

Application Form

Postgraduate Certificate in Learning and Teaching in Higher Education (PGCert LTHE)

If you require this form in an alternative format, or need support to complete this form, please contact us at [utacpd@mmu.ac.uk](mailto:utacpd@mmu.ac.uk).

This form is for people wishing to apply to study the Postgraduate Certificate in Learning and Teaching in Higher Education (PGCert LTHE). This course is taught by the [University Teaching Academy](https://www.mmu.ac.uk/about-us/professional-services/uta) at Manchester Metropolitan University. Before completing this application, make sure you’ve read the relevant course information on our webpage: [PGCert LTHE](https://www.mmu.ac.uk/about-us/professional-services/uta/pg-teaching-courses/pgclthe).

Please also read the **Guidelines for Applicants**, which can be found at the back of this application form.

When complete, please email the application form to: [utacpd@mmu.ac.uk](mailto:utacpd@mmu.ac.uk)

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| **SECTION A:** PERSONAL DETAILS |

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| **Title:** *(please choose one and delete other options)* | **Gender:** *(please choose one and delete other options)* | **Date of Birth:** *(Please use the format dd/mm/yyyy)* |
| **∙Mr ∙Miss ∙Mrs ∙Ms ∙Mx ∙Dr ∙Add your own** | **∙Male ∙Female ∙Other ∙Prefer not to say** |  |

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| **First Name(s)/Given Name:** | **Surname/Family Name:** | **Previous surname:** *(if applicable)* |
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| **Telephone number:** | **Email address for correspondence:** *(enter one email address only please)* | **Secondary email address:** *(we’ll only use this if we can’t reach you at your correspondence email address)* |
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| **Address for Correspondence:** *(including postcode)* | **Permanent Home Address:** *(if different from correspondence address)* |
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| **Have you previously studied at Man Met?** *(Delete as applicable)* | **Are you currently studying at Man Met?** *(Delete as applicable)* | **Student ID Number:** *(if applicable)* | **For current students: what course are you studying? And when will you finish this course?** |
| **Yes / No** | **Yes / No** |  |  |

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| **SECTION B**: NATIONALITY AND RESIDENCE |

Our Admissions team are required to complete a full fee assessment for all applicants, including those studying as a member of staff on University Teaching Academy courses, where no fee is payable. This ensures that we are recording an accurate fee status for the annual HESA return, which is part of our statutory duty as a university.

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| **Country of birth:** | **Country of permanent residence:** | **Nationality:** | **Dual nationality:** *(if applicable)* |
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| **Will you have been ordinarily resident in the UK for at least 3 years before the start of your course?** *(‘Ordinarily resident’ means habitually, normally, and lawfully living in the UK, but not just for the purposes of education.)* | **Yes / No** |

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| **Do you require a visa to study in the UK?** | **Under what immigration category will you be studying in the UK?** *(e.g. UK national, Indefinite leave to remain)* | **If you have a UKVI Immigration Status** [**Share code**](https://www.gov.uk/view-prove-immigration-status)**, please enter it here:** |
| **Yes / No** |  |  |

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| **SECTION C:** YOUR WORK IN HIGHER EDUCATION |

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| **Please indicate your association with Man Met:** | |
| **Internal Man Met Staff**  *(staff who are employed directly by Man Met in a substantive teaching and learning role)* | **Yes / No**  If‘Yes’, complete **Section C1** below |
| **Man Met Collaborative Partner Staff**  *(staff who teach on HE programmes validated by Man Met but taught at another HE Institution)* | **Yes / No**  If‘Yes’,complete **Section C2** |
| **Clinical Educator**  *(staff who teach HE students in a clinical/health profession setting)* | **Yes / No**  If‘Yes’,complete **Section C3** |

## **Section C1:** Internal Man Met Staff only

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| **Man Met Staff ID number:** | **Job Title:** | **Man Met Department:** | **Man Met Faculty/Directorate:** |
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| **When did you start this role?** | **Full-time / Part Time:** *(if part-time please include FTE hours)* | **Permanent / fixed term / sessional:** |
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| **Name of your Head of Department:** | **Name of your Line Manager:** |
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**Statement on Head of Department and Line Manager agreement**: It is your responsibility to ensure that you have agreed your participation in this course with your Head of Department and Line Manager and to make any necessary arrangements to support your study. By completing and submitting this application, **you confirm that you have agreed participation** in this course with your Head of Department and Line Manager. Where necessary, we may contact your Head of Department and Line Manager to confirm that your participation has been agreed. **Please note: current full-time doctoral students cannot study this course.**

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| **Please enter “Yes” in this box to confirm that you understand the Statement on Head of Department and Line Manager agreement above:** |  |

## **Section C2:** Man Met Collaborative partner staff only

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| **Job title:** | **Name of Employer:** | **Address of employer:** |
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| **Name of Higher Education programme(s) that you teach on:** | **Name of the Man Met link tutor for your programme(s):** *(as applicable)* |
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| **When did you start this role?** | **Full-time / Part Time:** (*if part-time please include FTE hours*) | **Permanent / fixed term / sessional:** |
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## **Section C3:** Clinical educator applicants only

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| **Job title:** | **Name of Employer:** | **Address of employer:** |
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| **When did you start this role?** | **Full-time / Part Time:** (*if part-time please include FTE hours*) | **Permanent / fixed term / sessional:** |
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| **SECTION D:** COURSE ELIGIBILITY |

Please familiarise yourself with the eligibility requirements for the [PGCert LTHE](https://www.mmu.ac.uk/about-us/professional-services/uta/pg-teaching-courses/pgclthe) before completing the below questions. We may contact you to discuss this further. If you are accepted onto the course and it later becomes clear that you are not meeting the eligibility requirements, you will be withdrawn from the course.

## **Section D1:** Your Higher Education teaching experience

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| How long you have been teaching in a Higher Education (HE) institution, or (for Clinical Educators) teaching Higher Education students in a clinical setting? |  |
| Which Higher Education institution(s) or other organisations have you taught at? |  |
| Which subject(s) have you taught? |  |

## **Section D2:** Confirmation of eligibility requirements

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| Each application is considered on a case-by-case basis and applicants must be able to demonstrate (through their application form) that they are working in a teaching and learning role that has the required breadth and depth of practice to be able to meet all Dimensions of Descriptor 2 of the PSF by the end of the core module (LTA). To apply for the PGCert LTHE (and the LTA module), participants must meet the entry requirements below.  *Please confirm that you meet the eligibility requirements by answering Yes / No to the below questions.* | | |
| Do you hold an honours degree (or equivalent) in any subject? | | **Yes / No** |
| Will you be active in a teaching role within a Higher Education (HE) institution **or** clinical setting throughout the duration of the full PGCert LTHE? | | **Yes / No** |
| Have you taught within a HE institution for a minimum of 4 - 6 hours per week (on average) for a minimum of one semester (or equivalent)? | | **Yes / No** |
| **Or**  Have you taught HE students in a clinical setting for a minimum of 4 - 6 hours per week (on average) for a minimum of one semester (or equivalent)? | |  |
| **Yes / No** |
| **Throughout the period that you will be studying the PGCert LTHE Core Module (LTA):** | Will you be teaching for a minimum of 4 - 6 hours per week on average? | **Yes / No** |
| Will you be involved in the design, planning and delivery of learning activities? | **Yes / No** |
| Will you assess and give feedback for learning? | **Yes / No** |

## **Section D3:** Your current teaching and assessment activities

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| *Please provide details about the teaching and assessment activities that you will be undertaking throughout the delivery of the core module– Learning, Teaching and Assessment in HE.* | |
| Programmes/modules/courses you will be teaching on |  |
| Level of HE learners *(for example: Level 7 Masters students)* |  |
| Types of teaching sessions *(for example: lectures, seminars, workshops, labs)* |  |
| Frequency of teaching *(average hours per week)* |  |
| Numbers of students |  |
| Your involvement in assessment and feedback for learners *(give detail)* |  |
| Your involvement in the design, planning and delivery of learning activities *(give detail)* |  |

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| **SECTION E**: HIGHER EDUCATION QUALIFICATIONS |

*Please list the higher education qualifications that you hold, or the highest equivalent qualification.*

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| **Level** | **Subject** | **Date completed** | **Name of college / university and country** | **Result** |
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| **SECTION F**: ENGLISH LANGUAGE (Clinical Educator and Collaborative Partner Applicants Only) |

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| **Do you hold any English language qualifications?** | **Yes / No** |
| **Do you intend to sit an English language qualification before coming to study at MMU?** | **Yes / No** |

If you require a Tier 4 visa there are specific minimum English language requirements. Please confirm below which English Language qualification you have completed or will be sitting. Attach copies of the certificate(s) for completed qualifications.

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| **Name of English language qualification**  Type of test taken | **Awarding body / College / University** | **Date qualification obtained/date you are taking the qualification** | **Result** |
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| **SECTION G**: PRIVACY NOTICE AND DECLARATION |

**Privacy Notice**

As well as the two specific Privacy Notices provided below, you can find all the university’s privacy notices and information relating to data protection at our [Data Protection page](https://www.mmu.ac.uk/data-protection).

[Privacy Notice for Student Applicants](https://www.mmu.ac.uk/data-protection/privacy-notices/student-applicants)

[Privacy Notice for Students](https://www.mmu.ac.uk/data-protection/privacy-notices/students)

**Declaration**

Before you submit your application, please check that all the details you have provided have been added correctly.

Please note that if it becomes apparent to us that any of the information you have provided to us at the time of your application, is false, inaccurate, or incomplete we may withdraw your offer of a place on the course and you will not be able to enrol on the course, or if relevant, we may terminate our contract with you.

Study and registration at the University will be governed by various regulations, policies and procedures. It is important that applicants familiarise themselves with our [**Terms and Conditions**](https://www.mmu.ac.uk/legal/terms-and-conditions/). If you are successful in receiving an offer to study at the University, you will be provided with an Important Information for Offer Holders document (which will contain up to date terms and conditions) and Key Facts about your programme of study. This is the way by which we provide you with the 'pre-contract' information which is required under consumer protection legislation. This information will include, amongst other things, relevant information about your course, tuition fees and any other relevant costs, arrangements for making payments to the university, our complaints-handling process, key regulations, policies and procedures, terms and conditions and detail on your right to cancel your contract should you change your mind.

All applicants who accept an offer at the University will need to let us know of any relevant unspent criminal convictions. Certain courses that involve interacting with children or vulnerable adults in regulated activities require disclosure of all convictions and may be subject to a Disclosure and Barring Service certificate. Further information will be provided at offer and can be accessed on the [Disclosure of criminal convictions page](https://www.mmu.ac.uk/data-protection/privacy-notices/disclosure).

Your application will be dealt with in accordance with the University’s [Recruitment and Admissions Policy](https://www.mmu.ac.uk/legal/policies/recruitment-and-admissions). We may cancel an application or withdraw an offer prior to acceptance upon notice to you.  
By submitting your application, you are declaring that the information provided during your application is true, accurate and complete and you accept the terms of the University’s Terms and Conditions and [Privacy Policy](https://www.mmu.ac.uk/legal/#privacy); we cannot process your application unless you do so.

Please type your full name and date in the space below to acknowledge and agree to this Declaration.

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| **Applicant signature:** |  |
| **Date:** |  |

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| **SELF DECLARATION FORM** | |
| This section of the application form will **not** be used for selection purposes. | |
| **Disability / Additional Needs**  Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require reasonable adjustments to facilitate your study.   |  | | --- | |  |   08 - Two or more impairments and/or medical conditions  51 - A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D  53 - A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder  54 - A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy  55 - A mental health condition, such as depression, schizophrenia or anxiety disorder  56 - A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches  57 - Deaf or a serious hearing impairment  58 - Blind or a serious visual impairment uncorrected by glasses  96 - A disability, impairment or medical condition that is not listed above | |
| **Criminal Convictions**  **Please read the Guidelines for Applicants before replying to this question.**  If you have a relevant conviction that is not spent please tick the box, otherwise leave it blank. | |
| **Ethnic Origin**  Complete this section only if you have shown in the “Nationality/Residence/Visa details” of the form that your country of permanent residence is in the UK.  Please enter the code from the list of ethnic origin terms below which you feel most closely describes your ethnic origin.   |  | | --- | |  | | |
| 10 White  15 Gypsy Traveller  21 Black or Black British – Caribbean  22 Black or Black British – African  29 Other Black background  31 Asian or Asian British – Indian  32 Asian or Asian British – Pakistani  33 Asian or Asian British - Bangladeshi  34 Chinese | 39 Other Asian background  42 Mixed – White & Black African  43 Mixed – White & Asian  49 Other Mixed background  50 Arab  80 Other Ethnic background  90 Ethnicity not known  98 Prefer not to say |

### **Guidelines for Applicants**

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.

**Personal details**

Previous surname

If you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address

This address and your email address will be used for all correspondence unless an alternative is provided.

Permanent home address

If different from Correspondence address.

**Nationality/Residence/Visa details**

Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate under which Tier you are entering the UK.

**Self-declaration form**

This section of the application form will **not** be used for selection purposes.

**Disability, additional needs or medical condition codes**

We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in the **Disability / Additional Needs** section to indicate your specific needs.

**Declaration of a criminal conviction**

To help us reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Please read the following carefully.

If you have a relevant criminal conviction that is not spent, you should tick the box, otherwise leave it blank.

**What does ‘spent’ mean?**

If a person does not re-offend during their rehabilitation period, their conviction becomes ‘spent’ (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

You should be aware that certain professions or occupations such as (but not limited to) teaching, healthcare, law, accountancy, social work and courses involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act 1974 and different rules apply with regard to the disclosure of information about criminal convictions.

More information on offences and rehabilitation periods can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**What is a relevant criminal conviction?**

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

* Any kind of violence (including but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
* Offences listed in the Sex Offences Act 2003.
* The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
* Offences involving firearms.
* Offences involving arson.
* Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warning, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

**How will the University handle my application if I declare a relevant criminal conviction?**

If you tick the box you will not be automatically excluded from the application process.

The information concerning criminal convictions will be passed to the appointed persons at the University. In line with best admission practice, they will consider your application separately from your academic and achievement merits. During this consideration, the University may ask you to provide further information about your conviction. If the University is satisfied, your application will proceed in the normal way although it may add certain conditions to any offer it makes. Otherwise the University will notify you of its decision.

Failure to declare a relevant criminal conviction may result in expulsion from the University.

All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with UK General Data Protection Regulation (GDPR).

**What if I receive a relevant criminal conviction after I have applied?**

If you are convicted of a relevant criminal offence after you have applied, you must tell the University by contacting the Admissions Office.

**Ethnicity**

Complete this section only if you have shown in the “Nationality/Residence/Visa” details of the form that your country of permanent residence is in the UK.