

PRE-REGISTRATION CHECK LIST – SCHOOL DIRECT SALARIED (SECONDARY)

REQUIREMENT	EVIDENCE ACCEPTED BY UH	TIMELINE	
Proof of identity	Passport (valid/current) Current driver's license photocard (full or provisional)	We will ask you to present your original ID when you first attend the University in September.	<input type="checkbox"/>
Honours degree (with a classification of 2.2 or higher), awarded by a UK university or an overseas award <i>recognised as equivalent by UK ENIC (formerly NARIC)</i>	Original certificate. <i>Please note we do not accept transcripts or copies of certificates as evidence.</i>	We ask that you submit scanned copies of your certificates as part of the recruitment process to ensure that you meet the academic entry requirements for the course. We will also ask you to present your original certificate when you first attend the University in September. If your name is different from the one that appears on your certificate, we will also ask you to present proof of name change (marriage certificate, deed poll certificate or similar).	<input type="checkbox"/>
GCSE English Language, Mathematics – grade 4 or above (Grade C or above under the old grading structure)	Original certificates, or Certified Statement of Results supplied by the original awarding body. <i>Please note we do not accept transcripts, or statement of results from schools, or copies of certificates as evidence.</i> <i>If original certificates have been misplaced, you will need to request a certified statement of results here: https://www.gov.uk/replacement-exam-certificate</i>	We ask that you submit scanned copies of your certificates as part of the recruitment process to ensure that you meet the academic entry requirements for the course. We will also ask you to present your original certificates when you first attend the University in September. If your name is different from the one that appears on your certificate, we will also ask you to present proof of name change (marriage certificate, deed poll or similar).	<input type="checkbox"/>
Students from non-majority English speaking countries require proof of English language proficiency, equivalent to an overall IELTS score of 6.5 with a minimum of 6.0 in each band	Original certificate	We require a scanned copy of your certificate to be submitted as part of the recruitment process. We will also ask you to present your original certificate when you first attend the University in September.	<input type="checkbox"/>
Where applicable, a Subject Knowledge Enhancement (SKE) course	Written confirmation of successful completion of the SKE course from SKE provider	You will need to ensure that your SKE provider sends us a written confirmation to ite@herts.ac.uk once you have completed your SKE course.	<input type="checkbox"/>

Please note that you will also need to undergo a number of suitability checks carried out by your Lead School, including an Enhanced DBS check, Health and Physical Capacity to Teach, Prohibition checks and where appropriate, an overseas criminal record check.

Whilst we appreciate that you might have already presented your original certificates to your Lead School, as your training provider we have an obligation to ensure that you are able to provide evidence of your academic qualifications.