

# **PGCE Applications and the GTTR System**

[www.mmu.ac.uk/careers](http://www.mmu.ac.uk/careers)



**Manchester  
Metropolitan  
University**

## **PGCE Applications and the GTTR system ([www.gttr.ac.uk](http://www.gttr.ac.uk))**

### **How the Online System Works**

- Paper applications will only be accepted in exceptional circumstances
- Pay On line with credit/debit card (£17.00) regardless of the number of courses you apply for.
- Candidates should always make note of form number
- The form can be printed off for checking prior to submission.
- Candidates can change details at any time prior to submission
- There is no spell check facility on the form, but you can cut and paste from a word document (10 or 12 font)
- The form won't accept underlining, bold text or italics
- The closing date for primary is normally 1<sup>st</sup> December, but you should allow at least 2 weeks for your academic referee to submit their online reference
- For popular courses you should always apply as soon as possible
- There is no early closing date for secondary, but again apply early (from September the previous year) for popular courses

### **References**

- The academic reference is completed online and is extremely important; your application will not be submitted to any training provider until it is done. You need to check that your referee is both willing and available to write the reference before you prepare your form. When your form is ready for submission, you need to click a button submitting your referee e-mail details only, and GTTR will then contact them to confirm that they are willing to write the reference. Once they have confirmed, you will receive an email from GTTR asking you to submit the whole form. It is important therefore, that the referee is available to write the reference quickly, and that you check your email regularly.
- Referees are contacted again once the application is received and asked to submit the reference – so once again, the referee needs to be picking up their emails. You can monitor the progress of your application online using a password, and chase the reference if necessary.
- The second reference, which could, for example, be a headteacher you have worked with, can be submitted directly to the institution(s) you have applied to – it does not have to be completed online in the same way.

### **Choosing Your Courses**

For Secondary courses you may choose up to four institutions, but for Primary, you may only choose two. Your application is sent to them in order of preference, so you must make your choices carefully, as courses fill quickly. Research your chosen courses and institutions well, to check they offer is what you are looking for and you meet all their requirements. Some courses may require a 2:1 in your degree, others may be interested in the subjects you offer a GCSE and at A' Level.

## **Describing your Degree**

One section of the form asks you to break down your degree in terms of percentages using two columns. This section causes problems every year, as it is very difficult to break down a typical 18 unit degree in this way, especially if you are doing joint honours. It may be helpful to list your modules under year and state if they are double. You just have to do your best, and it may be necessary to round up or round down the percentages which must add up to 100 before the form will accept them. It does not matter if you cannot fit the exact title of a module in this section, alter the title if you need to just make sure it gives a flavour of what you have studied. Admissions tutors will not spend too long on this, but they do need to get a clear idea of what you have studied especially for secondary applications where 50% of your degree needs to be relevant to what you would like to teach.

## **A Guide to Application and Interview.**

### **The Application**

- As a general rule candidates are expected to offer 2 weeks relevant work experience (strong preference given to classroom based experience).
- Courses do look at equivalency for Maths and English but literacy and numeracy tests are not the same as Maths and English.
- Human Biology not accepted by all courses for GCSE Science
- Equivalence of international qualifications can be checked at [www.naric.org.uk](http://www.naric.org.uk)
- Remember you are applying to be a teacher, not to be a student. Focus on the phase and subject you are offering. Show that your choice is well researched and informed.
- In reasons for teaching focus on the pupils not yourself. What's in it for the pupils? If you are a mature applicant, why now? Research the course and highlight elements.
- When talking about experience show what you have learned e.g. how teachers organise, get children engaged etc. What do you know about teaching and learning particularly with relation to the age group you want to teach? How will you enthuse pupils in your subject? Don't concentrate on relationships with children, more on how children learn.
- Demonstrate clear-headed informed enthusiasm
- Look at the national curriculum, show how your degree relates and don't be afraid to acknowledge gaps and say what you are doing about them e.g. an English Literature degree which doesn't contain much English Language, a Physical Geography degree which doesn't contain much Human Geography etc.
- Sentence structure, spelling and punctuation are checked
- Use formal language, e.g. pupils not kids, say "I Have" rather than "I've"
- Ask Careers for the handout 'Writing Personal Statements for PGCE'

### **The Interview**

- The questions are quite predictable
- Be professional (wear a suit and act accordingly)
- Be grammatically correct when talking

- Show an understanding of teaching styles and critique what you have seen
- Show insights into teaching and learning
- Have an awareness of the general content of the relevant subject/phase of the national curriculum: [www.curriculumonline.gov.uk](http://www.curriculumonline.gov.uk))
- Awareness of relevant issues, e.g. Primary Literacy Strategy
- Have ideas about classroom management (real scenarios)
- Understand the broader nature of the teacher's role, e.g. pastoral, parents etc
- Have ideas for teaching a specific item, e.g. you could be asked "how would you explain a metaphor?" "How would you explain photosynthesis?"
- Demonstrate a commitment to inclusion and equal opportunities
- Be aware of educational issues, have opinions.

If you are unsuccessful you need to: Review your application, consult a careers and employability adviser, check your reference, consider re-directing your application and ask for feedback. MMU do give feedback to all interviewed candidates in the form of advice, i.e. what to do to improve your application. If you decide to change the phase/subject of your application, along with your existing GTTR form you should write a letter directly to the institution explaining your decision.

If you are unsuccessful you can use the GTTR "Track Service" via the web site (before mid March). You can apply for up to 4 new choices, of which a maximum of 2 can be primary. If you do not make any new choices, you will automatically be able to use the track service to apply to other training providers from mid March.

Between Mid march and 30<sup>th</sup> June you can use the "Extra" service via track on the web site to apply to other training providers who still have places.

From 1<sup>st</sup> July GTTR will inform you that you can apply direct to other training providers with places through the clearing system.

Inevitably the reasons for being unsuccessful vary but the main ones are:

- A lack of clarity of thought/ideas
- A lack of confidence & little eye contact
- Lack of awareness within the group (dominating the discussion)
- Poor articulation
- Insufficient subject knowledge
- Not enough experience or inability to demonstrate what you learned from your experience
- No understanding of equal opportunities
- Tough competition (some institutions may hold a reserve list if this is the reason)