PRE-REGISTRATION CHECK LIST FOR APPLICANTS – PGCE SECONDARY

SUITABILITY CHECKS

REQUIREMENT	EVIDENCE ACCEPTED BY UH	TIMELINE	
Proof of identity	Passport (valid/current) Current driver's license photocard (full or provisional)	We will verify your identity documents as part of your Enhanced DBS check (please see details below).	☐
Suitability and Safer Recruitment self-declaration	A completed Suitability and Safer Recruitment Self-Declaration	A link to the online Suitability and Safer Recruitment Self-Declaration was sent to you following your interview. You should complete this online self-declaration within 5 working days from the receipt of the link.	☐
Enhanced DBS, including barred list check	Typically, applicants will show the following forms of identity: • Passport (in date/valid) • Current driving licence photocard (full or provisional) showing the applicant's current address • Bank or building society statement (issued within the last three months from the date on which the DBS check is undertaken) Detailed information of the identity documentation required for DBS checks can be found here: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines	We will contact you in early June to invite you to make an appointment to attend the University over the summer and have your original documents checked and verified, before submitting your application for an Enhanced DBS Check.	☐
Where appropriate, an overseas criminal record check	This check applies only to candidates who have lived, worked or studied abroad for more than 3 months in the past 10 years. Applicants must ensure that an overseas criminal record check certificate is obtained by 31st August 2022 at the latest. Please review the relevant country's procedure to obtain this check: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants	We strongly suggest that any applicant who has lived abroad for more than 3 months in the past 10 years starts this process as early as possible. Our past experiences suggest that an overseas criminal record check can take upwards of 10 weeks with some countries requiring a set of fingerprints to conduct the check.	☐
Occupational Health clearance	All applicants must complete a Health Questionnaire and have it verified by their GP. Your GP may charge you to complete and sign your Health Questionnaire and you will be responsible for covering that cost. The questionnaire will be assessed by the Occupational Health department and, if necessary, a further assessment by an OH practitioner might be arranged before clearance is issued.	You should receive an Occupational Health pack via email shortly after you accept your offer. To avoid any unnecessary delays, we suggest that you contact your GP as soon as possible as you will be unable to commence your school-based training until you have been cleared by the Occupational Health department. Please email the completed questionnaire to student.hq@herts.ac.uk.	☐
Health and Physical Capacity to Teach Self-Declaration	A completed Health and Physical Capacity to Teach Self-Declaration	A link to the Health and Physical Capacity to Teach Self-Declaration will be sent to you in early July. Please complete this online self-declaration before 31st August 2022.	☐

ACADEMIC QUALIFICATION CHECKS

REQUIREMENT	EVIDENCE ACCEPTED BY UH	TIMELINE	
Honours degree (with a classification of 2:2 or higher), awarded by a UK university or an overseas award *recognised as equivalent by UK ENIC (formerly NARIC)*	Original certificate. *Please note we do not accept transcripts or copies of certificates as evidence.* *If your original certificate has been misplaced, you will need to contact your awarding University and request a reprint of your certificate.*	We require a scanned copy of your degree certificate to be submitted as part of the recruitment process so that we can 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 to verify that your documents are genuine. 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).	
GCSE English Language and 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. *Please note we do not accept transcripts, or statements of results from schools, or copies of certificates as evidence.* *If original certificates have been misplaced, you will need to request a certified statement of results here:* https://www.gov.uk/replacement-exam-certificate	We require scanned copies of your GCSE certificates to be submitted as part of the recruitment process so that we can 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 to verify that your documents are genuine. If your name is different from the one that appears on your certificates, we will also ask you to present proof of name change (marriage certificate, deed poll or similar).	
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 IELTS (or equivalent) certificate	We require a scanned copy of your certificate to be submitted as part of the recruitment process so that we can ensure that you meet the English language proficiency requirements for the course. We will also ask you to present your original certificate when you first attend the University in September.	
Where applicable, a Subject Knowledge Enhancement (SKE) course	If you need to complete a Subject Knowledge Enhancement course, this will be clearly outlined as a condition on your offer letter. Your SKE provider will need to inform us in writing once you have completed your SKE course.	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.	