

National Modern Languages SCITT

Admissions Policy

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SCHOOL CENTRED INITIAL TEACHER TRAINING

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1. Introduction

The Admissions Policy provides the basis for admissions practice across the National Modern Languages (NML) SCITT. The good practice principles and ethos identified in this document apply equally to all categories of applicants who submit application to study at the NML SCITT.

Responsibility for compliance with the Admissions Policy lies with any member of staff of the NML SCITT and colleagues in Hubs who play a role in the admittance of trainee teachers into the programme.

All colleagues with admissions responsibility must be familiar with the NML SCITT Admissions Policy and will be provided with the appropriate guidance, training and support.

This policy addresses the Entry Criteria in the DfE's Initial Teacher Training (ITT) Criteria.

The NML SCITT is committed to encouraging applications from the widest range of educational, social and cultural backgrounds.

In addition, the policy is consistent with the ***Chorus Education Trust Equality & Diversity Policy*** in that all applicants to the programmes are considered equally on merit, irrespective of race, nationality, gender, age, creed, sexual preference or physical ability.

1.1 Equity

The NML SCITT is committed to ensuring equality of opportunity for all our trainees. We recognise that the programme and the teaching profession is enriched by a diverse intake. No potential trainee teacher will be excluded from entry to the NML SCITT programme as a result of discrimination on the grounds of gender reassignment, sex, age, sexual orientation, marital or civil partnership status, disability, nationality, ethnic or national origin, race, religion or belief, or pregnancy or maternity status.

1.2 Responsible Recruitment

On the basis of the evidence provided and within the limitations of the number of available placements in each Hub, the NML SCITT will use all reasonable efforts to attempt to match applicants' aspirations and level of languages to placements which ensure the successful completion of the programme.

1.3 Inclusivity

The NML SCITT is committed to diversity in the group of trainee teachers and will make available a range of measures by which candidates may demonstrate their readiness and commitment to train to teach languages at KS3, 4 and 5.

1.4 Transparency

The NML SCITT will be open and accessible in its requirements and selection processes. Each applicant will be entitled to a prompt and professional assessment of their application against clearly available criteria, and complaints and appeals will be handled in an independent process.

The main aims of this policy are to secure the highest possible calibre of entrant to the programmes and to be timely and responsive in dealing with applicants at all stages of the process.

2. Information for enquirers and applicants

The NML SCITT is committed to providing accurate admissions and course information which is clear, comprehensive and easily accessible for enquirers and applicants.

Admissions and course information, including detailed information about entry requirements and how we assess applicants, is published in on our website.

Recruitment nationally and regionally will take place through:

- regular taster days in hub lead schools or online
- marketing at partnership schools including flyers, banners, emails and newsletters to parents, and discussions with volunteers and staff who meet the training criteria
- social media
- NML SCITT representation at relevant events, eg. careers fairs, recruitment events and Train to Teach events
- targeted press advertising, where appropriate
- involvement of partnership schools in the School Experience Programme and other volunteering programmes.

Prospective applicants will be made aware that various financial incentives and support are available.

Prospective applicants will be supported from first contact and throughout the admissions process irrespective of whether their intention is to apply for a place on the NML SCITT programme.

Prospective applicants can access Terms and Conditions and SCITT Policies on the NML SCITT Website.

3. Admissions Criteria

The NML SCITT welcomes applications from applicants who can demonstrate that they have the potential to train to teach and are able to benefit from the programme and from the learning, research and social environment which the NML SCITT programme provides.

All applications to the NML SCITT programme must be made through DfE Apply. Applications are dealt with by the NML SCITT Admissions Team in accordance with the timetable specified by DfE Apply.

3.1 Academic entry requirements

To ensure that all applicants are prepared for their Initial Teacher Training, the NML SCITT has an academic entry requirement which applicants will need to fulfil.

Entry requirements are determined by the NML SCITT Strategic Board following the DfE Entry Criteria, supplemented by the advice from academic staff and informed by their professional opinion of the level of academic preparation required for a candidate to succeed on the programme.

All candidates must have achieved a standard equivalent to a grade C (or grade 4 of the new GCSE) in the GCSE examinations in English and Mathematics. (ITT Criteria C1.2, 2015)

Equivalence is at the discretion of the NML SCITT and in most cases we will only accept GCSE, O-Level, iGCSE, Scottish Standard grades 3 or higher or an international equivalent certified by UK ENIC. We will also accept an IELTS test taken within the last 2 years where the overall score is 7.0 and the score for each strand is 6.5 or higher as equivalence to English GCSE.

All candidates must hold a first degree of a United Kingdom Higher Education Institution or equivalent qualification from a non-UK institution accompanied by an ENIC statement of comparability. The qualifications achieved or expected should normally be a 2:2 or above. (ITT Criteria C1.2)

Academic qualifications achieved, or expected, will normally be a degree of a 2.2 or above, or equivalent in the same, or a related subject. In some cases, it may be possible to consider graduates with degrees in subjects not directly related, providing that the content of the candidate's previous education or work experience provides the necessary foundation for work as a teacher for the languages they are training to teach.

Candidates are required either to have a degree in the appropriate language, or a degree in which the appropriate language is a significant element, and to have spent a substantial period of residence in a country where that language is the main language. Native speakers are exempt from the requirement to have a degree in the main subject but must have an acceptable, alternative degree. All candidates will preferably hold a qualification in a second language which is equivalent to GCSE or higher, but this is not essential.

Candidates may be required to complete a Subject Knowledge Enhancement course prior to training.

3.2 Non academic entry requirements

We welcome applications from applicants who have obtained a wide range of UK, European and international qualifications that offer effective preparation to embark on the NML SCITT programme.

Applicants will be advised and supported to enable them to obtain any necessary documentations and equivalencies to enable them to embark on their training.

There are also non-academic additional requirements for candidates, for example providing a Disclosure and Barring Service (DBS) Enhanced Disclosure or completing a satisfactory health check. Candidates are advised to read the **DBS Policy**. More information is also supplied by the admissions team.

4. The shortlisting process

3.1 When applications are received through DfE Apply, the NML SCITT Admissions team check:

- That the applicant meets our academic entry criteria
- The applicant's eligibility for Home Study – The NML SCITT can only accept applications from applicants from the UK or EU and those who are have Home fee status

- Checks are completed via the Teaching Regulation Agency checking against the database held for:
 - Teachers who have failed induction or probation
 - General Teaching Council for England (GTCE) sanctions
 - Teachers and others prohibited from the profession
 - Section 128 barring directions.

As the NML SCITT is not a licensed visa sponsor, applications from international applicants who are not eligible to study in the UK will be advised to apply to Higher Education institutions who are licensed to sponsor visas.

The applicant will be rejected if the entry criteria are not met. The admissions team will seek further information prior to interview on the other points if concerns arise.

The Course Leader has responsibility for shortlisting supported by the Director.

The selection for interview is based on:

- Safeguarding – checking references to ensure that are no reasons stated why the applicant should not work with children or young people, under the age of 18; checking if applicant has been involved in any disciplinary process or any proposed disciplinary action
- The applicant's choice of referees, the use of referees' work email accounts and looking for gaps in study or employment that need to be clarified at interview
- Assessing the suitability of the applicants GCSEs, A-levels and degree (or equivalent) as well as the level of languages they offer
- Motivation to teach
- Experience of working with children or young people
- Quality of written English.

Throughout the shortlisting stage of the selection process proper regard will be given to ensuring equality of opportunity. When a candidate is invited for an interview, they will be asked to identify any support needs for the interview and reasonable adjustment will be made to the interview to allow equal access for any candidate with an additional need.

Reasons for rejection will be shown on the DfE Apply system. Further feedback will not normally be provided at the pre-interview stage.

5. The interview Process

The interview process will be designed to assess candidates' suitability to train to teach and their potential to meet the Teachers' Standards by the end of their training.

With the invitation to interview the candidate will receive links to a welcome video with a detailed introduction to the NML SCITT and our interview process as well as a video covering the most frequently asked questions.

Prior to attending an interview, candidates will be invited to complete two written tasks via zoom:

- A written task in English based on an article the applicant will be sent prior to the day
- A written task in the main foreign language they wish to train to teach in.

Here the candidate will have the opportunity to talk to the SCITT administrator to clarify our processes, discuss their qualifications and receive personalised advice.

Interview and teaching task will normally take place at an NML SCITT hub lead school or partnership school, but online interviews may be offered as an alternative when government guidance or the candidate's circumstances require this.

Interview process will be conducted by at least two panel members from the hub lead team and/ or the NML SCITT central team.

The panel will assess the candidate's suitability for the course using the "What we are looking for" criteria published on the NML SCITT website and in the invitation to interview pack.

The interview process will include:

- A teaching task with a group of pupils / or interview panel for on-line interviews
- A formal interview
- A conversation in the main language the candidate would like to train to teach in and conversations in any other languages the candidate may speak.

Applicants/candidates will have the opportunity to speak to hub lead staff and current or past trainees about the details of the programme and the demands of the course wherever possible on the interview day. However, if this is not possible, candidates may be invited to zoom meetings, taster days or school experience days organised by the NML SCITT to offer this opportunity.

As part of the interview process the panel will establish the applicant's subject knowledge in the foreign languages they offer and their level of English. This is to ensure that applicants are ready to meet the academic demands of the programme and to inform development points prior to the start of the training.

Subject knowledge enhancement courses and other development points such as the applicant's knowledge of English will be discussed at interview and the applicant will be advised of possible conditions to be met should an offer be made. The applicant will have opportunity to discuss their personal situation at this point, possible support and solutions are explored and deferrals will be explained if applicable.

The interview panel must be aware of guidelines relating to equal opportunities and how they relate to the conduct of the interview. At least one member of the panel will have completed courses in Safer Recruitment and to raise their awareness of Unconscious Bias. All panel members will follow the NML SCITT interview script and will not ask questions which an applicant from a group subject to discrimination may find intimidating, such as questions about presumed problems, or disadvantages, relating to race,

nationality, gender, age, creed, sexual preference or physical ability. No applicant may be questioned about marital status, the views of the spouse or partner towards the application, provision for children or any other purely domestic arrangements, unless the applicant broaches the topic. Interviewers must not ask any questions or enter into discussion regarding criminal convictions, however, if the applicant has declared a conviction on their 4.13 DfE Apply application, the panel will advise them that this will be referred to the NML SCITT suitability panel.

Candidates will be invited to provide information about a special need or disability they may have so that appropriate support and adjustment can be made for the interview process. If the candidate is successful further discussions will be arranged prior to the start of the programme to ensure the appropriate support and adjustments are in place.

The **Equality Act 2010** makes it illegal to reject an applicant because of disability. There are however three instances in which a provider can reject a disabled applicant if they have the entry criteria necessary, these are:

- overriding health and safety concerns
- barriers resulting from competence standards
- reasonable adjustments cannot be made.

The NML SCITT will be proactive in encouraging disclosure at all stages of the application process. Information will be treated in accordance with the relevant legislation. Should the NML SCITT be unable to make reasonable adjustments, support will be offered to find alternative provision with an alternative provider.

Successful candidates will usually be informed of the decision to recommend them for a place by phone on the day of the interview or the following morning.

A conditional offer will be entered on the DfE Apply system and sent to successful candidates by email. This will:

- specify any conditions to be met including:
 - successful completion of a degree
 - equivalency tests
 - proof of original documentation
 - completion of Subject Knowledge Enhancement
- state the procedures for the assessment of physical and mental fitness for teaching
- include information about background checks including DBS procedures
- include pre-course actions.

Unsuccessful candidates will be notified via DfE Apply. Candidates can request further feedback by emailing the NML SCITT Admissions Team.

Appeals - should a rejected applicant feel that there are grounds for appealing the decision, they should write, explaining the grounds for their appeal, to: Chris James, CEO, Chorus Education Trust, Silverdale School, Bents Crescent, Sheffield S11 9QH. All appeals should be made within **ten working days** of the relevant decision.

Should an applicant feel that there are grounds for complaints about matters relating to the NML SCITT marketing and admissions process, they should write, explaining the grounds for the complaint to Chris James, CEO, Chorus Education Trust, Silverdale School, Bents Crescent, Sheffield S11 9QH.

All appeals and complaints will be processed in the same way as those for existing Trainees. Details are available in our **Appeals Policy** and **Complaints Policies**, which are available on the NML SCITT website.

The NML SCITT reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information. The NML SCITT may also withdraw the offer of a place if an applicant has been found to have omitted key information from their application. Any trainee found to have been admitted on the basis of fraudulent information may have their studies terminated.

The NML SCITT will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application.

The NML SCITT is committed to ensuring that interaction with applicants is conducted in a professional, courteous and respectful manner and it expects that communication from applicants is conducted in the same way. The NML SCITT will not tolerate inappropriate behaviour or language towards its employees or members of the partnership during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint. The NML SCITT will normally warn an applicant or adviser that their behaviour or language is inappropriate, and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include a referral in line with the Chorus Education Trusts disciplinary procedures, the withdrawal of an offer or the rejection of a current or future application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

NML SCITT trainees are expected to follow the **Code of Conduct** set out on our website at [National Modern Languages](#) where we become aware of a prospective trainee conducting themselves in a manner inconsistent with this code, we may refer the applicant to the NML SCITT suitability panel.

6. Monitoring and Evaluation of the Admissions Policy

For each cohort of Trainees admitted to the NML SCITT Training programme:

- The Admissions Team keeps a record of withdrawals and reasons for withdrawals and a record of the representation of minority groups (ethnic, gender, age and SEND)
- The SCITT Director and Course Leader will attend a selection of interviews for quality assurance purposes
- The Administration Team will keep a record of Trainees who do not complete the programme for monitoring purposes

- The Administration Team will keep a record of the employment and career progress of Trainees
- The SCITT Director and Course Leader will review data and other feedback on selection and recruitment in their annual reviews, self-evaluations and improvement plans
- The **Admissions Policy** will be reviewed every three years by the SCITT Strategic Board unless an earlier review is required.

7. Data collection

In connection with the application process the NML SCITT collects, holds and processes information about applicants. This information may include personal data (which identifies an applicant as an individual) and sensitive personal data (which includes information relating to an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sex life or sexual orientation or criminal convictions).

The personal data submitted as part of each application is used to assess the suitability of an applicant for study on the NML SCITT programme. Applicant personal data may also be passed to government bodies.

The personal data within applications will form part of the trainee record for applicants who are admitted to the NML SCITT programme. Further details about how such personal data will be processed are set out in the [Chorus Education Trust website policy section](#).

When processing applicant personal data, the NML SCITT complies with the General Data Protection Regulation and the Data Protection Act 2018, as well as all other legislation enacted in the UK in respect of the protection of personal data. Further information about data protection policies at the NML SCITT as part of the Chorus Education Trust can be found [here](#):

8. Publishing this policy

This policy is available through the NML SCITT website and our NML SCITT Intranet. A copy can also be requested via our NML SCITT office.

The Office of the Independent Adjudicator (OIA) runs an independent scheme to review student complaints. The National Modern Languages (NML) SCITT is a member of this scheme. If a trainee is unhappy with decisions made by the NML SCITT regarding this Admissions Policy, they may be able to ask the OIA to review this decision. More information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right if something has gone wrong can be found here: <https://www.oiahe.org.uk/students>.