

UCAS Teacher Training

UCAS Teacher Training

Set-up Guide
for providers in
England

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Introduction

What is this guide for?

This guide is designed to help you set up and manage your training provider and programme information using our online system, web-link. It aims to answer most of the common queries you may have, using text and screenshots to help you complete tasks. We recommend you read it together with the UCAS Teacher Training Admissions Guide before you start setting up your details.

In this document, you will see references to GTTR, which was the previous application scheme offered by UCAS. From 2014, this was replaced by UCAS Teacher Training. Some references do remain, so please note that these sections do refer to this scheme.

To use web-link, you'll need your relevant usernames and passwords. We sent these to you when we received your joining form. If you've lost your password, please refer to [I've lost my password. What do I do?](#)

Top tips for using web-link

To guide you through the system, please read these top tips:

- + Make sure you check all the information you've entered for each training programme. Once you've saved it, allow time for it to be processed. Be patient – it is sometimes slow. Do not submit it twice.
- + After you've updated information, you will receive either an 'Update successful' message to confirm this, or it will show an 'Error' message to show it has not been processed.
- + When navigating through web-link, please do not use the browser's back and forwards buttons. Web-link has its own navigation trail at the top of the page, which can take you to the previous section. A link to exit the system is also provided in each section.
- + Check each section before saving, and before exiting the system. You must enter all the information for a new training programme – you can add more training programmes when you sign back in.
- + Remember to verify your email before continuing through the set-up process.

Large training providers may want to consider setting up read only accounts. These can be created for users requiring limited access to web-link. You can read more about this later in the Set-up Guide.

What is institution data in web-link for?

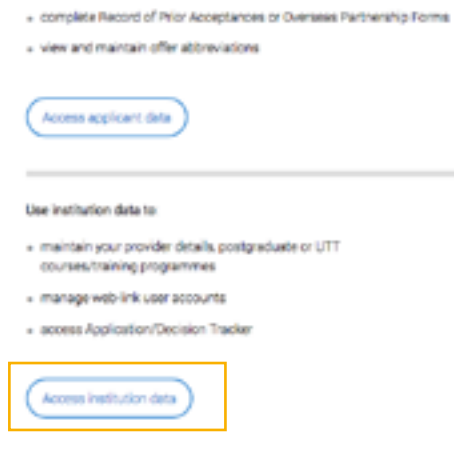
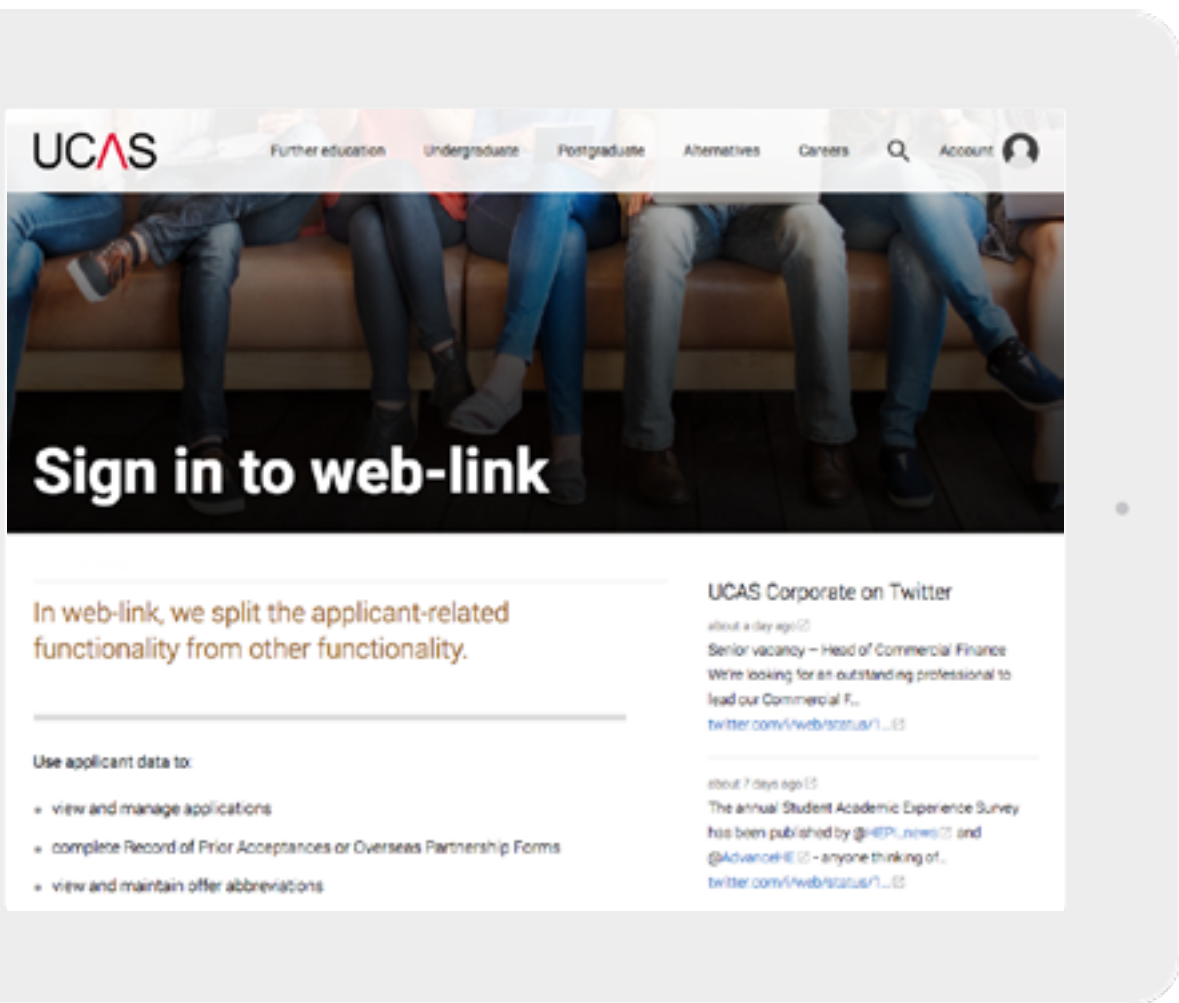
You will use web-link to:

- + set up and manage your training provider and training programme information
- + close training programmes
- + reopen training programmes for late vacancies
- + maintain training programme vacancy statuses

Where do I go to sign in to web-link?

You can sign in to web-link at www.ucas.com/sign-web-link.

Alternatively, there is a link to web-link at www.ucas.com/providers, underneath the page title.



From the **Sign in to web-link page**, click **Access institution data** and enter your username and password. If you do not have this, contact your web-link administrator (see page 6).

If you already use web-link for a different admissions service (e.g. UCAS Undergraduate, UCAS Conservatoires, or UCAS Postgraduate), enter your existing sign in details. Once signed in, you'll be taken to the system menu, where you can select any of the schemes available to you. If you only use one admissions system, you'll be taken directly to the main system menu.

Help and support

You'll find online help and advice throughout web-link:

- + at page level, by clicking the 'Help' link at the top of each screen
- + at field level, by clicking the 'i' symbol next to individual fields

web-link users



web-link users

What does a web-link administrator do?

The web-link system needs an administrator at each training provider, to set up and manage its user accounts. There can only be one web-link administrator, and it is often the same person who is responsible for managing the training programme details, but it doesn't have to be.

You will have been given a web-link administrator username and password when you joined the UCAS Teacher Training scheme. Use these details to access the administrator section for the first time through the **Access institution data** section.

How do I manage user accounts?

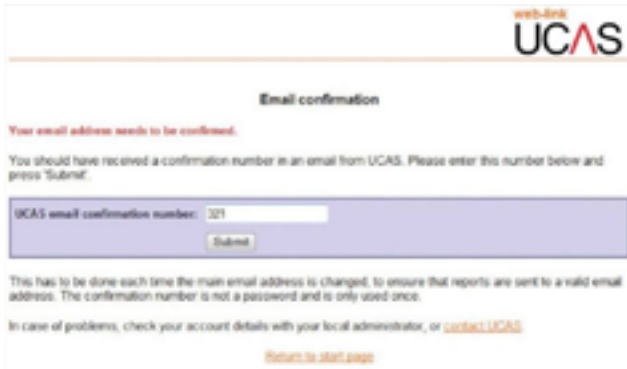


From the **Administrator Options** main menu, an administrator can register new web-link users for staff requiring access to the system, and view existing users. To enable an administrator to manage their training provider and programme data, or view and manage applications, they should also set themselves up as a web-link user.

To register a new user, click **Register new user** and enter details for each member of staff requiring access to web-link, before clicking **Submit details**.

Each user will have a unique username, determined by the training provider administrator. The system will alert the administrator if the username has already been allocated to another user, in which case, an alternative should be entered.

Once a user is set up, the system will generate an automatic email. This contains a confirmation number, which will be required for the user or administrator to gain access to the web-link system for the first time, and to confirm the user's email address.



Let each user know that if they do not receive this email, they should check their spam filters before contacting UCAS' HEP Team on 0344 984 1111 or at hep_team@ucas.ac.uk.

Appropriate levels of authority are assigned for each user from the drop-down list:

- + **Read-only** access **allows a user to view**, but not update, data in the areas allocated to them.
- + An **Editor** has **authority to update** data in the areas allocated to them. Each editor should have an individual username, so individual changes can be tracked.
- + Select the areas of permission from the list on the left-hand side of the screen.
- + **GTTR** permission allows a user to set up and manage training provider information and training programmes.
- + **Applicant data** permission allows a user to view and manage applications.

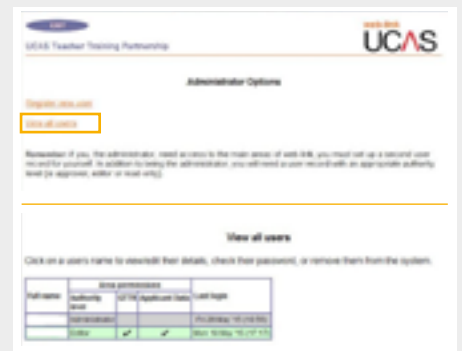
If you change your email address, you need to repeat this process. This automatic email will be sent to the first email address nominated. **The second email address is not mandatory – it can be used if another person needs to receive notification.**

From: NetUpdate
 Sent: 10 April 2018 08:39
 To: JBushell@emmbrook.wokingham.sch.uk
 Cc: swoodhull@piggott.wokingham.sch.uk
 Subject: UCAS web-link email check (152)

The UCAS email confirmation address for Julian Bushell is 321.

The first time you sign in to web-link, you will be asked to enter this number for us to check we have a valid email address for you.

To select both areas from the list, hold down the **Ctrl** key before selecting each one.



The password for each web-link user is set and managed by the administrator. Enter and confirm the nominated password in the appropriate box – make sure you remove all the dots before creating the password. **The password should be between six and 20 characters long, and can include letters and numbers.**

User permissions for web-link administrators have already been set to access **applicant data** and **GTTR**.

To view all users, from the administrator's main menu, click **View all users** to see who is currently set up in web-link, together with their authority level, area permissions, and an audit of their last sign in. Clicking on an individual user will show all their registered details.



I've lost my password. What do I do?

If you lose your administrator password, contact UCAS' HEP Team, on 0344 984 1111, or at hep_team@ucas.ac.uk.

If a user loses their password, or it needs to be changed, the administrator can view or update their details on the screen opposite.

with the **UCAS**

[Admin Menu](#) → [User List](#)

Change user details or remove user

Please note: Changing Email 1 will generate an automatic email containing a confirmation number which will be required for the user to re-enter the system.

To view the currently saved password for this user, click on the 'view password' link below.

| | |
|---------------------------------|-------------------------------------|
| Full name : | <input type="text"/> |
| User name : | <input type="text"/> |
| Password : | ***** view password |
| Confirm Password : | ***** |
| Email 1 : | <input type="text"/> |
| Email 2 : | <input type="text"/> |
| Telephone : | <input type="text"/> |
| Department/Faculty : | Teacher/Training resource |
| Permissions : | CU/TE Apply/Date (Admin) |
| Low IP address : | <input type="text"/> |
| High IP address : | <input type="text"/> |
| Start time (01:00, Use 01:00) : | <input type="text"/> |
| End time (01:00, Use 07:00) : | <input type="text"/> |
| Allow access at weekends : | Yes |

[Save changes](#) [Cancel changes](#) [Remove user](#)

Do I need to set up additional security options?

You do not need to complete this information to set up a user account.

Optional additional security allows an administrator to limit a user's access to web-link to a particular IP range or time (e.g. denying access at weekends). Your local IT support should provide administrators with IP details, which are entered in the screen below. If you want to limit access to web-link to a defined range of computers in a specific location, such as the training provider's training locations and campuses, your local IT support will provide you with the details.

Register a new user for the web-link system.
Security options for user: TestUser

Optional additional security
Communication with the UCAS database is protected by 128 bit SSL technology. If you wish you can specify the following extra checks when a user logs in (leave blank if not required)

Limit IP addresses
An attempt to log in from outside the given range of IP addresses will be rejected. This could be used to ensure that anyone who logs in to this account is doing so from this institution. It may not be possible to implement in some cases.

Low IP address:

High IP address:

Limit hours available
An attempt to log in outside the given hours, or at weekends, will be rejected (Use the 24 hour clock to specify times)

Start time (HH:MM, like 09:30):

End time (HH:MM, like 17:30):

Allow access at weekends:

Show add a password for this user
The password should be kept secure as it allows course data at your institution to be edited online. It should be between 8 and 20 characters long and can include letters or numbers. UCAS will not reveal passwords, so if one is forgotten it must be changed by the local administrator. Add the password twice for confirmation.

Password:

Confirm password:

Once confirmed, the new user's registered details will be displayed. Click **Main menu** to return to the main administrator's screen.

UCAS Teacher Training Partnership **web-link UCAS**

New user registered

User **TestUser** has been successfully registered.

Before they can use the system they must receive a confirmation number from UCAS by email, to check that the email address is correct. This number is entered once, the first time they log on. There may be a short delay before the email arrives.

| | |
|----------------------|---------------------------------|
| User details | |
| Full name: | Test User |
| User name: | TestUser |
| Email 1: | testuser@ucas.ac.uk |
| Email 2: | - |
| Tel: | 0844 504 1111 |
| Department/ faculty: | Test Team |
| User permissions: | GTTR Applicant Data (Editor) |
| Low IP address: | |
| High IP address: | |
| Start Time: | |
| End Time: | |
| Weekend Access: | Y |

Important: keeping personal information secure

It is really important we all work together to make sure personal data provided by applicants as part of the admissions service is kept secure, and only accessed by the people who should be able to see it.

So you remain compliant with the Data Protection Act, you must make sure:

- + multiple users do not share a single user account, or use someone else's
- + when someone leaves your training provider, or changes jobs, and the user account is no longer required, it is removed immediately
- + only people who work directly for your training provider are set up with access to your account. Where your training programme is accredited by another provider, they will be able to access all application details for programmes they accredit through their own UCAS account. They should not be set up as a user on your account

Password top tips: keeping personal information secure

The password:

- + must be at least eight characters
- + must be changed at least once every 90 days
- + should not be written down or shared with anyone other than the intended user

I'm locked out of web-link. What can I do?

If you lock yourself out of web-link, you need to contact the HEP Team. Call 0344 984 1111 and select the option to discuss a technical matter, or raise a ticket in our [ServiceNow portal](#).



Training provider details

Training provider details

How do I set up my training provider details?

Once you've set up the administrator, and have your system users in place, you can create and manage your training provider details and training location/campus information for your training programmes.



From the **Access institution data** button, click **Continue to Link Menu**, and choose **Course and Institution data** (Net.update).

To manage your training provider and training programme details, select the appropriate year from the drop-down box, then select **UCAS Teacher Training (formerly GTTR)** to access the menu.

If you click the wrong year, don't use the back button. Clicking **Select year** will allow you to navigate back to the main menu to select a different year of entry.

Selecting the **Training provider, training location, and campus details** link will navigate users to a page with sub-menu links.

The **Training provider** link allows you to manage and maintain information relating to your training provider.

The **Contact** field is intended for a job title or department. Names can also be used, but they regularly become out of date as people move to other jobs, so a job title should also be included. Do not include information where a specific field is provided elsewhere on the address/contact screen, e.g. do not enter a postcode in the **Address 4** field.



Some training providers are known by a different name, or an abbreviated version of the name that was used to register with the DfE to bid for training places. In these cases, you can include the abbreviation or alternative name in the **Address 1** field.

The **Website** field allows you to enter your website URL. This will also be displayed in the Department for Education's new search service, 'Find teacher training courses', for applicants to find further information.

The telephone number and email address fields are published, so applicants can contact you. Use the **'add/edit or delete...'** link to add/edit up to four telephone numbers and email addresses. Each telephone number and email address can have associated text.

The **Website** field allows you to enter your website URL. This will also be displayed in the Department for Education's new search service, 'Find teacher training courses', for applicants to find further information.



Can I use an alternative name to advertise my UCAS Teacher Training places?

There are some cases where, as a training provider, you may want to use an alternative name to advertise your places.

When you requested your bid for allocations with the DfE, you will have been given the option to include your agreed UCAS marketing name during this process. You do not need to take any further action.

If you didn't request to use an alternative name during the allocations process, you will need to contact itt.allocations@education.gsi.gov.uk first. Once you have agreed the name you want to use to advertise your training programmes, the DfE will inform us and we will make this change for you.

What is the training provider contact list?

The Training provider contacts screen shows the staff contacts in the system. Select a contact to edit their details, or select **Click here to add a new contact**.

You must enter the details relevant to an individual contact, then click the **Contact Group** boxes to assign a group to that contact.

As a minimum, the following contact groups are required:

- + **UTT Correspondent** – this person will receive important correspondence in our monthly bulletin, such as key information about deadlines for making decisions and managing training programmes. Only one UTT Correspondent is permitted. It is their responsibility to forward the information on to relevant staff at their training provider.
- + **UTT Output** – this person will receive email alerts notifying them of new applications.
- + **Addressee for GT12 replies** – this contact is used for Confirmation letters only. If no contact is set up, applicants will not receive their Confirmation letters.
- + **Fraud Correspondent** – this person will receive alerts about any fraudulent activity, such as similarity detection for the personal statement.
- + **web-link Correspondent** – this person will receive key updates for any disruptions in service, or planned outages, and changes to our systems.
- + **UTT finance contact** – we will invoice this person for payment of capitation fees.

You can add the same person to each category.

Make sure you have a contact for all these contact groups – application processing during the cycle will be disrupted if they are not in place.

Why do I need a contact for addressee for GT12 replies?

Once you confirm an applicant's place on one of your training programmes, they are sent a GT12 Confirmation letter. You have the option to modify the text in the letter with one of the statements below.

GT12 Confirmation letter:

[Training provider name] will assume you are taking up your place, and will be sending you joining instructions before you start your training programme.

GT12B Confirmation letter:

To confirm **whether or not you intend to take up this place**, you must contact the training provider at [GT12 reply email or URL]. If you are replying to the training provider's email address, you must include your:

- + full name
- + Personal ID
- + training programme code
- + reason for not taking the place (if applicable)

GT12E Confirmation letter:

To confirm **that you intend to take up this place**, you must contact the training provider at [GT12 reply email or URL]. If you are replying to the training provider's email address, you must include your:

- + full name
- + Personal ID
- + training programme code

If you do not intend to take up this place, no action is required.

GT12N Confirmation letter:

If you **do not intend to take up this place**, you must contact the training provider at [GT12 reply email or URL].

If you are replying to an email address, you must include your:

- + full name
- + Personal ID
- + training programme code
- + reason for not taking the place

Once you have chosen the letter you want your applicants to receive, set up your **Addressee for GT12 replies** and provide the **GT12 reply email or URL**.

The **Addressee for GT12 replies** is set up on the **Training provider contacts** page (you can leave **Contact Position** blank), and the **GT12 reply or URL** on the **Training provider requirements** page.

When you set the **GT12 reply or URL**, select:

- + **Coming/Enrol** for the GT12E Confirmation letter
- + **Coming or Not** for the GT12B Confirmation letter
- + **No response** for the GT12 Confirmation letter
- + **Not coming** for the GT12N Confirmation letter

What do you mean by my training provider requirements?

This is where you set how you receive and view your data.

These are the important options to complete in the training provider requirements menu.

| | |
|---------------------------------------|---|
| | AML Course / Personal ID |
| Format preferred for data download | ASCII DATA |
| | Monthly in course order |
| | Course / Alphanumeric |
| | Course / Alphanumeric |
| | No, not required |
| | Select... |
| Outstanding Decision Lists (ODL)(all) | Application code |
| Copy Form Sequence | Course / Application code |
| Require copy forms | Yes, required choose which courses... |
| Star J required flag | Flat File |
| Star X required | Yes, required |
| New UTT application alerts | No, not required |
| Type of GT12 required | Not coming |
| | Select |
| | Coming / Enrol |
| | Coming or Not |
| | No responses |
| | Not coming |

[Update](#)

- + **Format preferred for data download** – select whether or not you want to receive applicant data that includes extended character sets. These are European characters, such as á, ë, ð, which are not in the English alphabet. Choose one of the following:
 - + **ASCII data** – you only want to receive one set of data, without European characters.
 - + **Unicode data** – you only want to receive one set of data, which includes European characters.
 - + **ASCII data and Unicode data** – you want to receive two sets of data, one with and one without European characters.
- + If you use web-link to view your applications, we recommend you select **ASCII data and Unicode data**.
- + **Outstanding Decisions List (ODL)** – you can choose whether or not you want to receive an ODL sequence list. The drop-down list offers a sort choice of the list data. ODLs are available online in the **applicant data** section of web-link. You'll find an ODL in web-link, which shows all applications awaiting a decision.
 - + **On-demand ODL** – a list of applications still awaiting a decision from you.
 - + **Weekly ODL** – a list of applicants who will be rejected by default over the next seven days. This covers applications in both Apply 1 and Apply 2.
 - + **Confirmation ODL** – a list of applicants who have accepted conditional offers, but are awaiting Confirmation decisions (see the 'Replies and Confirmation' section in the UCAS Teacher Training Admissions Guide for more information).
- + **Star J required flag** – the Star J provides HESA return details for each accepted applicant at your training provider. It contains personal information (such as forenames, surname, ethnicity, and disability), as well as qualifications data, and can be downloaded from the **applicant data** section of web-link (Main Menu, Management Information, Export Data, Applicant Data 3). It is available after the end of the cycle.
- + **Star X required** – the Star X gives extra statistical information for each applicant to your training provider. It contains information that can be used for statistical purposes, such as social class and national identity. It does not contain personal information, such as names and addresses, which are not included in this transaction. It can be downloaded in the **applicant data** section of web-link (Main Menu, Management Information, Export Data, Applicant Data 2).
- + **New UTT application alerts** – use this to opt in to receive an email alert whenever a new application is sent to you.
- + **Require copy forms** – your copy form preference should be set to **Yes, required**. This, together with the **copy form setting** on each training programme record, will enable PDFs to be created of your applications. You might not need to download the PDFs but, as they cannot be created retrospectively, it is better to have them available in case you need to do this later.
- + **Type of GT12 required** – you must make a selection, because it determines which type of Confirmation letter we send to applicants who hold a confirmed place at your training provider. The selection will be applied to all your training programmes. The following table explains the different GT12 Confirmation letters:

| Setting in web-link | Letter | Required action by applicant | Required action by training provider |
|---------------------|--------|--|---|
| Coming/Enrol | GT12E | You want applicants to email only if they are taking up the place. | Enter an email or website address for your Addressee for GT12 replies in the training provider contacts section. |
| Coming or Not | GT12B | You want applicants to email you to confirm whether or not they will be taking up the place. | Enter an email or website address for your Addressee for GT12 replies in the training provider contacts section. |
| No response | GT12 | You do not want to receive any email confirmation from applicants. | No action required. |
| Not coming | GT12N | You want applicants to email only if they will not be taking up the place. | Enter an email or website address for your Addressee for GT12 replies in the training provider contacts section. |

The training provider requirements screen has a number of requirement types you do not need to complete. They are relevant to one of the other admissions schemes provided by UCAS, and are as follows:

- + ABL listings
- + Course analysis
- + Ethnic sequence list
- + June lists
- + New applicant labels required
- + Number of new applicant labels required
- + Copy form sequence
- + Weekly movements lists
- + June labels ordering
- + Require one audition for secondary instrument study



How do I set up a training location/campus?

Every training provider will have a **Main Site** campus created by default in web-link. For the majority of providers, this will be the only campus required, as it relates to the training provider's own school or location. It is not necessary to change the name of the training location/campus from 'Main Site' to the name of the training provider, because the name of the training provider is already held elsewhere in web-link. Click the training location/campus name to view or manage details of existing locations.



You can create additional training locations/campuses. We strongly recommend this is done where the training provider offers training over a wide geographical area, so the applicant can specify a preference for where they want to train. Up to 36 training locations/campuses can be created. If you have more sites than this, you will need to group some of your training locations together under a single training location/campus record – such as all locations in a town, county, or region.

If you wish to place your applicants in the most appropriate training schools or locations, do not create new training locations/campuses.

If you wish to give applicants the ability to state which school or location they want to train at, you need to set up new training locations/campuses.

Click **Add a new training location/campus** to add a new site.

+ **Training location/campus address** – enter the address of

the training location. If you're setting up the details of the main site, and run School Direct training programmes, enter the name of the lead school in the first line of the address. If the location is an area, simply repeat the area description, e.g. Birmingham.

- + **Training location/campus code** – each campus has to have a unique training location/campus code, which you can create. Provide either a capital letter or single-digit number to uniquely identify a training location, or training provider campus. Once a code has been assigned, it cannot be changed.
- + **Training location/campus name** – enter the name of the training location/campus, e.g. Cheltenham, or UCAS Training School, or Gloucestershire. The field accepts a maximum of 100 characters. You cannot change the name attached to an existing training location/campus.
- + **Training location/campus region** – all training locations/campuses must be allocated to a region – select the region from the drop-down list and click **Save**.
- + **Planned intake** (for existing locations/campuses) – the number of trainees you plan to take for the year of entry. Planned intake should be grouped into the age categories primary, middle years, or secondary. Use the **Add/edit or delete planned intake** link to change the planned intake (up to four numbers and associated text).

This information is not displayed to the applicant.



Managing training programmes

Managing training programmes

How do I set up my training programmes?

Now you've set up your training provider information, including training locations/campuses, you are ready to set up your training programmes.

The main training programme menu allows users to add new training programmes and view existing training programmes once set up. Click **Add new training programme** to add details of programmes you have requested from the DfE, or intend to offer, during this year of entry.



The screenshot shows the 'Add new training programme' form. At the top, it says 'Mandatory fields are marked with an asterisk(*). A training programme cannot be saved if any of the asterisked boxes (*) are blank.' The form is titled 'Training Programme Details' and includes the following fields:

- Training Provider:** Training programme code (text input), Training programme title* (text input), Programme type* (dropdown menu: Higher education programme), Accrediting provider* (dropdown menu).
- Age*** (dropdown menu: Primary), **Mode of study*** (dropdown menu: Full-time), **Modular*** (dropdown menu: Non-modular training programme), **Start Month*** (dropdown menu: September), **Training programme outcome*** (dropdown menu: Recommendation for QTS), **Receive applications from*** (dropdown menu: Please select...), **Training location/campus*** (dropdown menu: Please select one or more, with options: Schools - Hastings, Schools - Portsmouth, Schools - London).
- Specific Entry Requirements:** English Required (dropdown menu: N/A), Maths Required (dropdown menu: N/A), Science Required (dropdown menu: N/A).

A 'SAVE' button is located at the bottom of the form.

You must have all the information about the training programme before you begin entering it in web-link. You cannot enter some information and return at a later date to complete it.

You will need:

- + the subject area to be taught (e.g. English, biology)
- + the age range to be taught (e.g. secondary, middle years)
- + the programme type
- + the name of the accrediting provider (only applicable for School Direct programmes)
- + the modular status of the programme – your accrediting provider can tell you this
- + the training programme outcome – the highest award students can achieve when they complete the training programme at your training provider
- + GCSE entry requirements in English, mathematics, and (for primary programmes) science

The notes below explain what individual fields mean.

- + **Training programme code** – this unique code will be allocated to your training programme by UCAS once you have completed all mandatory fields, and the new training programme has been saved. You cannot change it.
- + **Training programme title – your title must exactly match your DfE request for training places.** This is the title of the training programme the applicant will be applying to study and teach.
For example, a training programme in secondary English should only be entitled 'English'. You will not be able to change the title once it has been saved. Please do not include anything other than the subject in the training programme title.

If you're unsure of the training programme outcome, please ask your accrediting provider. You can provide more information about the outcome of your training programme in your course content detail, in the DfE's 'Publish teacher training courses' service.

You should also follow these guidelines:
 - + Use both uppercase and lowercase.
 - + Use capital letters at the start of each word, except for words such as 'and' and 'with'.
 - + Do not put a full stop at the end of the training programme title.
 - + For special educational needs programmes, you must include this in brackets after the title.
- + **Programme type** – this is the type of training programme:
 - + Higher education programme – only HEPs should use this option.
 - + School Direct training programme – only lead schools should choose this option.
 - + School Direct (salaried) training programme – only lead schools should choose this option.
 - + SCITT programme – only SCITTs should choose this option.
- + **Accrediting provider** – all School Direct training programmes must have an accrediting provider associated with them. Choose the accrediting provider from the drop-down list. If the accrediting provider is not in the list, contact the HEP Team on 0344 984 1111, or raise a ticket through our [ServiceNow portal](#). They can arrange for the provider to be added to the list for you, and you can then allocate the accrediting provider to your training programme.
- + **Age** – indicates primary, middle years, or secondary. If you're setting up a further education programme, select **Secondary** on this screen – you can modify this on the training programme details screen. This cannot be changed after it has been saved.
- + **Mode of study** – the mode of study can be either full-time, part-time, or both.
- + **Modular** – indicates if the training programme is modular. **Modular** or **Non-modular** can be selected. Most training programmes are not modular. If you're not sure, contact your accrediting provider.

- + **Start month** – identifies the month only (not the year) when a training programme starts.
- + **Training programme outcome** – you must select one of the following four options for the outcome of each training programme:

| | |
|--|--|
| Recommendation for QTS | Select if the student will not receive an academic teacher training qualification on successful completion of the programme. |
| Professional | Select if the student will receive a Professional Graduate Certificate of Education (offered at Level 6) or Professional Graduate Diploma in Education (PGDE), with no credits or modules at postgraduate (master's) Level 7, on successful completion of the programme. |
| Postgraduate | Select if the student will receive a Postgraduate Certificate of Education (PGCE) or other qualification which includes at least one module or some credits at postgraduate (master's) Level 7, on successful completion of the programme. |
| Both professional and post-graduate | Select if the student has the option of taking at least one postgraduate (master's) Level 7 module, or obtaining some postgraduate-level credits as part of the programme. |

- + **Receive applications from** – select a date from the list, for when you want to start receiving applications for this training programme.

Take the following into account when deciding which date to select:

- + availability of staff for interviews
- + holidays
- + time to make your decisions
- + **Training location/campus** – from the drop-down list, select the training locations/campuses where this training programme will be available.



To select multiple locations, hold the **Ctrl** button down on your keyboard and click each location you want to select to highlight them. **If training programmes are being offered at different locations, the programme details must remain the same.**

If the training programme is only available at your 'Main Site' location, or if you have not set up any additional training locations/campuses, please just select **Main Site**.

You will not be able to change the programme type, accrediting provider, training programme outcome, or the date to receive applications from, once the training programme has been published. When it is published, the training programme **Publish** field will show **Yes**, and these fields will be displayed as read only.

- + **Specific Entry Requirements** – government legislation dictates that every applicant must have a set of standard GCSE grades C or 4, or above, or equivalent exams in England (B or 5, or above, in Wales), prior to beginning their training programme. These general requirements are for maths, English, and (where appropriate) science. For each training programme, you must also set up your own unique requirements.

Use the three **Specific Entry Requirements** fields to set your general qualification requirements for English, maths, and science GCSEs, or equivalent, by selecting 1, 2, 3, or 9, then click the **save** button.

You can edit these values after the training programme has been created, through the **GCSE or equivalent qualifications at time of application** option from the **Teacher Training** menu – select the corresponding training programme to edit. This is not possible if it has been set to **N/A**.

Key to codes

- 1* = **Must have** – you want the applicant to have already achieved the qualification at the time of applying.
- 2 = **Taking** – you will consider applicants who expect to achieve the necessary qualifications before the training programme begins.
- 3 = **Equivalence test** – you can offer applicants an equivalence test.
- 9* = You do not require an applicant to hold GCSE grades A – C, 4 or above, or equivalent. This code can only be used for further education or post-compulsory education courses.

N/A = **Not applicable**.

*Qualification based on the country where the programme is offered.

Important:

This should only be done after careful consideration, as it can cause considerable confusion to applicants who have already researched these requirements. It may also have implications for applicants who have already applied to the training programme. If you're changing the entry requirements to allow a specific individual to apply, please be aware that any other applicant who meets the new criteria will also be able to apply, and you must give them the same consideration.

| Training Programme Title | Code | Modular | Training Programme Type | English Language | Maths | Science | |
|--------------------------|------|---------|-----------------------------|------------------|-------|---------|-----------|
| General Primary | 2032 | | Primary Training Programmes | 2 | 2 | 2 | Edit 2032 |
| General Primary | 2032 | | Primary Training Programmes | 3 | 3 | 3 | Edit 2032 |
| General Primary | 4130 | | Primary Training Programmes | 3 | 3 | 3 | Edit 4130 |

How do I make my training programme live?

Once all the information has been added, it's time to select the status and publish the training programme. Training programmes will not appear in the DfE's search service unless they are set to **Running** and **Published**.

Status – the status of a programme in web-link, together with the 'Publish' setting in the DfE's 'Publish teacher training courses' tool, determine whether it is displayed in the DfE's search service. Your options are **Running**, **Discontinued**, **Suspended**, or **New**.

- + **New** is used for a new training programme. The default is set to **No** in the DfE's 'Publish teacher training courses' tool, so it will not appear in the DfE's search service. If you are ready to start receiving applications, change the setting to **Running**.
- + **Running** means the training programme is running, and once this has been **Published** in the DfE's 'Publish teacher training courses' tool, you're ready and able to receive applications.
- + **Suspended** means you will not be running your training programme in the current cycle, for any reason, but may run it again in the future. The programme will not be displayed in the DfE's search service.
- + Suspended training programmes **will** be rolled over to the next application cycle in May each year, with the status as **New**.
- + Discontinued means the training programme is no longer available, or perhaps set up incorrectly. The programme will not be displayed in the DfE's search service.
- + Discontinued training programmes **will not** be rolled over to the next application cycle in May each year.

Publish – when a new training programme is added to the scheme, it will not be published automatically in the DfE's search service. You must set your course to **Running** in web-link, and add additional course content detail in the DfE's 'Publish teacher training courses' tool for it to be **Published** in the DfE's search service.

Setting the status of the training programme to **Running** will notify UCAS you're ready for the training programme to be published. If a training programme is set to **Running**, this data will be sent across to 'Publish teacher training courses' for you to further enrich your course information. Once you have added further course content in 'Publish teacher training courses', you will be able to submit your course content for quality assurance (QA). Following successful QA, you will be able to publish your courses. If you set a new training programme to **Running** before the cycle starts, it will be published at the start of the cycle. If you set a new training programme to **Running** after the cycle has gone live, UCAS will make it live within two working days, or up to four working days during peak periods.

Important:

The following fields cannot be updated once a programme has been published:

- + programme type
- + accrediting provider
- + training programme outcome
- + receive applications from date

Please ensure you select the correct information when setting up your programmes. If they are incorrect, they need to be set up again, and the incorrect programme discontinued (after any applicants have been transferred over).

Making amendments to training programme details will only update the training programme at the training location/campus indicated. Additional training locations/campuses the training programme also runs at are identified at the foot of the web page. Click the appropriate option to update the training programme at other locations/campuses.

The DfE will soon provide guidance on the new process for publishing course information through 'Publish teacher training courses'.

Copy forms

The copy form preference should be set to **Yes**. This, together with the global copy form setting in the training provider requirements section, will enable PDFs to be created of your applications. You may not need to download the PDFs but, as they cannot be created retrospectively, it is better to have them available in case you need to do this later.



Remember, when setting up new training programmes, or waiting for the new application cycle to begin, you must have confirmation from the DfE that you have received an allocation before you set your training programmes to **Running**. Once you have confirmation that a training programme has been allocated places, please check your training programmes are set to **Running**, and ensure you add course content detail in the DfE's 'Publish teacher training courses' tool for it to be Published in the DfE's search service.

Before making changes to training programme information, you must refer to section 5 of the UCAS Teacher Training Admissions Guide.

What do I do if my accrediting provider withdraws from teacher training?

Training programmes which have the publication flag set to **Yes** cannot then be amended. If your accrediting provider withdraws from teacher training, you need to change the status of those affected programmes to **Discontinued**. You can then submit a new programme record for each subject, with the new accrediting provider details. The application codes for the new training programmes will be different to the original ones.

If you have current applications in progress, you must contact UCAS' HEP Team to discuss how to manage this change.

How do I set our vacancies for training programmes?

When one of your training programmes is full, you must change its vacancy status. This is often referred to as 'closing' a programme.

Follow this route to find the section to change your vacancy status.

Main menu → select the year the training programme will start, and click **UCAS Teacher Training (formerly GTTR)** → click **Training programme details** → click **Vacancies** → select the status in the vacancy list for the corresponding programme → click **Update** to save.

If you discontinue a training programme, you must also set the vacancy status to **No vacancies** in the vacancies section from the training programme menu.

This will prevent applicants from applying for a discontinued training programme.

The options available depend on the mode of study set up for the training programme: full-time, part-time, or both.

| Mode of study | Vacancy options |
|------------------------------|--|
| Full-time | Full-time vacancies No vacancies |
| Part-time | Full-time vacancies No vacancies |
| Both full-time and part-time | Full-time vacancies Part-time vacancies Both full-time and part-time vacancies No vacancies |

The vacancy status cannot be changed until 14 days have elapsed from the date you set to receive your first application for that training programme. If 14 days have not elapsed, you will see the following error message:

The screenshot shows the UCAS Teacher Training interface. At the top, there are buttons for 'return', 'start', and 'not update'. The main header includes 'LIVE', 'UCAS Teacher Training', and 'formerly gttr'. Below the header, there are navigation links: 'Select Year --> Teacher training menu --> Training programme Menu'. The section is titled 'Vacancy Status'. A red error message reads: 'One or more training programmes could not be saved. Please address the errors identified below.' Below this is an 'Update' button and a table of vacancies. The table has columns: 'Vacancies', 'Training Programme Name', 'Training Programme Code', 'Mode of Study', 'Whether', 'Training location/campus', and 'Errors'. One row for 'Chemistry' (code 2M62) has an error: 'This training programme can not be marked as full for applications until the minimum period for training programmes remaining open (14 days) has been met.'

| Vacancies | Training Programme Name | Training Programme Code | Mode of Study | Whether | Training location/campus | Errors |
|---------------------|-------------------------|-------------------------|---------------|-------------|--------------------------|--|
| Full-time vacancies | Art and Design | 2AKK | Full-time | Non-modular | - | |
| No vacancies | Biology | 2JFB | Full-time | Non-modular | - | |
| Full-time vacancies | Chemistry | 2JFD | Full-time | Non-modular | - | |
| Full-time vacancies | Chemistry | 2M62 | Full-time | Modular | IT | This training programme can not be marked as full for applications until the minimum period for training programmes remaining open (14 days) has been met. |
| Full-time vacancies | Chemistry | 2M67 | Full-time | Modular | - | |
| Full-time vacancies | Computer Science | 2JAG | Full-time | Non-modular | - | |
| Full-time vacancies | Computer Science | 2JAB | Full-time | Non-modular | - | |
| Full-time vacancies | Design and Technology | 2JFG | Full-time | Non-modular | - | |

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Copies of this publication can be downloaded from
www.ucas.com/providers/teacher-training/guides-and-resources.

For further information about the UCAS Teacher Training application process for providers, go to www.ucas.com/providers/teacher-training.
