

Quick Guide to setting up new Training Programmes on the DfE 'Publish teacher training courses' portal:

Log into the portal at <https://www2.publish-teacher-training-courses.service.gov.uk> and sign in with your DfE username and password.

1: Select the correct cycle from the organisation page (current cycle if setting up for this year or next cycle if setting up for the new admissions cycle) and then select courses:

Current cycle (2019 – 2020)

Manage courses, locations and vacancies in the current cycle.

Courses

Use this section to:

- write about each course
- preview and publish courses
- assign locations to a course
- copy content between courses

Locations

Use this section to:

- edit location names and addresses
- add locations

2. On the next page you will need to select the green **Add a new course** button near the top of the page and this will take you to a form to complete.

The form is quite straight forward to complete but we recommend the following in response to certain questions:

Candidates with pending GCSEs – Will you receive applications from candidates who haven't gained these qualifications yet?

We recommend that: You answer 'Yes' to this question as this will allow candidates who are eligible to take equivalency tests or are currently studying for GCSEs to apply. (If you state no – these applicants won't be able to submit an application for the programme).

Will you receive applications from candidates who need to take an English, Maths (or Science) equivalency test?

We recommend that: You answer 'Yes' to this question and tick the English, Maths and Science boxes for acceptable equivalency tests. The University of Reading offers English and Maths tests and we accept a number of science equivalency tests offered by other organisations. Information will be sent in the offer email to applicants who need to take these tests.

Pick a course outcome

You should: Select 'QTS' for courses offered with QTS only (and not additional modules for the PGCE award).

You should: Select 'PGCE with QTS' for courses offered with PGCE (including additional 60 credit modules for PGCE)

Study mode

You should: Select 'Full-time' for all School Direct courses offered with the University of Reading.

Locations

You should: List all of the schools at which you wish to offer this course. If just offered at the Lead school (or if you recruit all applicants to the Lead school and then allocate them to placement schools at a later date) enter 'Main Site'.

Course title

You should: Just enter the subject e.g. Drama. **DO NOT INCLUDE** 'School Direct', 'with QTS', 'with PGCE', 'salaried', 'tuition fee' or 'Secondary' in the course title. These details will automatically appear as a result of the other information that you enter in the forms.

3. Once you have submitted the request you will receive a course code that applicants will need to enter on their UCAS application forms when they apply.

N:B. If you are setting up course that you wish to start recruiting for straight away it can take up to 5 days for a course to be published and appear on the portal.