



Your summer checklist

Action	Completed
<p>1. Stay active over the summer</p> <p>Applicants will continue to apply over the summer, and will need to be interviewed and selected during this period to ensure they can start their ITT in September.</p> <p>Additional allocations are available in a number of subjects where you think you can fill additional places. However, if you are certain you won't fill your current places, they should be returned to us for redistribution.</p>	
<p>2. Promote your PGCE offer</p> <p>Applicants are tending to search by PGCE and therefore you should ensure the information about the outcome of your training programmes (the qualification an applicant will get) is correct, and included in Net.Update in the 'training programme outcome' field. Taking this action will ensure your training programme appears on the applicant's search list.</p> <p>You can set this information when you set up your courses (we have put together a step-by-step quick guide to help you). For more information please refer to your UCAS set up guide.</p>	
<p>3. Keep vacancies updated</p> <p>If your training programme is full, you should close it as quickly as possible to help applicants use their choices more effectively.</p> <p>* See below for more information and guidance on how to do this.</p> <p>As a reminder, you need to ensure your offer and acceptance data is continually updated on UTT.</p>	
<p>4. Draw on Subject knowledge enhancement (SKE) programmes</p> <p>Providers have welcomed the ease of access to SKE funding and the extension to March 2015.</p> <p>If you're yet to take advantage of this opportunity it's a straightforward process to use SKE.</p> <ol style="list-style-type: none">1. Identify where SKE will benefit you most.2. Simply locate the most suitable course using the NCTL directory - in fact many trainees are identifying which course would be most appropriate for them. You could even offer your own bespoke SKE course!3. Ensure the online funding form is completed, either by your SKE provider or your school.	



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<p>5. Make offers across wider partnership</p> <p>UCAS teacher training allows the flexibility to move applicants across providers and schools to fill vacancies. For example, a move between a Core and School Direct places and vice versa - where the applicant and new provider agrees. ** See below for information on how make these changes.</p> <p>If you are full in certain subjects, how you could redirect applicants to other providers in your area or your partner School Direct schools?</p>	
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* Keep vacancies updated

If your training programme is full you should close it as quickly as possible to prevent applicants wasting choices.

To do this log into web-link, Institution data. Select the training programme menu and go to the 'Vacancies' option, mark your training programme as having 'No vacancies'. Once you have done this, the training programme will still appear in our search tool for research purposes, but applicants will not be able to add the training programme to their application. We ask that you don't set the publish status to 'No' because applicants will still want to research your training programme even if it's closed.

** Changes to training providers

Where providers and schools work together through the interview and admissions process, they may want to be able to move applicants across programme routes, to fill vacancies. This could include moving applicants between providers and schools, for example a move between provider-led and School Direct places and vice versa - where the applicant and new provider or school agrees. In order to do this, once this change has been agreed, the onus would be on the applicant to withdraw their choices to move from Apply 1 to Apply 2. Changes are only permissible where an allocation already exists.

If you're keen to explore this option within your partnership, please ensure that:

- no pressure is placed on an applicant as they might still be waiting to hear from other choices they have made in Apply 1
- the new place offered is guaranteed, regardless of whether it is a conditional or unconditional offer, and you are clear what subject/route the applicant needs to use to add their choice
- the decision is applicant driven; only the applicant can place their application in Apply 2 by withdrawing from Apply 1

If the applicant decides to make a change within seven days of submitting their application in Apply 1, then they have the opportunity to change the choices without using Apply 2. If this change is made after the first seven days, then the applicant must withdraw their choices and use Apply 2 to submit their new choice.