sections 1 and 2 below in BLOCK LETTERS and in black ink, then forward the statement forms to their chosen referees for completion (this form is also downloadable from the 'Apply' section of the University website at www.uws.ac.uk)

SECTION 1: APPLICANT'S DETAILS

Course applied for: please tick

PGDE Primary

PGDE Secondary

Please indicate which subject* you wish to study as part of the PGDE Secondary programme:

Art and Design English

Biology with Science Mathematics

Chemistry with Science Physical Education

* the University reserves the right to withdraw certain subjects, depending on quotas set by the Funding Council.

Applicant's name: _____

Address: _____

Date of birth: D D / M M / Y Y Y Y

SECTION 2: REFEREE'S DETAILS

Referee's name: _____

Designation/Occupation: _____

Organisation: _____

Address: _____

Telephone: _____

SEE OVER FOR GUIDANCE NOTES



Statement by referee

Application for Professional Graduate Diploma in Education (PGDE)

Applicants should complete Sections 1 and 2 below in BLOCK LETTERS and in black ink, then forward the statement forms to their chosen referees for completion (this form is also downloadable from the 'Apply' section of the University website at www.uws.ac.uk)

SECTION 1: APPLICANT'S DETAILS

Course applied for: please tick

PGDE Primary

PGDE Secondary

Please indicate which subject* you wish to study as part of the PGDE Secondary programme:

Art and Design English

Biology with Science Mathematics

Chemistry with Science Physical Education

* the University reserves the right to withdraw certain subjects, depending on quotas set by the Funding Council.

Applicant's name: _____

Address: _____

Date of birth: D D / M M / Y Y Y Y

SECTION 2: REFEREE'S DETAILS

Referee's name: _____

Designation/Occupation: _____

Organisation: _____

Address: _____

Telephone: _____

SEE OVER FOR GUIDANCE NOTES



Guidance notes for education referees



Upon receipt of this form from the applicant, please attach a reference and forward to PGDE APPLICATIONS, ADMISSIONS, UNIVERSITY OF THE WEST OF SCOTLAND, PAISLEY CAMPUS, PAISLEY, PA1 2BE, SCOTLAND, UK without delay. The referee's report is an important part of the selection process, and the information you give will help to guide the University's admissions tutors in making their decisions. Please check that the applicant has completed Section 2 correctly and legibly.

The reference must be completed in black ink or type, signed by you and submitted on your institution or company headed paper.

If possible, your reference should cover the following points:

1. Suitability for the postgraduate programme applied for.
2. Previous and potential academic performance (including English language proficiency, if applicable).
3. Character and personality (stability, perseverance etc).
4. Career aspirations.
5. Health and other circumstances relevant to the application.
6. Extracurricular activities/interests.
7. School experience.

MATURE APPLICANTS

It is recognised that some referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience and that in these circumstances referees' comments may be confined to the appropriate points in the above Guidance Notes.

www.uws.ac.uk

Guidance notes for education referees



Upon receipt of this form from the applicant, please attach a reference and forward to PGDE APPLICATIONS, ADMISSIONS, UNIVERSITY OF THE WEST OF SCOTLAND, PAISLEY CAMPUS, PAISLEY, PA1 2BE, SCOTLAND, UK without delay. The referee's report is an important part of the selection process, and the information you give will help to guide the University's admissions tutors in making their decisions. Please check that the applicant has completed Section 2 correctly and legibly.

The reference must be completed in black ink or type, signed by you and submitted on your institution or company headed paper.

If possible, your reference should cover the following points:

1. Suitability for the postgraduate programme applied for.
2. Previous and potential academic performance (including English language proficiency, if applicable).
3. Character and personality (stability, perseverance etc).
4. Career aspirations.
5. Health and other circumstances relevant to the application.
6. Extracurricular activities/interests.
7. School experience.

MATURE APPLICANTS

It is recognised that some referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience and that in these circumstances referees' comments may be confined to the appropriate points in the above Guidance Notes.

www.uws.ac.uk

RETURNING YOUR APPLICATION

When you have completed this form, please detach the 'Statement by Referee' section and forward to your referees as instructed. Please return the remainder of your completed application form to:

**Admissions (PGDE Secondary), University of the West of Scotland,
Paisley Campus, Paisley, PA1 2BE, Scotland, UK**

Professional Graduate Diploma in Education (Secondary)

Notes for applicants

(Please read these notes before completing your application form)

Applications will be considered for the following subjects for 2009 entry to the School of Education's PGDE (Secondary) programme:

- Art and Design
- Biology with Science
- Chemistry with Science
- English
- Mathematics
- Physical Education

NB The University reserves the right to withdraw any subject offered.

The information contained in your application is the first stage in the selection procedure for admission to the programme.

Please include with your application photocopies of the following documents, where appropriate:

- birth certificate
- marriage certificate (if relevant – eg if name now different to birth certificate)
- academic qualifications (including school certificates and a FULL university transcript)
- degree scroll/certificate

Any additional information to support your application should also be enclosed.

Current undergraduates or recent graduates should normally provide a reference from an academic familiar with their degree work.

Please submit your PGDE application form and enclosures* to:
Admissions (PGDE Secondary), Paisley Campus, University of the West of Scotland, Paisley, PA1 2BE, Scotland, UK

***We advise you to ensure that correct postage is paid, otherwise, after a period of time, the Post Office will return the envelope to you.**

Academic entry requirements for PGDE Secondary

NB After receipt of your application form, your qualifications will be checked and you will be advised if they do not meet the necessary qualifications to join the programme.

Entry requirements to courses of Initial Teacher Education are set out in the Memorandum on Entry Requirements to Courses of Teacher Education in Scotland 2006 published by the Scottish Executive Education Department. It is the definitive document and reference must be made to it. Information on entry requirements may be accessed on the Scottish Government's Teaching in Scotland website at www.infoscotland.com/teaching

The following is a summary of the minimum academic entry requirements for admission to the PGDE (Secondary) programme. You must meet the minimum academic requirements:

- a degree validated by a Higher Education institution in the United Kingdom or a degree of an equivalent standard from an institution outside the United Kingdom. The degree should normally contain a minimum of 80 credit points relevant to the teaching qualification or qualifications being studied. 40 of the credit points must have been studied at SCQF Level 8 or above. There are particular requirements relating to specific areas of study for Physical Education. Details can be found on the "Teaching in Scotland" website (see above).
- some credit points are acceptable for entry to more than one teaching subject. If a student wants a teaching qualification in more than one subject, appropriate credit points can be counted for entry to all subjects.

- a National Qualifications Course award in English at SCQF Level 6 (or an equivalent). Equivalent qualifications would be – an SQA Higher Grade pass at band C or above in English, or a National Course award (Higher Still) at Level C or above in English and Communication or National Units – Communication (NC) at higher level and Literature 1 at higher level (these used to be known as National Certificate Modules Communication 4 and Literature 1) or GCSE English Language and English Literature (passes at C or above England, Wales and Northern Ireland).

The content of your degree must be relevant to the subject you want to teach. If you have any questions about whether your degree is acceptable, please write, enclosing a copy of your degree programme transcript with your letter, to: **Admissions (PGDE Secondary), School of Education, University of the West of Scotland, Ayr Campus, Beech Grove, Ayr, KA8 0SR, Scotland, UK**

The competitive entry levels, however, are substantively higher than the minimum entry qualifications and other factors are taken into consideration. It should therefore be noted that not all applicants are selected for interview. The following initial selection criteria apply:

- Degree profile
- Reference(s)
- Awareness of current practice in schools (eg through time spent in schools)
- Other academic qualifications
- Experience of working with people
- Interests and skills including practical skills as appropriate for Music and Physical Education

Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 – Disclosure Scotland check

It is drawn to your attention that admission to the profession of registered teachers is excepted from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Successful applicants who gain a place on the PGDE (Secondary) programme are subject to a Disclosure Scotland check on grounds of Child Access. Any failure to disclose information about convictions, which for other purposes are 'spent' under the provisions of the Act, could result in withdrawal of a place on the PGDE programme. We may be in further contact with applicants regarding meeting the cost attached to this procedure. If you are in doubt about the relevance of any conviction under the terms of this Order you should write, in confidence, seeking the advice of the: **Head of the School of Education, University of the West of Scotland, Ayr Campus, Beech Grove, Ayr, KA8 0SR, Scotland, UK**

Office use only

Course code:		
	Number:	Date / Initials:
Banner ID Number:		

	Entered on banner	Passed to adviser	Passed to School	Prior credit entered	Offer made
Date:					
Initials:					

Offer details (please date and initial as appropriate):				
	Unconditional	Conditional	Unsuccessful	Withdraw
Date:				
Initials:				

Conditional offer details (please enter conditions in full):

Comments (including reasons for decisions):

Further information

Has applicant been interviewed? Yes No
Has work experience been considered? Yes No

Start date _____ Month _____ Year _____

Checklist

- Copies of transcripts Copy of degree certificate Reference 1 Reference 2
 English Test Institution OK Qualifications comparable Other (eg CV)