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# How-to guide

Listing postgraduate teacher training courses in the collection tool

## Information for training providers

From the 2022-23 cycle onwards all courses data will be managed via the collection tool (not via Weblink).

If you're a UCAS Teacher Training provider wishing to list your courses in UCAS Undergraduate, this guide will walk you through exactly what you need to do.

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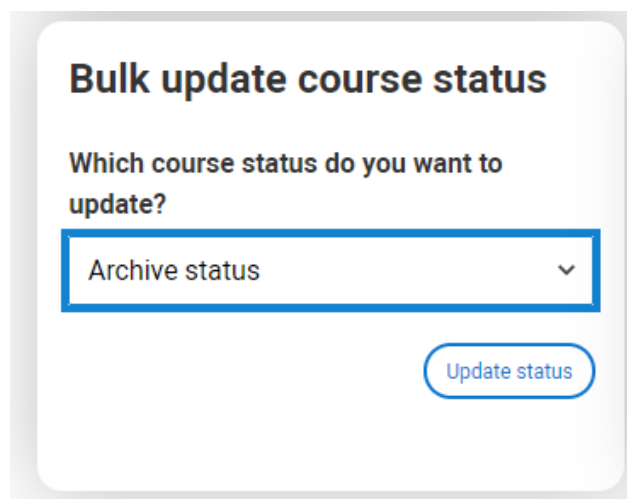
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## Archive your existing Teacher Training courses

It's not possible to transfer your existing courses across to UCAS Undergraduate, so firstly you'll need to archive your existing course listings and then list those you're recruiting in 2022-23 cycle within UCAS Undergraduate.

### How to archive Teacher Training courses

1. From your dashboard, go to Course Management
2. On the Course Management homepage, locate the Bulk Management tile (bottom left) and change the drop-down to "Archive status". The select "Update courses":



**Bulk update course status**

Which course status do you want to update?

Archive status

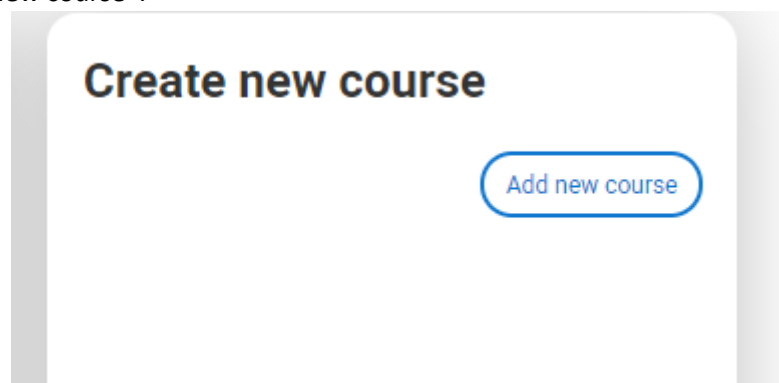
Update status

3. On the next screen select "Archive course options" and then "Next"
4. On the next screen select your teacher Training courses. Use the filters at the top of the page to locate these courses if preferable. Once the courses have been selected click "Review"
5. On the next screen, confirm your selection. These courses will now be archived and removed from the UCAS Search tool

## List your courses in UCAS Undergraduate

**TIP: To speed up the process of adding your courses, have the archived version of your course open in a separate window to enable you to copy and paste information across.**

1. From your dashboard, go to Course Management
2. On the Course Management homepage, locate the Create New Course tile (top right) and select "Add new course":



Select "Undergraduate" and "Next". Then select "UCAS Undergraduate" and "Next".

For a detailed step-by-step guide on adding courses in the collection tool, head to our [collection tool support page](#) where you'll find our 'Welcome to the collection tool' e-module and our collection tool support guide.

## Key fields to be aware of

The fields listed below are in the order they will appear when adding a course in the collection tool. For information on fields not included in the list below please see the main [collection tool help guide](#) on our help page.

1. **Short title:** If your course title is longer than 80 characters in length, our application will display the short title to learners adding courses to their application. Your main course title will always be displayed on Search, regardless of the number of characters.
2. **Taught in Welsh:** Allows you to indicate to learners if Welsh teaching is available on the course.
3. **Contacts and Departments:** Course contacts are optional and will be displayed to learners in Search. A department is mandatory. You can set up both course contacts and departments by going to your dashboard and selecting 'Provider Management'.
4. **Search subjects:** When learners search for courses on our website, Search returns results based on the course title, location and the search subjects added to the course. We believe all the search subjects you require are already available in the collection tool, but please contact [coursesdata@ucas.ac.uk](mailto:coursesdata@ucas.ac.uk) if you want additional search subjects added.

A search dropdown menu with a blue border. At the top, a blue button labeled 'Done' is circled. Below it, a search bar contains the text 'english'. A list of suggestions is shown below the search bar:

- English
- English (primary teaching)
- English (secondary teaching)

**Most subjects have a 'primary teaching' and 'secondary teaching' variant**

- HECoS codes:** Codes related to teaching are already available in the collection tool.
- Qualified Teacher Status (QTS):** allows you to indicate if QTS is awarded upon completion of the course. Options which can be selected: Primary; Middle; Secondary; Course does not award QTS.
- Outcome qualification:** Select 'add outcome qualification' and add 'PGCE' in the following way:

A form titled 'Add outcome qualification' with the following fields:

- Outcome qualification \***: A dropdown menu showing 'Postgraduate Certificate in Education - PGCE'.
- Qualification level**: RQF Level 7
- Business rules \*** with a help icon: A dropdown menu showing 'Standard rules'.
- Equal consideration deadline**: 15 January

At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (light blue).

- Business rules:** As shown in the above screenshot, make sure "Standard rules" are selected. This will apply the 15 January equal consideration deadline to your courses and allow learners to add up to 5 teacher training courses to their application.
- Provider course URL and Provider apply URL:** In the 'provider course URL' you can include a link to the course information on your own website. Please leave the 'provider apply URL' field empty. This will automatically direct to UCAS Apply.

## Correct data standards you must follow

A complete list of our undergraduate data standards are available on the [collection tool support page](#).

Below are the key points which relate directly to listing Teacher Training courses:

1. **Course title:** In addition to the course title it is permitted to include the following information in the 'course title' field, always in parenthesis:
  - **The outcome qualification, if it is written as "PGCE"**
  - **The age range i.e. "Primary" or "Secondary"**

A course Teacher Training course title listed in UCAS Undergraduate title would therefore look like this:

**Chemistry (Secondary PGCE)**

2. **Entry requirements (GCSE):** GCSEs are selectable in the Standard Entry Requirements:

Standard qualification requirements * ?		
UCAS Tariff	80 - 112 points	Offers are tariff b...
GCSE/National 4/National 5	GCSE Maths at grad	

[Edit standard qualification requirements](#)

To access the 'Standard qualification requirements' section you must first add a course option to the course.

### **IMPORTANT**

*In Weblink, it was possible to state whether a learner already needed to have their GCSEs upon submitting the application, or whether they would need to have received them by the time of the course start date.*

*Please be aware that UCAS Undergraduate does not work this way. Whilst you can state the subjects and grades a learner will require to be considered for the course, there is nothing in place to prevent a learner from submitting an application (regardless of whether their GCSEs are achieved, pending or meet the required grades).*

3. **Entry requirements (degree):** If a degree-level qualification is required in order to apply, this can be entered in the free-type "Further information" field, which sits within the "Standard Entry Requirements" section:

**In the course option, select "Edit":**

**Course options**

Copy existing option   Add course option

Bulk actions: Archive status   Go

Edit   Create copy

Select “Edit standard qualification requirements”:

Save   Cancel

Study mode\* ?  
Full-time

Standard qualification requirements\* ?

UCAS Tariff	80 - 112 points	Offers are tariff b...
GCSE/National 4/National 5	GCSE Maths at grad	

Start date\* ?

Edit standard qualification requirements

Scroll down to the “Further information” field:

**Further information**

Provider entry requirements url

Further information

Maximum 4,000 characters.

### 3 Key differences between the UCAS Teacher Training and UCAS Undergraduate applications

1. In UCAS Undergraduate you have ‘Application status’ and ‘Publication status’. When you add a new course option, its default application status will be Closed, and its default publication status will be unpublished. Therefore, you will need to Open and Publish your course options (individually or in bulk).

**Application status:** Marking this as 'open' will make your course available for application in Apply (it will take about two hours for it to become available for learners to select). Once opened, a course option cannot then be closed until the 15 January ECD has passed.

**Publication status:** Marking this as 'published' will make the course information be displayed in the UCAS Search tool.

2. **Modular and non-modular courses:** In UCAS Undergraduate, there is no flag to indicate whether a course is available in modular or non-modular pathways. If both are available, please indicate this in the 'course summary' or the 'modules' field. You will then need to confirm with learners, upon receipt of their application, which one they are applying for.
3. **References:** In UCAS Undergraduate, the learner may only attach one reference to their application form.



## Further support

Please contact the Data Collection Team if you require any further support:

- [coursesdata@ucas.ac.uk](mailto:coursesdata@ucas.ac.uk)
- 01242 544 864

We also have PDF guides and an e-module available on our [collection tool support page](#).