



## **Preparation material for Initial Teacher Training, Institute of Education**

We hope the following information will give you some guidance and support when preparing and selecting your teacher training course within the Institute of Education.

### **Courses that require an Interview**

- BA (Hons) Childhood Studies with Early Years Teacher Status
- BEd (Hons) Early Primary Education
- BEd (Hons) Primary Education
- BSc (Hons) Chemistry with Secondary Education (QTS)
- BSc (Hons) Computer Science with Secondary Education (QTS)
- BSc (Hons) Mathematics with Secondary Education (QTS)
- Graduate Employment Based Route to Early Years Teacher Status
- PGCE Primary Education
- PGCE General Primary with Mathematics
- School Direct Primary
- School Direct (Salaried) Primary
- PGCE Secondary Art & Design
- PGCE Secondary Biology
- PGCE Secondary Chemistry
- PGCE Secondary Computer Science
- PGCE Secondary Design and Technology
- PGCE Secondary Drama
- PGCE Secondary Economics with Business Studies
- PGCE Secondary English
- PGCE Secondary Geography
- PGCE Secondary Mathematics
- PGCE Secondary Modern Foreign Languages
- PGCE Secondary Physical Education
- PGCE Secondary Physics
- PGCE Secondary Psychology
- PGCE Secondary Religious Education
- PGCE Secondary Social Sciences
- School Direct Secondary
- School Direct (Salaried) Secondary
- PGCE Post Compulsory Education
- PGCE Teachers of English/Literacy
- Assessment Only QTS Programme (Early Years)
- Assessment Only QTS Programme (Primary/Secondary)

## **Step 1 Personal Statement**

Your personal statement is a substantial and important part of your application that may distinguish you from other applicants. Your personal statement is read thoroughly by the Admissions Unit and Admissions tutors when your application is being considered. Our teacher training courses are generally very popular and competition for places is high. Therefore you need to make your application stand out from the crowd.

**Personal statements - [www.wlv.ac.uk/personalstatement](http://www.wlv.ac.uk/personalstatement)**

### **What makes a good personal statement?**

Clear and well written

Your Personal Statement should be clear, well written, well-structured and display good English language skills. It should be organised into paragraphs with an introduction, middle and end.

### **Explain your reason for applying for your chosen course**

You should focus your personal statement to the course you have applied for and it should support your desire to study your chosen course.

You should explain your reasons for applying for your chosen course – why would this course suit you? What interests you about the course? You should demonstrate enthusiasm and commitment to the course.

### **Highlight what you have done to develop knowledge of your chosen area of study**

You should detail any jobs, placements, work experience (paid or unpaid) or activities that you have undertaken to develop your interest/knowledge in teaching. This should include the nature of the experience/activities, where you worked and the amount of time you spent there. If it specifies a certain amount of days or weeks experience required make sure you give us this information in your Personal Statement. Likewise if the course requires you to have experience of different key stages, make sure you let us know what experience you have.

When considering the course you are applying to it is important that you identify the personal qualities you possess or have developed, that will contribute to and help you during the course. Attributes that could help you stand out are Enthusiasm and passion for your subject as well as sound subject knowledge, Experience of and commitment to working with young people; Professional attributes including leadership roles and responsibilities and Some personal rationale for wanting to teach. You should ensure that you identify your personal qualities and transferable skills within your Personal Statement.

**You should show you have a general knowledge and insight about the subject area you will be studying. How will your present knowledge help you?**

## **Show you have carefully considered your study choice**

**We would be interested to know how the course relates to your future plans.**

### **Step 2 Preparing for Audits**

Some of our courses also require you to undergo subject audits as part of the recruitment process. These courses are as follows:

- BEd (Hons) Early Primary Education
- BEd (Hons) Primary Education
- BSc (Hons) Mathematics with Secondary Education (QTS)
- PGCE Secondary Drama
- PGCE Secondary English
- PGCE Secondary Mathematics
- PGCE Secondary Physical Education
- PGCE Primary Education
- PGCE General Primary with Mathematics
- PGCE Post Compulsory Education

In some cases such as Primary Education these audits may not influence the decision on gaining a place and are used for assessing basic Maths and English knowledge before starting the course. Secondary and PCE courses do require a test of subject knowledge to gauge a decision.

### **Step 3 Preparing for interviews**

All teacher training courses in Early Years, Primary, Secondary and Post Compulsory Education require an interview.

Please visit the following webpage for information and guidance on interviews.

[www.wlv.ac.uk/theworkplace](http://www.wlv.ac.uk/theworkplace)

### **Top tips**

- Find out as much as you can about the interview format and what you will be expected to do. If it doesn't say in the invitation letter, ring and ask.
- Plan your journey well in advance and allow plenty of time. Have you looked at where the campus is? Have you begun to look at how long it could potentially take to get to one of our campuses.
- Ensure you have read all the paperwork that has been sent to you, have you been requested to bring any additional information with you (ID for checks before the interview commences)

- Personal presentation is very important; you can't be too smart. Avoid too much jewellery, perfume or make-up. For some companies you can check pictures in recruitment literature to see what their ideal employees look like!
- Don't take too much with you; remember you will be shaking hands which can be awkward if you're carrying several things. Put necessary documents a neat (not necessarily expensive!) folder/briefcase and take only essential items in your handbag/suit pocket.
- Prepare questions to ask that will make you look keen and committed to the course you wish to commence (ie not about holidays, money or perks).
- Practise talking about your skills and qualities, giving examples in evidence.
- Read up on current affairs in Education so that you are aware in case you have an opportunity to talk about recent updates (<http://www.bbc.co.uk/news/education>).
- Don't ask questions you should know from published literature – ask questions that show you've read this and listened to briefings on the day.
- Switch off your mobile phone.
- Don't forget to Smile!

**Step 4 Be aware of what further information is available, do your research.**

**Don't forget to come and visit us at one of our open days. You can come and speak to our staff and students and find out information about the course you wish to study. Come prepared with questions and take part in our tours and presentations. Information can be found at [www.wlv.ac.uk/opendays](http://www.wlv.ac.uk/opendays)**

*I attended a University of Wolverhampton open day in February 2016. A huge thank you to all the helpful staff, and to a particular current student in their 3rd year on the course who provided me with more than enough information about what the course offers, potential barriers and how to overcome them, and an informative insight on a student's life on this course. I later left the campus feeling fulfilled and welcomed.*

**Professional Skills Tests**

Become aware of the Professional Skills Tests that are a government requirement to gain entry onto a Teacher Training course. When in an interview you are likely to be asked if you are aware of these and whether or not you have begun to prepare for the tests, or whether you have passed them.

To find out more about the tests and support that we offer to applicants follow these links.

[www.wlv.ac.uk/professionalskillstests](http://www.wlv.ac.uk/professionalskillstests)

<http://sta.education.gov.uk/>

For information regarding our courses in teacher training please visit some of the following recommended websites:

[www.wlv.ac.uk/teaching](http://www.wlv.ac.uk/teaching)

<https://www.ucas.com/ucas/teacher-training>

<https://getintoteaching.education.gov.uk/>

<https://www.prospects.ac.uk/postgraduate-study/teacher-training>