POLICY

TITLE: RECRUITMENT, INTERVIEW AND PLACEMENT LOGISTICS

POLICY HOLDER: Director of NTTC

APPROVAL BOARD: NTTC Board

VERSION NO: V1.3

LAST REVIEWED: 21.7.26

REVIEW PERIOD*: 1 year

* The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary:

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Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

Amendments Log

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR
31.8.24	1.1	Review of all processes – creation of a new policy setting out the logistics of recruitment from application through to placement.	L Goram
14.7.25	1.2	Annual update	L Goram
21.7.26	1.3	Annual update – placement information moved to placement policy	L Goram

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1. Purpose

To ensure that recruitment and selection of candidates to our SCITT programme is appropriately robust, fair and consistent, with the aim to recruit high-quality and appropriately qualified trainees to our SCITT programme who demonstrate the potential for success in initial teacher training.

2. Links

Recruitment will promote equality of opportunity, irrespective of ethnic or social origin, religious affiliation, age, gender, gender identification, sexual orientation, disability or any other factors. See **CCN Equality and Diversity statement**.

The process for receiving and responding to applications will sit within the current framework for Apply: https://www.gov.uk/apply-for-teacher-training.

The selection process will gather and store accurate data on applicants and their ability to meet selection criteria to be shared with the DfE and Ofsted as appropriate. See **Data Protection Policy**.

3. Applying to NTTC

All applications to NTTC are made through the DfE Apply portal. This portal is externally managed and hosted.

3.1 Assessing applications

Applications will initially be reviewed to ensure that applicants meet the minimum criteria to enter teacher training. Specifically:

- For Primary teaching roles: grade C/4 in English, mathematics and science GCSE or equivalent.
- For Secondary teaching roles: grade C/4 in English and mathematics GCSE or equivalent.
- For both routes, Qualifications in key and functional skills at level 2 are not equivalent to GCSEs in terms of breadth of content.
- A first degree (level 6 qualification) at 2.2 or above – in agreement with the Director, this might be an equivalent qualification comprising 300 HE points, of which at least 60 must be at Level 6.
- Speaking, reading, writing and data-interpretation skills (assessed at application and interview).

As part of the interview and onboarding process we are required to see photo ID and all required qualification certificates.

All overseas equivalences will be assessed in consultation with the National Recognition Information Centre for the UK (ENIC).

We aim to schedule interviews for all applicants who meet the DfE criteria.

3.2 Suitability to teach

At the application and interview stages, we assess a range of criteria, including suitability to teach. This is to ensure that we are confident that you have the potential to undertake an ITT course and meet the Teachers' Standards by the end of your training.

We will consider a range of evidence to judge your suitability to train to teach prior to offering you a place on a course:

- Information on your application.
- Written and interview tasks.
- Your responses to our interview questions.

3.3 Overseas applicants for the Postgraduate Apprenticeship route

Overseas applicants for the PGTA route will be asked for information about their work and visa status, so that we check eligibility for joining an apprenticeship training programme. This will happen pre-interview and an interview will not be scheduled until we are satisfied that applicants are eligible to train as an apprentice.

3.4 Health and physical capacity to teach

Teaching is a demanding career and teachers have a duty of care towards the pupils in their charge. NTTC is required to assess the physical and mental fitness of all prospective applicants to teacher training courses. This is intended to be a supportive process; there are few health conditions incompatible with teaching.

Any applicant accepted onto a teacher-training course whose health or behaviour subsequently becomes a matter of concern to academic or placement school staff will be asked to undergo a further 'health and physical capacity to teach' investigation, likely to include an occupational health assessment.

Failure to disclose a condition which affects your fitness to teach assessment or giving false information may lead to a trainee being required to leave the course.

After you have accepted an offer to train with us, we will send you a short questionnaire by email, which you should complete and return by email to the Director, lin.goram@ccn.ac.uk. For more information about this, please read carefully through the **Health and physical capacity to teach information sheet,** which will be sent to you at the same time.

Trainees are encouraged to share any new information relating to health and fitness to teach at any point in the year, to ensure that NTTC is supporting all trainees appropriately to be successful in their studies.

3.5 Application next steps

We contact applicants who we decide to interview by phone or email to organise the interview. We aim to contact applicants withing a week of applying and schedule interviews within two weeks of contact; this may not always be possible.

We will send advance information about NTTC, including this policy, to help applicants prepare for interview.

Interviews will take place online at a time agreed between applicants and NTTC, Monday to Friday between 9am and 5pm.

For those whose applications we do not take forward, this will be updated on Apply; you will receive a notification when an update is made, with some feedback about your application.

4. Interview

Interviews are currently held online. The interview consists of four parts:

- Applicants will receive by email a literacy and numeracy task on invitation to interview, to be completed and returned before the interview takes place.
- The initial stage of the interview will establish that the applicant meets the DfE essential criteria, including photo ID and qualification document check.
- Applicants will be asked to prepare a presentation of the following:
    - Primary – choose an appropriate book to read as if to a group of students; submit by email 24 hours before the interview a plan of how they can use this book across the primary curriculum.
    - Secondary – choose an object and explain in detail how it could be used as a teaching aid in your subject.
- Lastly, applicants will be asked a series of questions designed to assess suitability to teach.

Fee-paying applicants will be interviewed by two people from the NTTC and local schools, where possible. Postgraduate Apprentices will be interviewed by a member of the NTTC team and the school lead of their employing school. At least one interviewer will be safer recruitment trained.

5. Making an offer

We cannot offer a place before or without interviewing an applicant. We aim to make and communicate our decision within 72 hours of an interview. This decision will be made on Apply and you will receive an email notification to check to check your application. You can accept or decline this offer.

There is no deadline for accepting an offer; **if you have interviewed with more than one training provider, we understand that you may need time to complete this process and decide.** Be aware that if you apply and/or delay accepting an offer until close to the end of the academic year, finding a placement school may not be possible. If we have not heard from you within 30 days of making an offer we may contact you to ask you to update Apply.

If your application is rejected, we aim to give you feedback to explain the reason(s) why, including advice on how your application can be improved. If an application is rejected because a course is full, we still aim to provide you with feedback.

Where an applicant lives remotely and/or is reliant on public transport, we may be unable to offer a place or take an application forward. This would be for reasons of finding suitable school placements which have a reasonable commute.

All offers are conditional. Once you have accepted an offer to train with us, we will need to see all required certificates in person, a clear enhanced DBS and two satisfactory references before your offer becomes unconditional. This is in line with the Department for Education's guidance.

All applicants will be assessed for the health and physical capacity teach through a fitness questionnaire upon accepting a place with NTTC.