



Professional Graduate Diploma in Education PGDE Secondary (Part-time)

Frequently Asked Questions

(For entry into academic year 2024/25)

1. How long is the course?

2 academic years - from the end of August 2024 until the middle of June 2026.

The **2023-25** calendar is included below. Please note that this can change and that not all UHI holidays will necessarily match school holiday dates.

Year 1 – 2023/24 (UHI holidays TBC)

Induction – Saturday 26th August 2023 (UHI Inverness)

Weeks 1 to 4 (beginning 28th August 2023) – 2 days independent study plus online seminars on Monday evenings

Weeks 5 to 42 (25th September 2023 to mid- June 2024) – 1 day independent study, online seminars on Monday evenings and 1 day in school (Tuesday, Wednesday or Thursday).

Year 2 – 2024/25 (UHI holidays TBC)

Induction – TBC (UHI Inverness)

Weeks 1 to 11 (beginning 26th August 2024) – 2 days independent study plus online seminars on Monday evenings

Weeks 12 to 31 (mid-November 2024 to end of March 2025) – 2 days in school (Tuesday, Wednesday or Thursday)

Weeks 35 to 40 (mid-April 2025 to end of May 2025) – 5 days per week in school

Weeks 41 and 42 (early June 2025) – 2 days independent study

2. Can I study by distance learning?

Yes. You can study from anywhere in Scotland. Other than the Induction at UHI Inverness, independent study days and online seminars can be undertaken from your chosen location, provided there is sufficient internet connection.

3. Are there any minimum attendance requirements?

Yes. You must have 80% attendance and registers are kept at all online seminars. You must attend school for 90 days, in order to meet the General Teaching Council for Scotland (GTCS) requirements for the Standard for Provisional Registration as a teacher.

We are planning for a half-day Saturday induction event in Inverness for students on the part-time PGDE at the beginning of each of the two years. This is an integral part of the core programme and provides valuable opportunities for the cohort to work collaboratively together face-to-face and is especially useful for building the programme learning community. Students are **required to commit** to this on accepting their place on the course.

4. Can I apply for both the part-time and full-time PGDE programme?

If you have applied for both programmes, and are successful, you will only be made one offer.

Our full-time programmes are **not** available through distance learning:

- [PGDE Secondary \(English Medium\)](#)
- [PGDE Secondary \(Gaelic Medium\)](#)

5. Can I apply to teach through the medium of Gaelic?

No. The part-time programme is currently only available through the medium of English. Our full-time Primary and Secondary PGDE programmes are offered through the medium of Gaelic:

- [PGDE Primary \(Gaelic Medium\)](#)
- [PGDE Secondary \(Gaelic Medium\)](#)

6. I am already a primary teacher. Can I use your course to convert to secondary?

Whilst the structure of the programme is designed for applicants new to teaching, we will accept applications from existing teachers who meet the subject entry requirements. We would advise any teachers interested in converting to a different sector to discuss their request with their employing authority in the first instance.

7. Can I choose where I do my school placements?

No. School placements are allocated within 90 minutes' commute of your term-time address via a national GTCS system.

Secondary students will gain experience in two schools, totalling 90 days.

Please note that we do not reimburse travel expenses for school placements within a 90-minute commute of your term-time address. However, students based on an island may need to complete the final six-week placement off island. Travel and accommodation will be supported for this.

8. Can I do a placement in the same school as my children attend?

No. This represents a conflict of interest as you are on placement as a teaching professional.

9. Will I be able to stay in my home Local Authority area for my induction year?

This is not a decision that UHI can influence.

All students enter the GTCS Teacher Induction Scheme in the same way as other PGDE graduates across Scotland or can opt to follow the Flexible Route to induction.

More information about these two processes is available from the GTCS website:

[Teacher Induction Scheme - The General Teaching Council for Scotland \(gtcs.org.uk\)](https://www.gtcs.org.uk)

Please note that applicants who have been assessed by the University as having the international fee status (please see Section 19) will not be eligible to enter the GTCS Teacher Induction Scheme.

10. How are students selected for places?

You will be asked (on the application form) to provide contacts details for a referee, who will then receive an email link. They will have 2 weeks to respond to this request for a supporting reference. Please be aware that your application may be withdrawn if this is not provided within the two-week timeframe.

Applicants are selected on the basis of the current entry requirements and a virtual selection event.

The programme will close for all applications on the 14th May 2024 but may close earlier, depending on the demand for places.

11. Which qualifications do I need?

You are required to hold passes at grade C or above in **both** Higher English (SCQF Level 6) **and** National 5 Mathematics (SCQF Level 5), or an accepted equivalent (please see below), and an undergraduate degree (preferably with honours) which meets the subject-specific requirements detailed at the following link: [Subject-specific requirements for the subjects being offered by UHI](#)

You should state the subject that you are applying for within your personal statement.

If your degree does not provide all the required entry credits for the subject you want to teach, you can:

- Add top-up credits for your teaching subject from individual modules at the appropriate SCQF level to a maximum of 30 credits. These credits must be obtained before entering the programme.
- Or ask the University to consider some credit from a Master's degree that relates directly to the teaching subject you are applying for. The University considers this on an individual basis.

The details of your qualifications (including any pending qualifications) must be clearly stated on your application form.

If you are completing these qualifications for entry in the year you apply, it is your responsibility to ensure that you will have achieved the required qualification(s) and provide evidence of this to the PGDE admissions team **10 working days prior to the start of the PGDE programme.**

Accepted UK and Republic of Ireland equivalents for English and Mathematics:

English

- Higher English (C or above)
- National Units Communication (NC) (SCQF level 6) **and** Literature 1 (SCQF level 6)
- A level English (D or above), or GCSE English Language (C/4 or above) **and** GCSE English Literature (C/4 or above), or O Level English Language (C or above) **and** O Level English Literature (C or above)
- Irish Leaving Certificate, English, Higher Level, Grade B3 (H3 from 2017) or above
- Pass in Online Access Course in English at SCQF Level 6, University of Aberdeen (D3 or above)

Please note that IELTS is not acceptable instead of the above qualifications.

Mathematics

- National 5 Mathematics (C or above)
- National 5 Lifeskills Mathematics or National 5 Applications of Mathematics (C or above)
- Intermediate level 2 Mathematics (C or above)
- Standard Grade Mathematics (Grade 1 or 2)
- SCE Ordinary Grade Mathematics (C or above)
- GCSE Mathematics (C/4 or above), or O Level Mathematics (C or above)
- Irish Leaving Certificate, Mathematics, Ordinary Level, Grade C/C3 (O4 from 2017) or above
- Pass in Online Access Course in Mathematics at SCQF Level 5 or 6, University of Aberdeen (D3 or above)

12. Can I study for qualification in more than one Secondary subject?

Not on the part-time programme. If you meet the subject entry requirements for more than one subject you could consider adding an additional subject to your registration once fully registered. More information is available at [Registration in an additional subject/sector - The General Teaching Council for Scotland \(gtcs.org.uk\)](#)

We do offer the option of dual qualification on our full-time (English and Gaelic Medium) programmes.

13. I have a professional qualification at a degree level. Is this acceptable instead of a degree?

No. Applicants must have an undergraduate degree validated by a higher education institution.

14. What if I have non-UK qualifications?

If you hold non-UK qualifications, you must email us scanned copies of your original English, Mathematics and degree certificates (including a full academic transcript of your degree), along with their certified translation into English (if appropriate), as soon as you have submitted your application. We will carry out an equivalency check to find out whether your qualifications are sufficient to meet the entry requirements. Please note that the equivalency check will only be carried out after a programme application has been submitted. If you would like to find out how your qualifications compare against the UK ones prior to making an application, you may wish to contact [Ecttis](#), the designated national agency for the recognition and comparison of international qualifications. (Please note that this service may incur a fee.)

It is possible to study for the required English and Mathematics qualifications at UHI partner campuses and/or other institutions. Please enquire with the PGDE Admissions team.

15. When will I be asked for evidence of my qualifications?

You will be asked to provide scanned copies of your qualifications as part of the selection process. We will ask for your English, Mathematics and degree certificates, and the full academic transcript of your degree which contains details of the module titles, levels, and credits.

If you were not issued with an academic transcript on graduation, you will need to request this from your university. Please note that, depending on the university, this may take a few weeks and, therefore, we advise that you enquire about a transcript well in advance.

16. What experience of work with children and young people should I have?

We recommend that all applicants to the programme organise work experience in a secondary school, to gain an understanding of how their skills can be transferred to the classroom.

During the online selection event, you will be expected to demonstrate an ability to reflect on your own skills and experience in relation to becoming a teacher and an understanding of the role of a Scottish secondary teacher.

17. Protecting Vulnerable Groups (PVG) Scheme registration

All successful applicants are required to undergo a PVG check through Disclosure Scotland. Any offer of a place on the programme is subject to holding successful PVG clearance at the time of enrolment.

Applicants who have lived outside the UK for a period of six or more consecutive months in the past five years will be required to provide a criminal record check from all relevant countries. This requirement is in addition to the PVG Scheme application.

Please note that all costs associated with obtaining PVG clearance and any criminal records checks must be met by the applicants.

18. What if I have a particular support need or underlying health condition?

All UHI PGDE students can access the full range of Student Support Services once they have enrolled. If a Personal Learning Support Plan is generated for you, the Programme Leader will work with the relevant members of the programme team to take forward what is recommended. You will be allocated a Personal

Academic Tutor who is your first point of contact for anything which is having an impact on your ability to engage in programme study as expected.

In considering your application to study with us, you should carefully note that the partnership approach embedded in PGDE as both University and school-based (See Questions 7 – 10 and 16) means that we cannot negotiate or guarantee in advance what adjustments will be possible before you are an enrolled student with the University.

19. What about funding?

When considering your application, we will assess your fee status, i.e. the level of tuition fees you will be required to pay if successful in gaining a place on the course. This will be based on the information provided in your application. In some cases, we will ask you to provide additional information and complete a fee assessment form. Your fee status will be indicated in your formal offer letter.

Financial support for tuition fees is available to eligible applicants earning less than £25,000 a year via the Student Awards Agency for Scotland (SAAS). Please be aware that if you have been living outside the UK area in the three years prior to 1 August 2024 your eligibility for funding may be affected. For full eligibility criteria please visit: [Part-time funding - SAAS](#)

For further information on tuition fees and funding please go to the [UHI website](#).

20. How do I apply?

Applications must be made directly through the programme page on the UHI website.

You should state the subject that you are applying for within your personal statement. Please ensure that you request your referee's consent prior to submitting an application and explain to them that the reference must be submitted within two weeks, or your application may be withdrawn.

The programme is scheduled to close for all applications on the 14th May 2024 but may close earlier, depending on the demand for places.

Questions about applying or an existing application?

Please email PGDE Admissions Team: pgdeadmissions@uhi.ac.uk