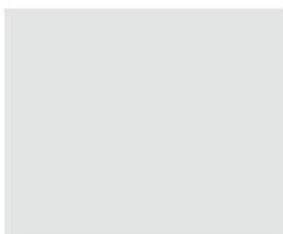




University of York

Department of Education

Guidance for Core PGCE Interviews 2019/20



Congratulations on securing an interview for the PGCE programme at the University of York!

Please read this booklet carefully to help you to prepare for your interview.

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General Information

School Experience

You are strongly encouraged to have completed a minimum of two days observing in a secondary school, or attended a School Experience programme prior to attending the interview. You may wish to look at the School Experience Programme information available on the DFE website:

<http://www.education.gov.uk/get-into-teaching/school-experience/sep.aspx>

Disclosure and Barring Service

All trainees entering PGCE courses are required to obtain clearance from the Disclosure and Barring Service (DBS - formally known as the CRB) regarding their suitability for work involving children. To initiate this procedure, you must bring with you to the interview the **original** documents as detailed in the DBS information on pages 6-9 of this booklet **and** a **photocopy** of each document you provide.

If you already have an enhanced DBS disclosure to work with children and are subscribed to the **update service**, please bring your current certificate with you to interview; if you are not subscribed to the update service we will not be able to use your current clearance. We would recommend all candidates subscribe to the update service when applying for DBS clearance.

If you have lived, studied or worked abroad

As part of the safeguarding procedures for a PGCE, candidates who have spent time abroad must have police clearance from the countries they have stayed in. Please state at interview the countries you have visited and the length of time you spent in each one.

Disability

We are keen to provide appropriate support for all trainees on our course. If you have a disability you are encouraged to discuss this, in confidence, with the tutor at your interview, regardless of whether the disability was declared on your UCAS form. Please contact the PGCE Admissions team (education-pgce-admissions@york.ac.uk) if you have any specific needs linked to the interview.

Confirmation of attendance

Please confirm your intention to attend the interview either via email or telephone:

education-pgce-admissions@york.ac.uk or 01904 323576.

We look forward to meeting you soon.

The PGCE Team at the University of York

Interview Programme: Postgraduate Certificate in Education (PGCE)

The programme for the interview is shown below. All candidates will take part in the following selection activities:

Overview of the course

An explanation of how the PGCE course is structured at York with an opportunity for you to ask questions.

Individual Task

You will be provided with a tablet and asked to work through a set of teaching-based scenarios.

Group Discussion

You will participate in a group discussion linked to the individual task. The discussion will be observed by the interview panel.

Presentation

Please bring an artefact/item to the interview and be prepared to give a 3 minute presentation about how you might use it in a secondary SUBJECT classroom. The presentation will be given to the panel and other candidates. You will not have access to IT when delivering your presentation. You will be asked follow up questions after your presentation.

Written task

This will test aspects of your subject knowledge, existing knowledge of teaching and learning and your written expression (technical accuracy, clarity & fluency of written expression and legibility of handwriting).

Individual Interview

You will be asked a range of question by the interview panel linked to your application and relevant experiences. There will be another opportunity for you to ask individual questions about the PGCE course at York.

You are free to leave after you have participated in the above selection processes, however, do feel free to explore the campus and Department further if you wish. All interviews will be completed by 17:00 at the latest. If you have a long journey back home, please let us know on the day so that we can arrange individual interview times accordingly.

What do I need to bring to my interview?

Evidence of Academic Qualifications

All trainees entering the course must have obtained GCSE at Grade C/ level 4 or higher or an equivalent qualification in English Language and Mathematics. In connection with these requirements, please bring with you the relevant certificates or other documentary evidence which will enable us to verify your qualifications in these subjects.

You need to bring **both originals and photocopies** of your:

- GCSE (or equivalent) certificates in English Language and Mathematics
- Degree certificate (if you have completed your degree)

If you have any difficulties in producing the required documents, please call the PGCE Admissions team on 01904 323576 or email [education-
pgce-admissions@york.ac.uk](mailto:education-<u>pgce-admissions@york.ac.uk</u>), in advance of the interview.

DBS Documentation: Guidelines

For the full official document regarding acceptable documents you can bring with you to the interview, please see this website: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>

There are 3 options for the different DBS documentation you can bring to the interview. All applicants must initially be considered for Route One which consists of 3 different documents (see below/ overleaf).

Route One

- 1 document from Group 1 (refer to list of Valid Identity Documents below); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

NOTE - Non-EEA Nationals: All Non-EEA Nationals should be validated via Route One only.

Route Two

You must produce: 3 documents from Group 2 comprising of;

- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify your current address.

and

- The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

Route Three

You must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:
- 1 document from Group 2a; and
- 3 further documents from Group 2a or 2b; one of which must verify your current address.

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted, **which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.**

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Any current and valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence Photocard - Full or provisional (UK, Isle of Man, Channel Islands and EU)
- Birth Certificate - issued within 12 months of birth (UK, Isle of Man, Channel Islands, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces). Photocopies are not acceptable.
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government/State Issued Documents

- Current Non EU Driving Licence Photocard (All countries outside the EU, excluding Isle of Man and Channel Islands).
- Current UK driving licence (full or provisional) - paper version (if issued before 1998).
- Birth Certificate - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars. (UK, Isle of Man and Channel Islands) Photocopies are not acceptable.
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Immigration document, visa or work permit (for applicants living and working outside the UK (Issued by country where the role's based)).
- HM Forces ID Card (UK).
- Firearms Licence (UK, Channel Islands and Isle of Man).

Group 2b – Financial/Social History Documents

- Mortgage Statement** (UK or EEA)
- Bank/Building Society Statement* (UK and Channel Islands or EEA)
- Bank/Building Society Account Opening Confirmation Letter* (UK).
- Bank/Building Society Statement* (for applicants living and working outside of UK)
- Credit Card Statement* (UK or EEA)

- Financial Statement** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement** (UK & Channel Islands).
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application). (Must still be valid)
- Utility Bill* (UK) – Not Mobile Telephone.
- Benefit Statement* (UK) - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement* (UK & Channel Islands)- e.g. from the Department for Work and Pensions, the Employment Service, HMRC.
- EEA National ID Card. (Must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands). (Must still be valid)
- Irish Passport Card (cannot be used with an Irish passport) (Must still be valid)
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK) (Must still be valid).

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

You should bring **both originals and one photocopy** of the above documents to the interview. (In the case of a passport, it is the personal details page that should be photocopied.) The photocopies will be verified by the Department against the originals, and retained.

Successful applicants will be sent further instructions about applying for Disclosure and Barring Service clearance post-interview.

If you have subscribed to the DBS update service, please bring a copy of your most recent DBS certificate with you to your interview. We will ask you to sign a consent form to enable us to request an updated certificate from the DBS.

Prepared Presentation

You should bring an artefact, item or photograph and, during your three-minute presentation, explain to the audience (comprising of the interview panel and other candidates) how you would use it in the classroom to enhance students' learning in your subject area. You will not have access to IT when delivering your presentation and you will be asked follow up questions after you have presented.

Directions

Please report to the Department of Education reception in Derwent college M block on arrival. The Department is based on the Heslington West campus (see map overleaf and [this guidance document](#)).

If you are driving to your interview, the nearest car park is the Campus Central pay and display. Please visit the link below for further details:

<https://www.york.ac.uk/map/#campus-central-pay-and-display>

For public transport guidance, please refer to our travel pages:

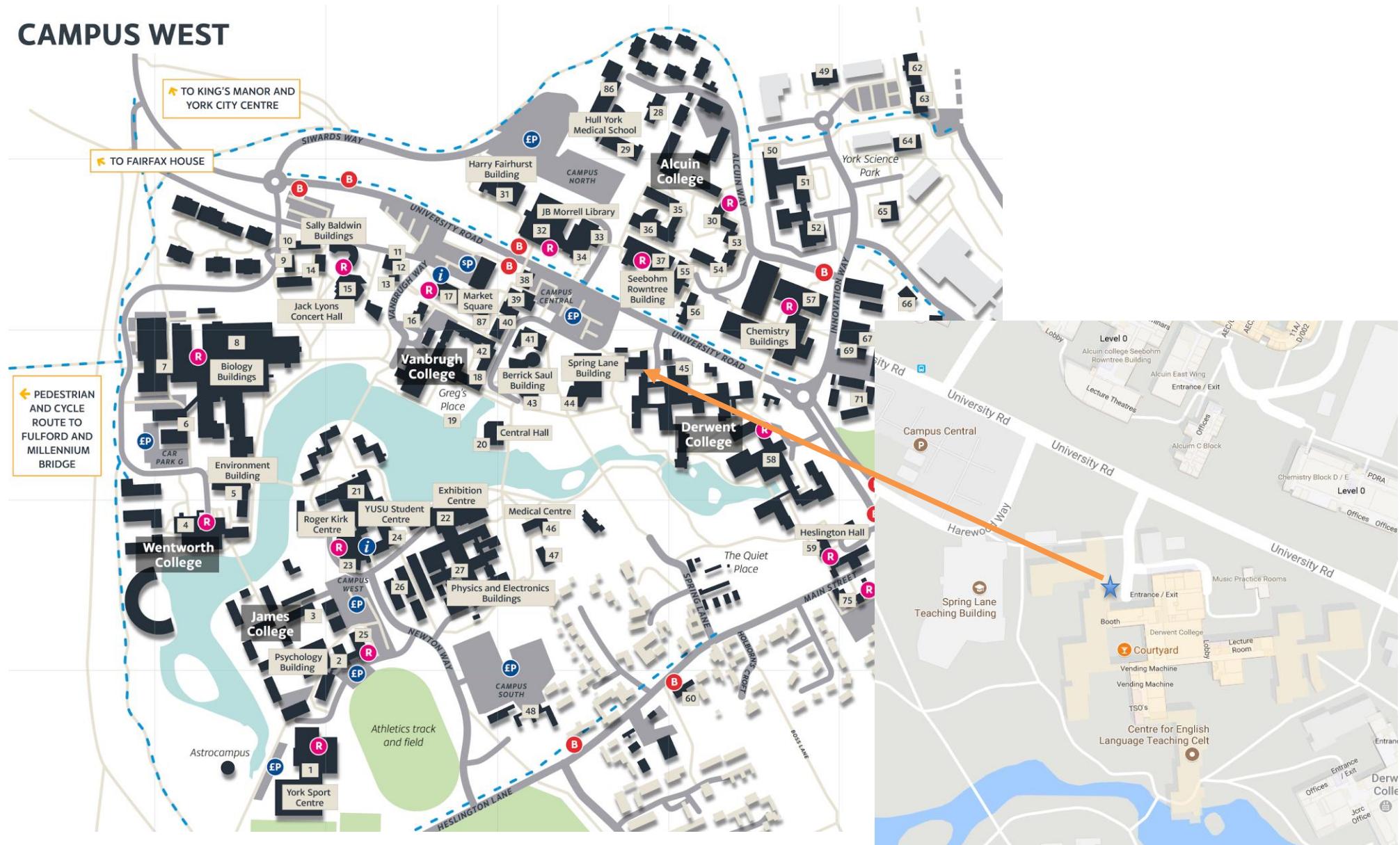
<https://www.york.ac.uk/students/travel/public-transport/>

You should refer to your invite to interview email for details of the time you are required to arrive.

Please refer to the maps available on the University of York website for further travel advice and directions:

<https://www.york.ac.uk/about/maps/>

CAMPUS WEST



Subject Knowledge Enhancement (SKE) Courses: a guide

Subject knowledge enhancement courses are perfect for you if you are applying for teacher training in Biology, Chemistry, English, French, Geography, German, Maths, Physics or Spanish and either your degree is not subject-specific or you lack confidence in your subject. Some courses are available to complete online, others through distance or face to face learning.

SKE courses are fully funded, so you won't have to pay any tuition fees and you may be entitled to [bursaries available to support you whilst you complete your SKE](#).

SKEs come in a variety of lengths:

8 or 12 weeks (short)

A short SKE is designed to refresh knowledge or boost confidence in your subject area.

20, 24 or 28 weeks (medium/ long)

A longer SKE may be recommended if:

- your degree isn't directly related to subject you are planning to teach
- your degree was undertaken some time ago and your working life has not been related to subject knowledge needed to teach
- you would benefit from considerable confidence boosting in a facet of your PGCE subject knowledge e.g. for Modern Foreign Languages, French is fine but Spanish competence is limited

IMPORTANT

An SKE course will either be stipulated as part of your PGCE course offer after your interview or you can request to complete an SKE once you are holding an offer.

If you are asked to complete an SKE as part of your offer, the SKE must be completed before you start your PGCE programme, unless you have approved mitigating circumstances such as illness which prevents you from doing so.

If you are given express permission to complete your SKE after your PGCE has started, you must finish your SKE before 31st December in the same year as you start your PGCE.

WHEN YOU REGISTER WITH AN SKE PROVIDER, PLEASE ENSURE THAT YOU LIST DR. CLAIRE BALL-SMITH (Claire.e.ball-smith@york.ac.uk) AS THE CONTACT SO THAT THE UNIVERSITY CAN RECEIVE RELEVANT CORRESPONDENCE.

Useful sources of information:

SKE Course Directory

<https://www.gov.uk/government/publications/subject-knowledge-enhancement-course-directory>

Get Into Teaching website

<https://getintoteaching.education.gov.uk/explore-my-options/teacher-training-routes/subject-knowledge-enhancement-ske-courses>

TES Institute

<https://www.tes.com/institute/subject-knowledge-enhancement-ske> PGCE Admissions educ568@york.ac.uk