





## 6. STAFF DEVELOPMENT AND TRAINING

6.1 The University adheres to all relevant legal and regulatory requirements along with recognised good practice in fair admissions to Higher Education. All admissions decisions are made by those equipped to make the required judgements and competent to undertake their roles and responsibilities.

6.2 All staff involved in making admissions decisions are required to complete a compulsory introductory training programme and yearly refresher training.

## 7. INFORMATION

7.1 The main sources of information on PGCE admissions, including scholarships and bursaries, are:

[University web-site](#), which displays regularly updated [information on admissions details by course](#);

[Postgraduate Prospectus](#), issued on a yearly basis approximately 12 months ahead of the relevant academic year of entry. The Prospectus is comprised of two parts: a document containing general information about postgraduate study at the University and department-specific information;

[DfE Apply](#). This information includes typical offers, subject specific entry criteria, course informat

the scope for a student to benefit from what Durham has to offer, and the promise for future achievement. This might be exemplified by professional experience. The University values the wider contribution that a student can make to University life.

9.2 Entry criteria are published for each course. Applicants who do not meet these entry requirements but are nonetheless assessed as being suitably able and qualified to undertake the programme of study might be granted a concession.

9.3 PGCE applicants must be interviewed prior to a decision on their application. Applicants may also be required to provide written evidence of subject matter experience for their chosen area of subject expertise. Other criteria may be applied based on professional or statutory requirements relating to the award of Qualified Teacher Status.

9.4 We seek to ensure that all of our selection methods are reliable and valid. Our admission selection methods are developed and approved by University Education Committee, which reports to Senate, with support provided by Recruitment & Admissions. Any change in selection method requires approval from EC and Senate. Admissions Staff will make decisions in accordance with University admissions policy.

## **10. APPLICANTS WITH A DISABILITY**

10.1 We strongly encourage applicants with a disability to disclose this to the University, to enable any necessary reasonable adjustments to be planned in support of their education.

10.2 Applications from students who declare a disability will be considered on the same criteria and principles as for other candidates.

10.3 The University may need to take into account any overriding health and safety



