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|  | PGCE SUPPLEMENTARY APPLICATION FORM |

**PGCE Application and Selection Process**

This supplementary application form is an essential part of your application, along with the information you enter into the online application portal. Your application is reviewed by our PGCE selectors and those applicants who meet the essential criteria are shortlisted for an interview. We subsequently make offers for places on the course based on interview performance**.**

Applications received after the closing date will be regarded as **late** and will be considered only if vacancies exist when all applications received by the closing date have been processed. Normally we do not process and communicate in relation to ‘late’ applications before June at the earliest.

**Please read the Guidance Notes (Appendix 1) before completing this form.**

**SECTION 1: YOUR APPLICATION**

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| Name (include title) |  |
| Have you previously applied for admission to the PGCE in this University? *(Yes or No)* |  |
| If so, in what year(s)? |  |
| Were you interviewed? *(Yes or No)* |  |
| Were you offered a place? *(Yes or No)* |  |

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| Do you wish to also be considered for **studying your subject within the Irish Medium Education course?** *(Yes or No)* |  |

**Please state GCSE or GCE O-Level grades in English Language and Mathematics** *(or equivalent qualifications).*

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| --- | --- | --- | --- |
| Subject | Examining Board | Grade | Date |
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**Attendance at Interview: PGCE interviews are normally held from mid-December to January. Please provide details of any dates that you cannot attend for interview due to examinations or other major events with compulsory attendance.**

*(See Guidance Notes Section 1)*

SECTION 2: STUDENT PROFILE

Please read the guidance notes before completing this section and complete all parts in full in the space allowed (i.e. 2 pages) – do not continue on additional sheets. This Profile will be used to secure a placement school and should be written with this in mind. If you are successful at interview and are offered a place on the course, we will ask for your consent to share this information before we send it to a placement school(s).

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| Name (include title) |  |

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| State the main subject you wish to teach  *choose from the list of available subjects in the prospectus – see Guidance Notes for Modern Languages, Science and Social Sciences)* |  |

**A-Level (or equivalent) record** *(Non-UK applicants must supply a detailed transcript of all school qualifications)*

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| Date Taken | Subject and Level | Title of Exam (eg ’A’ level) | Result/Grade |
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**University Details:**

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| Universities attended | Dates | Degree(s) obtained (title and class) |
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**Summary of Degree structure (e.g. subjects covered in each year). Include all degrees, complete and incomplete. You must also upload a copy of your degree transcript(s):**

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**Details of any special studies/ research undertaken (e.g. dissertation):**

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**Residence abroad: for Modern Languages applicants only**. Residence/study/posts abroad or in the Gaeltacht *(provide exact dates of residence and details of study, including in the Gaeltacht, and/or posts held)* (*approx. 500 words)*

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**Experience of teaching/experience of working with young people:** Refer to Guidance Notes (Section 2) before completing this (*approx. 500 words, font size 9*).

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**Outline your extra-curricular interests and how you would hope to use these to contribute to the wider life of the school during your placements?**

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**Academic prizes or extra-curricular distinctions received relevant to your application at any stage in educational career since leaving primary school:**

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**SECTION 3: Student Placement Location Information**

**Please read the guidance notes before completing this section. The information in Section 3 is not used in the selection and interview process and will only be used by the Placements Officer to secure a placement (if you are successful at interview and are made an offer of a place on the course).**

**please provide your residential area / address for School Experience 1 (i.e. South Belfast, Dungannon or full address and postcode if known). Add your area/address only and not a list of preferred schools.**

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**please provide your residential area / address for School Experience 2 (i.e. South Belfast, Dungannon or full address and postcode if known). Add your area/address only and not a list of preferred schools.**

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**Secondary School(s) attended as a pupil**

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**School(s) not to be approached because of presence to near relative or where you are/were employed e.g. as a classroom assistant or technician.**

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**Will you have access to a car for travelling during School Placements?**

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**Are there any special factors you wish to be taken into consideration for your placement (you are not required to give specific details)?**

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### APPENDIX 1

**GUIDANCE NOTES**

**Section 1**

**Irish Medium Education (IME)**

In response to the demand for subject specific teachers in the growing Irish Medium Post Primary sector, we have partnered with St Mary's University College to offer an IME certificate to students interested in becoming teachers in Irish Medium secondary education. You will undertake several elements, including a Gaeltacht residential in the August preceding the course, which is delivered by St Mary's University College and if you complete the PGCE you will also receive an additional certificate in IME.

You can apply for the IME option in any of the PGCE subjects, provided that your level of spoken and written Irish will enable you to deliver the Northern Ireland Curriculum through this medium. Places are limited and an additional interview will be arranged for those who wish to access the IME certificate course.

**Attendance at Interview**

This does not refer to holidays unless you are on a gap year with limited internet access. Where possible and within reason, we will try to avoid these dates, but it may be necessary for you to accommodate the given interview date/time by rescheduling your arrangements. Alternatively, you may have to re-apply the following year.

**Section 2**

Please treat this document as you would an application form to a potential employer. Should you receive an offer of a place, we will share the information you supply in Section 2 with post-primary schools in order to secure your placements. You should complete Section 2 with this in mind.

Consider asking someone with expertise such as a Careers Adviser or a current teacher, to read this over for you.

As this is the first point of contact with your placement school it is very important that you take great care in the presentation of your responses, so please check over for spelling, grammar and typos.

**Main Subject**

* **Modern Languages** applicants should state their specific language(s).
* **Science** applicants should indicate which of the following you wish to be considered for: Biology with Science; Chemistry with Science; Physics with Science. You may nominate more than one science subject, for example, Biology as first choice with Chemistry as second choice. With your agreement, we may offer you a place for your second-choice subject. However, you must be able to demonstrate you have at least 50% of your chosen subject in the content of your degree modules. This applies to both your first and second choice. For example, normally, a Biochemistry degree has 50% Biology content and 50% Chemistry content which means you can apply for Biology or Chemistry.
* **Social Science** applicants should indicate which of the following you wish to be considered for: Health and Social Care, Politics or Sociology. You may nominate more than one however, you must be able to demonstrate you have at least 50% of one subject in the content of your degree modules.

**Experience of teaching/experience of working with young people:**

Please add any further information you think is relevant to your application. This may include your reasons for entering the teaching profession; any teaching experience you may have (with dates); work with young people; any industrial, commercial, professional or other work experience; current occupation or special interests. Where your degree is not in the named subject discipline, you may add additional information to justify the relevance of your degree. (*approx. 500 words*).

**Section 3**

**This information will only be used if you are successful at interview and are made an offer. The Placement Officer will use this information to arrange your post-primary placements therefore it is important that you contact us if your address changes after you have received an offer.**

Please provide full postal address if known.

Please state if you have any close relatives in post-primary schools. These are relatives in your immediate family who attend a school as pupils or those in your family who work in a school. We also need to know if you are working in a post-primary school, for example as a classroom assistant or technician.