# UCAS Teacher Training

## Set-up Guide

A guide to help you set up and manage your training provider and programme information

**UCAS**
Teacher Training

# Contents

# 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 reference 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 administrator password. What do I do?**

# TOP TIPS FOR USING WEB-LINK

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

- Make sure you check all the information you have entered for each training programme. Once you have 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 forward buttons. web-link has its own navigation trail at the top of the page, this 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. This 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 status, including how to discontinue training programmes

The information is published in our UCAS Teacher Training search tool, found at **http://www.ucas.com/ucas/teacher-training/find-training-programme**. This is used by applicants when researching their choices and making applications.

# WHERE DO I GO TO SIGN IN TO WEB-LINK?

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

Or you can access the sign in page from the 'System/Sign in' links at **www.ucas.com/providers** (see below).

If you are accessing web-link for the first time, check you have your confirmation code. You can find this in your verification email.

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 7).

Use applicant data to:

- view and manage applications
- complete Record of Prior Acceptances or Overseas Partnership Forms
- view and maintain offer abbreviations

> Access applicant data

Use institution data to:

- maintain your provider details, postgraduate or UTT courses/training programmes
- manage web-link user accounts
- access Application/Decision Tracker

> Access institution data

If you already use web-link for a different admission 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 on the **Help** link at the top of each screen

- at field level, by clicking on the 'I' symbol next to individual fields

# 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 REGISTER A NEW WEB-LINK USER?

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. So that an administrator can manage their training provider and programme data, or view and manage applications, they should also set themselves up as a web-link user.
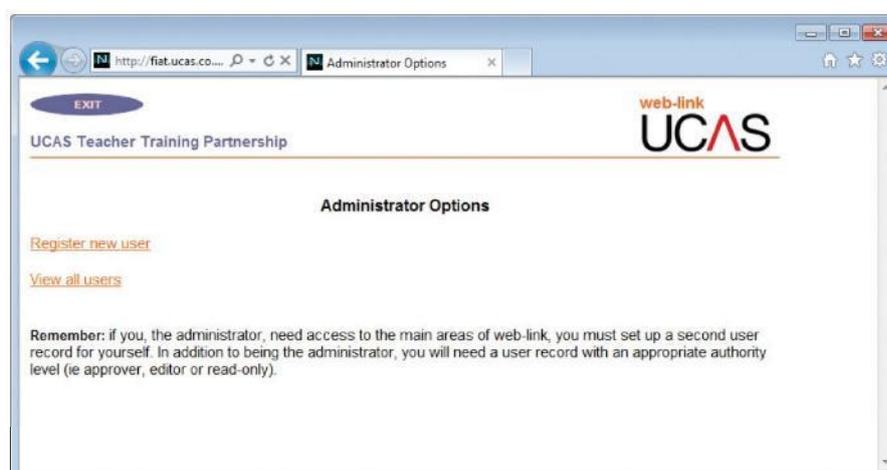
Enter details for each member of staff requiring access to web-link, before clicking on **Submit details**.



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.

**Email confirmation**

Your email address needs to be confirmed.

You should have received a confirmation number in an email from UCAS. Please enter this number below and press 'Submit'.

UCAS email confirmation number: | 321
Submit

This has to be done each time the main email address is changed, to ensure that reports are sent to a valid email address. The confirmation number is not a password and is only used once.

In case of problems, check your account details with your local administrator, or contact UCAS.

Return to start page

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 2017 08:39
> To: Test@ucas.ac.uk
> Cc: Test@ucas.ac.uk
> Subject: UCAS web-link email check (XXX)
>
> The UCAS email confirmation number for Joe Bloggs is 321.
>
> The first time you sign in to web-link you will be asked to enter this number in order for us to check that we have a valid email address for you.

Let each user know, if they do not receive this email they should check their spam filters before contacting the UCAS Data Collection Team on 01242 544 864 or at coursesdata@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

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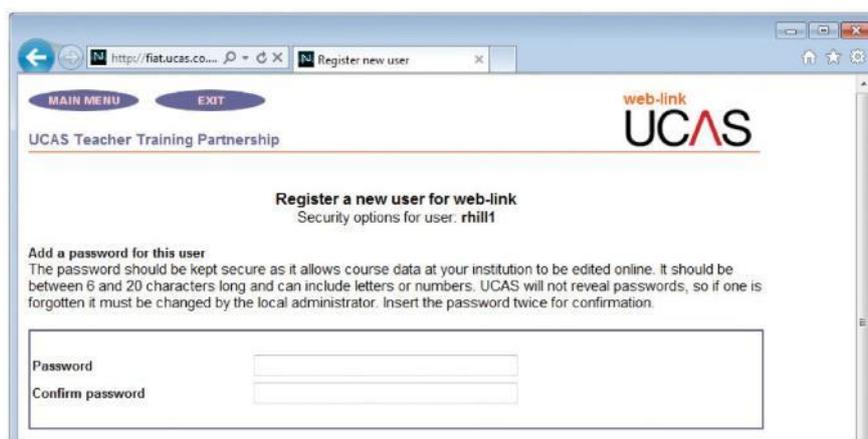
User permissions for web-link administrators have already been set to access **applicant data** and **GTTR**.

# I'VE LOST MY ADMINISTRATOR PASSWORD. WHAT DO I DO?

If you lose your administrator password, contact the Data Collection Team at UCAS, on 01242 544 864, or at coursesdata@ucas.ac.uk.

# HOW DO I MANAGE USER ACCOUNTS?

From the administrator's main menu, click **View all users** to view who is currently set up on 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.

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

# 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 above. 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.

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



# Important: keeping personal information secure

It is really important that 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 that 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 must be 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

- The password:

    o   must be at least eight characters

    o   must be changed at least once every 90 days

    o   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 the [ServiceNow portal](#).

# ONCE I'VE SIGNED IN, WHERE DO I GO TO SET UP MY TRAINING PROVIDER DETAILS?

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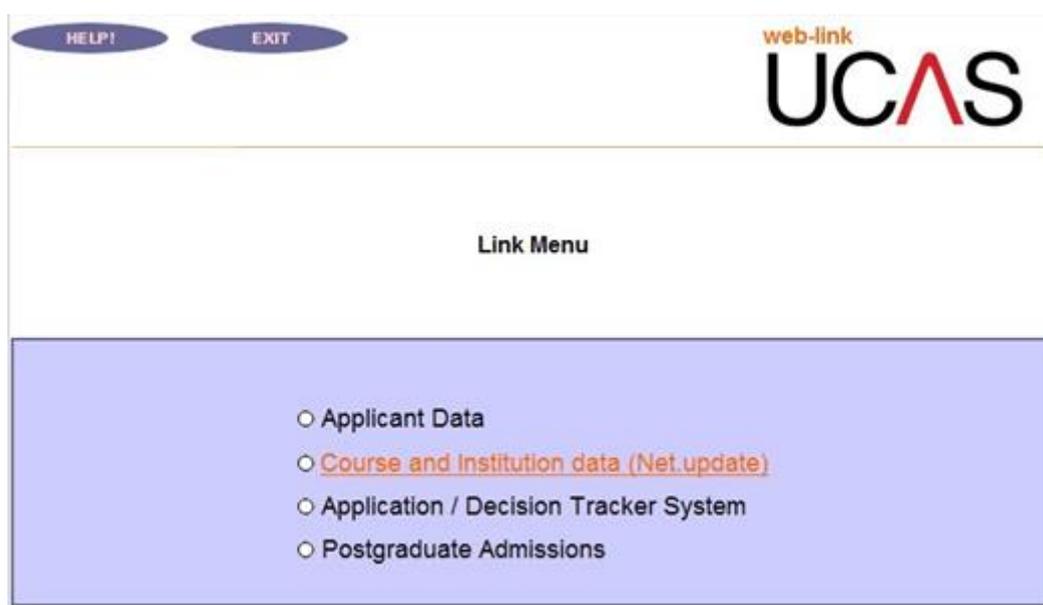


To manage your training provider and training programme details, select the appropriate year from the drop-down box, then select **UCAS Teacher Training (formerly GTTR)** to access the menu.

If you click on 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.

# 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 in the UCAS Teacher Training search tool.

When you requested your bid for allocations with the NCTL, you will have been given the option to include your agreed UCAS advertising 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 the NCTL at ITT.ALLOCATIONS@education.gsi.gov.uk first. Once you have agreed the name you want to use to advertise your training programmes in the search tool, the NCTL will inform us and we will make this change for you.

# WHAT ARE TRAINING PROVIDER DETAILS AND HOW DO I SET THEM UP?

> Once you have set up the administration, 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.

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 NCTL to bid for training places. In these cases, you can include the abbreviation or alternative name in the **Address 1** field.

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 search tool, for applicants to find further information.

# WHAT IS THE TRAINING PROVIDER CONTACT LIST?

The **Training provider contacts** screen shows the staff contacts on 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, and 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 to 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 of 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

HELP!    EXIT

LIVE

net.update

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Teacher Training | Formerly gttr

Select Year --> Teacher training menu --> Training provider menu --> Contacts List

**Training provider Contacts**

Update the details and click 'Update contact'. To delete a contact, click on the 'Delete contact' button. If saving this
contact affects another address on your contact list, please delete it and re-add it.

| Title: | Ms ▾ | Contact Group: | ☐ 33 - NMAS NM12 Replies |
|---|---|---|---|
| Name: | | | ☐ 35 - NMAS Marvin |
| Contact Position: | ▾ | | ☐ 36 - NMAS On-line |
| Address: | | | ☐ 37 - NMAS MS |
| | | | ☑ 40 - UTT Output |
| | | | ☑ 41 - UTT Correspondent |
| | | | ☐ 42 - ADAR Correspondence |
| | | | ☐ 43 - UTT Guide Contact |
| | | | ☐ 44 - Weekly Statistical Report |
| Postcode: | | | ☐ 45 - Monthly Statistical Report |
| Phone: | | | ☐ 51 - Addressee for AS12 replies |
| Email: | | | ☐ 61 - General Institution Address |
| Fax: | | | |
| AS12 Reply Email or Url: | | | |
| GT12 Reply Email or Url: | | | |
| Last updated: | | | |

Update contact    Delete contact

# 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.



- **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, õ, not in the English alphabet. Choose one of the following:

  o **ASCII data** – you only want to receive one set of data, without European characters

  o **Unicode data** – you only want to receive one set of data, which includes European characters

  o **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.

    o **On-demand ODL** – a list of applications still awaiting a decision from you.

    o **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.

    o **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.

- 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

# WHAT ARE TRAINING LOCATIONS/CAMPUSES?

Every training provider will have a **Main Site** campus created by default on 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 on web-link. Click on the training location/campus name to view or manage details of existing locations.



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 are 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.

- **Planned intake** – 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 anywhere to the applicant.

These details only apply to the training location/campus area you're working in. Click on **View training programmes at training location/campus** to view or manage any training programmes already set up at existing sites.

# HOW DO I ADD A TRAINING LOCATION/CAMPUS?

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 – and indicate the specific locations in your Entry Profiles.

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.



- **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**.

Once updated, the new training locations/campuses will be available for selection from the main **Training locations/campuses** menu and in the setting up training programmes lists.

**Managing training programmes**

# HOW DO I SET UP MY TRAINING PROGRAMMES?

> Now you have 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 on **Add new training programme** to add details of programmes you have bid for, or intend to offer, during this year of entry.



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)

- for School Direct programmes – whether it is a School Direct (salaried) or School Direct training programme

- for School Direct training programmes – the name of the accrediting provider (e.g. Thames SCITT, University of Worcester)

- the modular status of the programme – your accrediting provider can tell you this

- the training programme outcome – the highest award possible students can achieve when they complete the training programme

- GCSE entry requirements in English, mathematics, and (for primary programmes) science

### Add new training programme

Mandatory fields are marked with an asterisk(*). A training programme cannot be saved if any of the asterisked boxes (*) are blank.

**Training Programme Details**

**Training Provider:**

**Training programme code:** The training programme code will be generated automatically when you have completed all mandatory fields and the new training programme has been saved.

ℹ **Training programme title:** *

ℹ **Programme type:** * — Higher education programme

ℹ **Accrediting provider:** * — N/A

ℹ **Age:** * — Primary

ℹ **Mode of study:** * — Full time

ℹ **Modular:** * — Non-modular training programme

ℹ **Start Month:** — September

ℹ **Training programme outcome:** * — Recommendation for QTS

ℹ **Receive applications from:** * — Please select..

ℹ **Training location/campus:** * — Please select one or more.
- Schools - Hastings
- Schools - Portsmouth
- Schools - London

**Specific Entry Requirements**

ℹ **English Required:** — N/A

ℹ **Maths Required:** — N/A

ℹ **Science Required:** — N/A

save

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 NCTL allocation bid.** 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 the following details in the training programme title, as they are specified elsewhere:

  - the age range

  - the name of your school or provider

  - whether the training programme is salaried or non-salaried

  - the options you offer for modern language, or design and technology programmes – please email coursesdata@ucas.ac.uk with this information

You should also follow these guidelines:

  - use both upper case and lower case

  - use capital letters at the start of each word, except for words such as 'and' and 'with'

  - do not include the qualification award, e.g. PGCE in…

  - do not include the duration of the training programme

  - do not put a full stop at the end of the training programme title

  - 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

You will not be able to change the programme type once the training programme has been published online. When it is published, the training programme **Publish** field will show **Yes** and you will see the programme type displayed as a read-only field.

- **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 service desk on 0344 984 1111 or raise a ticket through the [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. **You will not be able to change the accrediting provider once the training programme has been published for that application cycle.**

- **Age** – indicates primary, middle years or secondary. If you are setting up a further education programme select **Secondary** on this screen, you can modify this on the training programme details screen (see next step). 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 are 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 the programme. |

| Both professional and postgraduate | 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. |
|---|---|

If you are 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 Entry Profile or programme information.

You cannot change the training programme outcome once it has been published online. When the training programme is published, the training programme **Publish** field will show **Yes**, and you will see the outcome selected as a read-only field.

**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

You cannot change this date once the training programme has been published.

- **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**.

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

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

- **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 and then click the **Save** button.



**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.

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.

**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 are 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.**



# HOW DO I MAKE MY TRAINING PROGRAMME LIVE?

Once all the information has been added, it's time to publish the training programme. Training programmes will not appear on search tool unless they are set to running and published.

> **Publish** – when a new training programme is added to the scheme, it will not be published automatically in the online search tool. UCAS publishes programmes for Lead Schools, i.e. School Direct programmes. SCITTs and HEPs must select **Yes** from the **Publish** drop-down list in the training programme details section when ready to do so. Making changes to **Publish** allows you to control when applicants can see your training programme information.

All School Direct training programmes are first published by UCAS. Setting the status of the training programme to **Running** will notify UCAS you are ready for the training programme to be published. 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.

**Status** – the status of a programme, together with the setting in **Publish**, determines whether it is displayed in the search tool. Your options are **Running**, **Discontinued**, **Suspended**, or **New**.

**New** is used for a new training programme. The default is set to **No** in **Publish**, so it will not appear in the search tool. If you are ready to start receiving applications, change the setting to **Running**.

**Running** means the training programme is running and you are ready and able to receive applications. If combined with **Yes** as the setting in **Publish**, the training programme will appear in the search tool.

**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 search tool.

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.

Discontinued training programmes **will not** be rolled over to the next application cycle, in May each year.



**Remember**, when setting up new training programmes, or waiting for the new application cycle to begin, you must have confirmation from the NCTL 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 you have your training programmes set to both **Running** and **Yes** in **Publish**, so applicants can apply. School Direct programmes will be published by UCAS.

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

# 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 screen. Click the appropriate option to update the training programme at other locations/campuses.

**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.

# 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.** 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 the HEP Team at UCAS 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 and click **Update** to save.

If you discontinue a training programme, you must 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<br>No vacancies |
| Part-time | Part-time vacancies<br>No vacancies |
| Both full-time and part-time | Full-time vacancies<br>Part-time vacancies<br>Both full-time and part-time vacancies<br>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 this error message:

# Appendix 1 – web-link and search tool comparison

The following diagrams show you where the details applicants view in the search tool are managed in web-link.

## AGE RANGE

## VACANCY STATUS



Key:
Green arrow – from the **Vacancy Status** page in web-link.

Key:
Red arrow – from the **Add new training programme** page in web-link.

TRAINING PROGRAMME OUTCOME

| Training programme code: | The training programme code will be generated automat all mandatory fields and the new training programme ha |
|---|---|
| 🛈 Training programme title:* | |
| 🛈 Programme type:* | Higher education programme |
| 🛈 Accrediting provider:* | N/A |
| 🛈 Age:* | Primary |
| 🛈 Mode of study:* | Full time |
| 🛈 Modular:* | Non-modular training programme |
| 🛈 Start Month: | September |
| 🛈 Training programme outcome:* | Recommendation for QTS |
| 🛈 Receive applications from:* | Recommendation for QTS |
| 🛈 Training location/campus:* | Professional |
| | Postgraduate |
| | Both professional and postgraduate |

UCAS
Teacher Training | Formerly gttr

want to teach?
search for training programmes
how to apply
apply
track
SKE courses
help

## search for training programmes : 2015

Our search tool holds thousands of training programmes, so we recommend that you use multiple search criteria. Refining your search will give you a list of the training programmes most relevant to your requirements.

This search tool has the latest vacancy information given by training providers. They can update this information at any time.

Please select from the following search criteria:

all age ranges

all subjects

all training programmes, with and without vacancies

all training programme types

all outcomes

**Search for a training provider OR select a region.**
Enter the name of the training provider, part of its address or training provider code.

e.g. Bristol or NW10 or Green Lane        all regions

search

or refine your search further:

select degree class held

Select GCSEs passed A*-C England, A*-B Wales

refined search

Key:
Red arrow – from the **Add new training programme** page in web-link.

## TRAINING LOCATION/CAMPUS REGION





Key:
Black arrow – from the **Training location/campus details for [......]** page in web-link.