

## PRE-REGISTRATION CHECK LIST – BACHELOR OF EDUCATION

### 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).	<input type="checkbox"/>
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.	<input type="checkbox"/>
Enhanced DBS, including barred list check	Typically, applicants will show the following forms of identity: <ul style="list-style-type: none"> <li>• Passport (in date/valid)</li> <li>• Current driving licence photocard (full or provisional) showing the applicant's current address</li> <li>• Bank or building society statement (issued within the last three months from the date on which the DBS check is undertaken)</li> </ul> Detailed information of the identity documentation required for DBS checks can be found here: <a href="https://www.gov.uk/government/publications/dbs-identity-checking-guidelines">https://www.gov.uk/government/publications/dbs-identity-checking-guidelines</a>	We will contact you prior to the start of your course to advise you of the arrangements to carry out an Enhanced DBS Check.	<input type="checkbox"/>
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 31 <sup>st</sup> August 2022 at the latest. Please review the relevant country's procedure to obtain this check: <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a>	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.	<input type="checkbox"/>
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 <a href="mailto:student.hq@herts.ac.uk">student.hq@herts.ac.uk</a> .	<input type="checkbox"/>
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 31 <sup>st</sup> August 2022.	<input type="checkbox"/>

## ACADEMIC QUALIFICATION CHECKS

### REQUIREMENT

### EVIDENCE ACCEPTED BY UH

### TIMELINE

GCSE English Language, Mathematics AND Science – 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.

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.

*Please note we do not accept transcripts, or statements of results from schools, or copies of certificates as evidence.*

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 original certificates have been misplaced, you will need to request a certified statement of results here: <https://www.gov.uk/replacement-exam-certificate>*

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).

Level 3 qualifications (e.g. A Level, BTEC, Access Diploma or equivalent)

Original certificates, or Certified Statement of Results supplied by the original awarding body.

We require scanned copies of your level 3 qualification 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.

*Please note we do not accept transcripts, or statements of results from schools, or copies of certificates as evidence.*

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 original certificates have been misplaced, you will need to request a certified statement of results here: <https://www.gov.uk/replacement-exam-certificate>*

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.