

# **ITT Admissions Policy**

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## **Table of Contents**

### **Section 1: Overview**

- 1.1. Objectives
- 1.2. Policy Intent
- 1.3. Scope
- 1.4. Applicants with non-UK qualifications
- 1.5. Applicants who may require additional support
- 1.6. Equal Opportunities

### **Section 2: The application process**

- 2.2. Enquiries
- 2.3. Application screening and shortlisting

### **Section 3: Assessment and selection**

- 3.2. Prior to Interview
- 3.3. During the Interview
- 3.4. Notification and appointment of candidates
- 3.5. Conditions of offer
- 3.6. Deferrals
- 3.7. Appeals against application outcomes
- 3.8. Request for further feedback
- 3.9. Complaints on the application process

### **Section 4: Version Control**

## **Section 1: Overview**

### **1.1. Objectives**

1.1.1. This policy sets out the admissions procedures of the National Institute of Teaching (NIoT) to ensure the recruitment of trainees on the initial teacher education (ITE) programme is fair, equitable and transparent. Our goal is to recruit trainees who meet the entry requirements for the profession, with the most potential to be excellent teachers, irrespective of their background. Through this policy and our practice, we will ensure that the admissions process is equitable, robust, and professional in nature, ensuring that decision making is based on an applicant's potential to teach.

1.1.2. NIoT is committed to safeguarding and promoting the welfare of children and young people in the wider partnership and expects all campus and associate college staff to share this commitment. To meet this responsibility, we follow a rigorous selection process in line with safer recruitment practices and ensure that any information which makes an applicant unsuitable to work with children is identified so that unsuitable applications are dealt with appropriately.

1.1.3. In meeting these objectives, NIoT recognises that not all applicants who meet minimum entry requirements will be best suited to the programme or the teaching profession. Admissions decisions are therefore based on suitability, potential, and readiness to train to teach, rather than solely on recruitment need or volume.

1.1.4. This policy has regard to sector-recognised principles of fair admissions and transparency, including guidance published by Universities UK and relevant statutory and regulatory bodies, and will be reviewed periodically to ensure continued alignment with best practice.

### **1.2. Policy Intent**

1.2.1. NIoT's application procedure is designed to support as many prospective trainee teachers as possible to access a training programme that is right for them. NIoT aims to offer places to those eligible applicants who best meet the selection criteria as outlined by the Department for Education (DfE) and NIoT and are judged to have the most potential to become a reflective practitioner by the end of the course.

1.2.2. Our general principles of assessment and selection are:

- NIoT promotes equality of opportunity and welcomes applications from a wide range of backgrounds. Applicants are selected based on their skills, qualifications, and experience, with consideration for the requirements of the programme.
- The assessment process is open for long enough to be fair and open to applicants of all protected characteristics and backgrounds.

- NIoT's processes and practices have regard to the requirements and guidance described in the Department for Education's ITT statutory guidance, and Keeping Children Safe in Education, OfS and HESA
- Recruitment is transparent as well as being open to inspection by any relevant statutory or regulatory body including but not limited to the DfE, Ofsted, OfS, HESA. All documentation is recorded and archived as per our data retention procedures. NIoT collects the data required for assessing eligibility for courses and to meet reporting requirements outlined by any relevant statutory or regulatory body such as the DfE / Ofsted in our contractual requirements. Please refer to NIoT's [Privacy Notice](#) and our [Data Protection policy](#) for more information.
- Applicants will be given the opportunity to best represent their skills and experience.
- The application process will be thorough and consistent. (More details can be found below in the Application Process and Assessment and Selection sections).
- Feedback will be made available to successful applicants when they request it. All rejected applicants will be given a reason for their rejection.

1.2.3. NIoT is committed to ensuring that the interests of applicants are prioritised throughout the admissions process. Our admissions practices are designed to support applicants to make informed and considered decisions about whether training with NIoT is right for them.

NIoT will ensure that applicants are provided with clear, accurate, and timely information about programme requirements, assessment processes, and potential outcomes, and will not place undue pressure on applicants to accept an offer. Decisions are made in the best interests of applicants, balancing suitability for the profession with the requirements of the training programme.

### **1.3. Scope**

1.3.1. The policies and procedures outlined herein apply to any applicants of NIoT's Initial Teacher Training (ITT) programmes.

### **1.4. Applicants with non-UK qualifications**

1.4.1. NIoT welcomes applicants whose previous education includes qualifications obtained outside of the UK. Applications from international applicants will be assessed against the same entry criteria as all other applicants. All applicants with qualifications obtained outside of the UK will be required to obtain a statement of comparability from UK ENIC (European Network of Information Centres) on receiving an offer, at cost to the applicant. The offer will be conditional upon the confirmation of comparability and the receipt of a statement from ENIC. A statement of comparability may sometimes be required before an offer is made; this is at the

discretion of the relevant regional recruitment team.

1.4.2. Applicants without the right to work in the UK will not be considered for a place on NIoT's initial teacher training programmes. Proof that an applicant has the appropriate right to work documentation will be validated by the regional recruitment team during assessment process and a copy will be held on record and checked in-person by NIoT after an offer is made. Please note that NIoT cannot sponsor visas.

1.4.3. As part of the application process, all applicants are asked if they have lived outside the UK for a period of three months or more within the last ten years. This is part of the requirements outlined in government guidance on keeping children safe in education. Where this is the case, applicants are required to obtain an overseas criminal record check for each relevant country as part of the conditions of their offer and at cost to the applicant. More information can be found on the government website.

1.4.4. In addition to criminal record checks, applicants who have worked or volunteered in an educational setting outside the UK are required to provide a letter of professional standing from each country they have worked in.

### **1.5. Applicants who may require additional support**

1.5.1. NIoT welcomes applications from those who require additional support. The application form provides space for applicants to state if they require reasonable adjustments for the assessment and selection process, and the programme itself. NIoT encourages applicants to share any reasonable adjustments which would support them to perform at their best. NIoT and its partners will endeavour to support this adjustment as far as is reasonable and practical. Applicants can refer to our [Reasonable Adjustments Policy](#) for guidance on how to request additional support.

### **1.6. Equal Opportunities**

1.6.1. We are committed to taking action that will help move equality, diversity, and inclusion forward in the teacher workforce. We follow the guidance set out in The Equality Act (2010) and ensure there is no unlawful discrimination against people with protected characteristics, including age, disability, sex, gender reassignment, religion or belief, race, sexual orientation, marriage and civil partnership, pregnancy, and maternity. Our recruitment strategy strives to be transparent, reliable, inclusive, and supportive of social mobility.

1.6.2. NIoT provides relevant information that prospective trainee teachers need to know about our programmes on our website. This ensures that all the key information is available and accessible to all.

## Section 2: The application process

2.1.1. NIoT campus and associate college teams follow a thorough and consistent application process that manages the flow of applications efficiently and effectively and is equitable to all applicants who apply.

2.1.2. Applications for NIoT’s initial teacher training programmes can be made in one way only. All opportunities to train to teach with NIoT will be listed on the DfE website, and applicants will be able to make an application through the DfE Apply Portal. Our PGTA programme does have a slightly modified but is still conducted through the DfE Apply portal.

### 2.2. Enquiries

2.2.1. If an applicant discovers NIoT through any marketing materials, they will have the opportunity to contact NIoT directly to discuss their interest in initial teacher training. NIoT has a selection of email addresses, and an enquiry form available through the website.

2.2.2. Applicants can normally expect an initial response to their enquiry within three working days of submitting their initial email/enquiry form. This is subject to amendment during peak periods.

### 2.3. Application screening and shortlisting

2.3.1. Applications for the ITT programme, in the first instance, will undergo manual sifting based on the essential entry criteria (as required by the DfE’s Criteria for entry).

2.3.2. NIoT will ensure a fair and transparent selection process. The criteria are outlined below and are also published on [NIoT’s website](#).

Phase	Essential entry criteria
Primary	<ul style="list-style-type: none"> <li>British citizenship or right to work in the UK</li> <li>GCSE or standard equivalent to a grade 4/C in the GCSE examinations in English, mathematics and science</li> <li>A UK Bachelor’s degree or equivalent qualification</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>British citizenship or right to work in the UK</li> <li>GCSE or standard equivalent to a grade 4/C in the GCSE examinations in English and mathematics</li> <li>A UK Bachelor’s degree or equivalent qualification</li> </ul>

2.3.3. NIoT ensures that selection criteria and assessment processes are applied consistently and are clearly communicated to applicants. Applicants who are unsuccessful at any stage of the process will be informed of the outcome and provided with a clear reason for the decision.

Where applicants request further clarification or feedback, NIoT will provide this in a timely and constructive manner, in line with Section 3.8 of this policy.

### Section 3: Assessment and selection

3.1.1. The relevant recruitment team will invite applicants who pass the initial sift

and shortlisting process (and where there are vacancies for the phase, subject and training route) to an interview to further assess their suitability to teach.

3.1.2. NIoT will provide associate colleges with interview and selection models, which must be used consistently across NIoT.

3.1.3. All NIoT recruitment teams will include a structured interview and validation of eligibility documentation as part of their interview. This ensures we are upholding our commitment to safer recruitment.

### **3.2. Prior to Interview**

3.2.1. Applicants will be asked on their application form to provide their complete work history. This will be reviewed in advance and any outstanding questions or gaps in work history will be explored on the interview day. This ensures we are upholding our commitment to safer recruitment.

3.2.2. Prior to inviting applicants to interview, all NIoT recruitment teams will have ensured that:

- Applicants are asked to bring identification, GCSE (or equivalent) certificates, degree certificates, and proof of right to work to the interview. These will be validated in-person or online on the day.
- A member of the interview panel has reviewed any reasonable adjustments requested by the applicant for the interview and where possible made appropriate adaptations.
- A member of the recruitment panel must have completed Safer Recruitment training and have an up-to-date certificate.

3.2.3. Prior to running the mandatory structured interview, all NIoT recruitment teams will ensure that:

- Applicants are made aware that the structured interview will assess their suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.
- Applicants have been sent the preparation materials for the interview, including an overview of activities, guidance on our competencies, and a list of lesson titles for them to pre-prepare their lesson introduction task, with at least 72 hours to prepare.

### **3.3. During the interview**

3.3.1. All documents provided by the applicant (identification, GCSE (or equivalent) certificates, degree certificates, and proof of right to work) are checked for eligibility, authenticity and cross-checked against details on the application form. Any anomalies are clarified and/or flagged to NIoT for further follow-up.

3.3.2. Work history is assessed, and any anomalies or gaps are accounted for.

Teams should also use this opportunity to request any specific references in relation to experiences outlined in the work history.

3.3.3. If documentation cannot be provided at the time of the interview, it is the responsibility of the recruitment team to arrange to see these at another time, preferably before an offer is made. All required documentation will also need to be provided in-person before a set deadline ahead of candidates starting the ITE programme.

3.3.4. During the structured interview, all NIoT recruitment teams will ensure that:

- All assessors have completed mandatory internal training, and at least one member of each recruitment panel has completed Safer Recruitment training.
- The panelists are provided with appropriate documentation and training as supported by NIoT.
- A core set of mandatory competency and scenario-based questions provided by NIoT are used at every interview.
- All interview panelists are aware of the required standards set out by NIoT and how they are to be measured. This information will have been provided by NIoT through documentation and training given to all campus and associate college teams.
- The interview panel agrees beforehand what additional issues specific to each applicant need to be explored at interview (based on the individual's application).

### **3.4. Notification and appointment of candidates**

3.4.1. At the end of the interview, the panelists discuss the scores for the various tasks completed by the applicant.

3.4.2. The relevant recruitment team members will input interview and other activity scores and feedback into the NIoT CRM system and confirm that they have validated documentation. From the DfE portal, recruitment teams will be able to reject applicants, make offers, and stipulate conditions of offer.

3.4.3. Any conditions of offer will be the responsibility of the applicant to meet, and NIoT will monitor these. If all conditions of offer are not met by the required deadline and before the start of the programme, then NIoT will be required to withdraw the offer.

3.4.4. If an offer is made, the applicant will be notified through the DfE Apply portal and will be required to accept or reject the offer.

3.4.5. NIoT's offer-making practices are transparent, proportionate, and designed to support applicant choice. All offers are made through the DfE Apply portal in accordance with Department for Education requirements.

NIoT does not use offer-making practices that are intended to unduly influence or pressure applicants into accepting an offer. Applicants are given appropriate time and information to consider their options before responding to an offer, and acceptance decisions remain the responsibility of the applicant.

### **3.5. Conditions of offer**

3.5.1. Every offer made is conditional upon standard pre-programme checks being met by the trainee prior to the programme start date. The standard conditions of offer for all applicants include:

- Identification check
- Right-to-work check
- Qualifications checks (GCSE and Degree or equivalents)
- Successful clearance of an Occupational Health check
- Successful clearance of Enhanced DBS with prohibition and barred lists checks and overseas criminal record checks where necessary
- References, including overseas references and letters of professional standing where necessary
- Comprehensive work history
- Completion of online tests (Numeracy)
- Mandatory online safeguarding courses
- Contract signed

3.5.2. Additional documentation that could be requested may include but is not limited to:

- Overseas criminal record checks
- References from educational settings and work experience outside the UK
- International English Language Testing System Assessment
- A statement of comparability from UK ENIC

- A Subject Knowledge Enhancement or Subject Knowledge Development course
- Change of name evidence
- Additional requests made by the NIoT or any associated partner such as the applicant spending a day in school

3.5.3. As part of our commitment to safer recruitment, applicants will have their core documentation checked at interview (either in-person or online) by the relevant recruitment team. Applicants who do not provide full documentation at point of interview in-person will be required to visit the relevant NIoT campus or associate college to provide copies face-to-face by the required deadline.

3.5.4. References must be requested by the applicant via the DfE Apply portal and will be reviewed by NIoT.

3.5.5. Work history should be uploaded to the DfE Apply portal by the applicant as part of the initial application and reviewed by the relevant recruitment team.

3.5.6. Once key documentation has been validated by NIoT, NIoT recruitment teams will register all applicants who have accepted an offer, for both DBS and occupational health checks.

3.5.7. Applicants will be responsible for completing the relevant forms and surveys as stated in their offer conditions and enrolment instructions, and submitting any necessary documentation as required.

3.5.8. NIoT will pay for the occupational health check, and the first DBS check. Candidates are thereafter required to join the update service and must pay the initial and recurring fee themselves. If candidates do not pay for the update service, prior to the start of the programme, candidates will have to pay for any future DBS checks.

3.5.9. Where trainee teachers declare a disability or learning need on their application or the occupational assessment recommends reasonable adjustments for the course, the trainee will complete a final assessment with NIoT. The Reasonable Adjustments survey is contained within the candidate Welcome Pack and should be completed as soon as possible after an offer has been accepted. An additional call with an NIoT staff member to create a Reasonable Adjustment Plan may be required. This will state any reasonable adjustments the school or NIoT will make to support trainees to be successful on the course.

3.5.10. Applicants must meet all the requirements of their offer to begin the programme. NIoT recruitment teams are responsible for monitoring any outstanding conditions of offers. Failure to meet conditions in time may result in withdrawal from

the programme and incurring fees.

### **3.6. Deferrals**

3.6.1. If an applicant wishes to defer once an offer has been accepted, before the start of the programme, they should notify their contact at NIoT as soon as possible. There is no guarantee that a place will be available in the same phase, subject, location, school, training mode, or funding route in the next recruitment cycle. Therefore, all deferrals will be considered by NIoT, but NIoT reserves the right to reject deferral requests where the request is not feasible.

3.6.3. All funding available for initial teacher education is only available for the current recruitment cycle and is updated each cycle by the DfE. See the DfE 'Get into Teaching' website for current training and funding routes.

3.6.4. Where possible, NIoT will endeavour to work with schools to place deferred applicants on the ITT course the following year.

3.6.5. NIoT will require deferred candidates to refresh some application details and

retake occupational health assessments and Enhanced with Barred Lists DBS check to ensure their continued eligibility for the programme.

### **3.7. Appeals against application outcomes**

3.7.1. Applicants can appeal against application decisions. It should be noted that the dispute of academic or professional judgements is not possible under the appeal system. However, applicants may appeal on the grounds that:

- There has been a procedural irregularity. A situation where the applicant believes that the organisation has not adhered to its own stated policy and procedures.
- The emergence of new material which may have affected the decision. It must be made clear by the applicant as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered new information.
- There is evidence of bias or prejudice.

3.7.2. Any formal appeal must be submitted, in writing, by the applicant or by someone to whom the applicant has given written consent to appeal on their behalf. All appeals should be submitted via the NIoT Complaints Procedure, which can be found [here](#).

### **3.8. Request for further feedback**

3.8.1. All unsuccessful candidates will have received feedback on their application, via DfE Apply. For those candidates unsuccessful at the point of application, this

information is communicated by NIoT. Applicants who are unsuccessful after the interview will be contacted by the relevant recruitment team to inform them that they are no longer being considered. At this point, further feedback can be given to clarify the reasoning, at the applicant's request, in response to NIoT. This feedback may be given in person, by telephone or in writing (including by email).

### **3.9. Complaints on the application process**

3.9.1. NIoT will address all complaints seriously and in a timely manner and invoke our formal complaints procedure where necessary.

3.9.2. The process will follow our official [Complaints policy](#) which can be found on NIoT's website.