

YOUR QUICK GUIDE TO PGCE UNI APPLICATIONS



8 OCTOBER 2024

DfE Apply opens for new applications.



DECEMBER 2024

Application deadline for PGCE Primary January cohort.



JANUARY 2025

January cohort registration day – first day of course.



LATE AUGUST 2025

Application deadline for PGCE September cohorts.



SEPTEMBER 2025

September cohort registration day – first day of course.

WHERE DO I APPLY?

All PGCE course applications are made through the government run **DfE Apply** service. Within DfE Apply, you can make a PGCE application for up to four Teacher Training courses.

You can search for available PGCE courses using DfE Find Postgraduate Teacher Training. Once you know which course you wish to apply for, all applications for university courses must go through DfE Apply. For PGCE courses, we recruit until early January for the January cohort and the end of August for the September cohort. There is no fee for using the DfE Apply application service.

WHAT DOES MY APPLICATION INVOLVE?

When you make your PGCE Application, you'll need to provide details about your qualifications, work history or experience, and your reasons for applying. Please note that to apply for PGCE courses, you will need to have already completed a Bachelor's degree by the course Registration Day.

Teacher Training applications are made up of the following main sections:

Personal statement: Your personal statement is your opportunity to introduce yourself to the university and express why you're passionate about teaching. It's a crucial part of your application, so be sure to showcase your potential and enthusiasm.

References: You need to provide the details of two people who can give a reference for you. If you are still at university or finished your degree within the last five years, one of these will have to be someone from that university. If you already work in a school, one of your references should be from your Headteacher. The other references can be from people you work for or a mentor who can comment on your character and potential as a teacher. Contact these people before you start your application, so they can keep an eye out for your request and can complete your references in a timely fashion. References will only be contacted if you accept an offer on a course.

WHAT DOES A PERSONAL STATEMENT LOOK LIKE?

The DfE Apply application requires a personal statement, which should be between 500 and 1000 words long.

It needs to be written by you, about you, and can include any skills, hobbies, interests, qualifications or experiences you think are relevant to your application. This is particularly useful if you are retraining or changing career and need to prove that you have transferable skills. It also really important that you mention any teaching experience you have gained, secured, or are looking to secure, as long as you will have completed your school experience prior to the start date of the course.


You'll find tips on what to include in your personal statement on the application form, but here are some examples of things you could write about.

- ☐ Your interest in the subject or age group.
- ☐ The demands and rewards of teaching.
- ☐ The personal qualities you have that would make you a good teacher.
- ☐ How you might contribute to a school outside of the classroom.
- ☐ Your experience working with children or young people.
- ☐ Your thoughts on welfare and education.
- ☐ The subject of your undergraduate degree.
- ☐ Modules you studied as part of your degree.
- ☐ Postgraduate degrees (for example, a Masters or PhD.)
- ☐ Your A level subjects expertise you've gained at work.

TIPS AND TRICKS:

- ☐ Read some examples online.
- ☐ Keep it positive and enthusiastic.
- ☐ Proofread it yourself and ask others to check it for you.
- ☐ Use a professional looking email address.
- ☐ Use a strong opening and closing sentence.
- ☐ Avoid jokes, quotes and humour.
- ☐ Explain why you think a teaching career is for you.
- ☐ Talk about the qualities you possess that you believe will make you a good teacher.
- ☐ Mention any experience you have had in a teaching role and what you have learned.
- ☐ Try to link your points to the current programme of study for the course you want to apply to.

WANT TO FIND OUT MORE?

 cumbria.ac.uk/teacher-training

 enquirycentre@cumbria.ac.uk  0808 178 7373