

FAQ – Teacher Education Courses at The Bedford College Group

Professionalism – this must be at the heart of everything you do. Treat your placement like a job, keep your attendance high and email in to your tutor and mentor if you are not going to be in. Wear your staff badge with pride and behave in a manner appropriate to a member of staff. When you are outside college, consider how and where learners may see you, whether it is on social media or physically in town or elsewhere. Consider, can they see your holiday snaps on Facebook, and should they? Should you attend student nights or continue personal relationships with friends or family in class without alerting someone?

Placements – We do accept people on both our part-time and full-time courses that come to us with their own placement or teaching job. However, if as part of your application, you are also looking for a teaching placement within the Bedford College Group we can provide you with this. We only provide one placement (your first one) and should the placement end for no fault of the Teacher Education Department we may not be in a position to support you to find another and you may be required to find your own placement to complete the course. We can provide you with a 'Finding your own placement pack' to support you with this.

The importance of maths and English – If you have been accepted onto a full teacher training programme, but have not been able to provide Level 2/GCSE 'A-C/9-4' English and Maths certificates, it is likely we will ask you to complete a course to 'brush up' your skills. Maths and English will be expected to be embedded into every session you teach, therefore a good practice of both is essential.

Accepting your place – if you are offered a place it must be formally accepted. Your acceptance must be completed on your portal. If you have any issues please contact Jo Lewis jlewis@bedford.ac.uk

AET/PTTLS – The Level 3 Award in Education or Training (otherwise known as PTTLS) can be completed prior to the Teacher Ed course starting as a condition of entry if you are wanting the Pre-Service route. This will prepare you for your first experiences in the classroom as your placement starts at the same time as the Teacher Ed course. You can enquire about the course in main reception and it costs £495.

Payment of fees – student loans should be applied for directly via www.gov.uk/student-finance. Please ensure your application names Bedford College or Tresham College (depending where you are studying) and not any other institution as your learning provider. Should you have any questions relating to finance the college has support via the main reception at your campus.

Enrolment – You will be given a date and time to enrol towards the end of August or start of September. On enrolment you will be expected to provide evidence that you have, or have applied for finance. You will also need proof of identity.

QTLS – Qualified Teacher Learning and Skills is an optional 6 month qualification you may take once you have completed your Teacher Ed course. It has equivalency with QTS (Qualified Teacher Status) this allows you to teach in the secondary education sector but does not entitle you to a NQT year. This qualification is through a third party, the Education and Training Foundation, and costs approximately £500.

Study days – Your course may have Saturday attendance in the form of Study Days. You will be informed about these and they are vital elements of your development and as such attendance is mandatory.

Working alongside the course – It is not recommended you continue to work alongside the qualification as the course is very demanding. Should you need to work please ensure you have spoken to the Course Manager in advance. You will be expected to be in placement for two days of the week, with a further day per week in the Teacher Ed classroom. Due to the nature of timetabling in the sector, your mentor may not be able to confirm your placement dates until late August.

Attendance – attendance requirements are 95% or above. If you are sick on a day when you would be attending the course you would need to contact the Course Manager, if it is a day you are due to teach you need to contact your mentor ASAP with a fully prepared lesson plan and resources.

Your mentor – practice varies between mentor and departments, but whether you meet with your mentor formally or informally you do need to ensure that you meet regularly to keep them up to date with work submission and lesson observations.

Academic writing – as all candidates will be working at a level equivalent to a degree you will be expected to read around subjects. Your work will be expected to be well presented, submitted to deadline and Harvard referenced.

Qualifications – we are required to take copies of your transcripts and certificates at enrolment.

Tutorials – we pride ourselves on supporting our learners and you will be offered two tutorials per year with your tutor. Additional support will of course be given on an ad-hoc basis.

Lesson Observations – this is one of the most important elements of the course. You will have observations from your mentor, tutor and peers all are designed to support you to develop into the best teacher you can be.

Learning Needs – please make us aware of any learning needs as soon as possible. Bedford College is an inclusive environment and this information will help us to support you on the course.

DBS – Disclosing and Barring Service. As the course may bring you into contact with vulnerable members of society, all candidates will take, and must pass, this vital check. This process will be co-ordinated alongside the applications and we reserve the right to suspend or terminate your placement if you do not complete the process within the first half term. Any concerns about your record will be referred to their Fitness to Practice panel. To find out more visit:

www.gov.uk/government/organisations/disclosure-and-barring-service