



National College for
Teaching & Leadership

Educational Psychology Funded Training (EPFT) Scheme

Applicant Handbook – 2014 entry

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1 Introduction

The 2014 Educational Psychology Funded Training (EPFT) scheme provides government funding in partnership with employers for 120 trainee educational psychologists. It is a five-year commitment, made up of a three-year doctorate degree course followed by the newly qualified educational psychologists finding employment in England, for two years.

The National College for Teaching and Leadership (NCTL) is responsible for the EPFT scheme and hosting the online application process. The participating universities in partnership with employers are responsible for short listing, interviews and selection of the successful applicants. Employers also offer practice placements in years two and three.

This handbook provides a guide to the EPFT scheme application process, completion of the online application form and key dates that applicants should be aware of for entry in 2014. ***Please note self-funding applicants should apply directly to their chosen university.***

What you need to know before you start

The EPFT application process, for places starting in September 2014, **opens at midday on 1 October 2013.**

It is free to apply and the **closing date for applications is 5pm (UK time) on 13 December 2013.** However, completed **references must be submitted by 5pm on 6 December 2013.** We will not accept late applications. **Successful applicants will be notified by 5pm on the 4 April**

Top tips for making a successful application

- Read this handbook and the accompanying EPFT Scheme Referee guidance notes carefully before you start.
- Leave yourself plenty of time to complete your application.
- Ensure you meet all the entry requirements listed in section **3 Guide for Applicants.**
- Read the guidance on the websites of those universities you are interested in applying to, for any preferences on the type and length of work experience plus the details of university course open days.

- Choose your two referees (an academic and a work experience) carefully and let them know in advance.
- If you are a non-UK resident or a UK resident working / travelling abroad please read section **3 Guide for applicants** carefully.
- If you gained your qualifications overseas or are unsure if they meet the entry criteria please contact the British Psychological Society (BPS) for advice: www.bps.org.uk
- Submit only one EPFT application online with a maximum selection of three participating universities.

When completing the online application remember:

- To click '**Save**' regularly (at least every 15-20 minutes).
- Temporary passwords are valid for up to two hours only, for security reasons.
- If you have started or submitted an application in the past your user ID will remain the same, however, you will need to reset your password by clicking the '**Reset password**' function on the login page.
- Questions marked with an * are mandatory
- For longer text questions we recommend that you type your answer in Microsoft Word and then paste this into the relevant field. Please note this will only paste the text and not the formatting e.g. text will not appear as bold or italic, etc.
- Some questions have character limits. These limits always include spaces and other formatting marks such as paragraph marks. Please note that the following are common issues to watch out for:
 - The character count in Microsoft Word will not be counted in the same way as the characters in the application system. Please go by the character count on the application system.
 - When pasting text, you should paste the text only and not the formatting to provide an accurate character count. Any characters which exceed the character limit stated will **not** be saved. By continuing to click '**Save**' regularly this will update your character count.
- It is your responsibility to ensure your references are completed by the 6 December deadline. Applications cannot be submitted without two completed references.

- If your referees are unable to complete your reference online please let us know as early as possible at: EDPSYCHS.NCTL@education.gsi.gov.uk and we will make alternative arrangements with your referee.
- To check your application before submitting it. **Once you have submitted your application you cannot make changes.**

2 Number of training places available

There are 120 EPFT scheme places available starting in September 2014. A breakdown of the total number of places per university can be found in table 1 below.

Table 1: Participating universities

University	Number of places
Bristol University	10
Exeter University	10
Newcastle University	10
Sheffield University	10
University of Birmingham	10
University of Manchester	10
University of Nottingham	10
Institute of Education	10
Tavistock & Portman NHS Trust	10
University College London	10
University of East London	10
University of Southampton	10

3 Guide for Applicants

Entry requirements

In order to be eligible to apply for an EPFT scheme place, you must:

- Have a psychology degree (preferably 2.1 or above) **or** a conversion course **or** a Masters degree, **AND** be eligible for the British Psychological Society (BPS) Graduate Basis for Chartered Membership (GBC). You must **have completed the qualification** that grants you eligibility for GBC before the 13 December 2013 application deadline. If the qualification that grants you eligibility for GBC is not from the UK or Ireland you will also be required to enter your BPS membership number at application stage.
- Be able to demonstrate that you have gained a minimum of one year's full-time (37 hours a week or the equivalent if part-time) experience of working with children and young people within an educational, health, social care, youth justice, childcare or community setting by the 13 December 2013 application deadline. This can be made up of all paid employment (or the equivalent if part-time) or at least nine months full-time paid employment (or the equivalent if part-time) and the equivalent of three months sustained relevant voluntary experience. Any additional paid/ voluntary experience over the one year minimum requirement should also be included.
- Be eligible to work in England for the duration of the course and for at least two years after completing the course. If you are uncertain of your status, please contact the Home Office: UK Border Agency for advice.
www.ind.homeoffice.gov.uk
- Be ordinarily resident in the UK. All Non-UK applicants must be living the UK at the time of application and be able to provide proof of residency. Applicants who intend to come to the UK to train **do not** meet the criteria of 'ordinarily resident in the UK'.

Graduate Basis for Chartered Membership (GBC)

To be eligible for GBC, applicants must either have:

- Undertaken a qualification in psychology (usually a Bachelor (Honours) degree) which has been approved by the British Psychological Society conferring eligibility for GBC, **or**
- Undertaken an appropriate British Psychological Society-approved conversion course, **or**
- Passed the British Psychological Society Qualifying Examination.

Please note that Graduate membership of the British Psychological Society (BPS) is not the same as the GBC. UK students do not need to be a member of the BPS to apply for the EPFT scheme. However, if your degree was obtained overseas you will be required to enter your BPS number at the application stage and provide evidence that your degree makes you eligible for GBC membership with the BPS. One way to do this is to apply for Graduate membership of the BPS. Membership alone does not allow entry to BPS-accredited postgraduate training courses or subsequent entry to the 'Register of Chartered Psychologists'. Further details can be found on the BPS website:

www.bps.org.uk

If you undertook your psychology degree at a university in the UK or the Republic of Ireland and you are unsure whether you are eligible for GBC, please contact the BPS. Alternatively a full list of the accredited undergraduate courses can be found on the BPS website: www.bps.org.uk.

Overseas Qualifications

If you undertook some or all of your qualifications abroad the BPS will be able to advise you if they are eligible for GBC. They can be contacted at www.bps.org.uk.

Proof of Graduate Basis for Chartered Membership (GBC)

If you are short-listed you will be required to bring written confirmation of your GBC to your interview. A letter confirming your eligibility from the Course Director of the relevant degree or from the BPS is acceptable evidence. Therefore applicants must be able to guarantee at the time of application that they will be able to bring proof of eligibility for GBC with the BPS to interview.

Applicants with a 2:2

If you have a 2:2 Psychology degree, you can still apply but will be expected to evidence further academic study and a breadth of workforce experience.

If English is not your first language

A good command of written and spoken English is essential. Applicants whose first language is not English must be able to provide recent evidence in their application form that their spoken and written command of English is of the required standard. The only acceptable English qualification for the course is the International English Language Testing System (IELTS), Academic. An overall grade of at least 7.0, with a minimum of 7.0 in each of the sub tests, is required.

The application form and references must be completed in English.

Relevant work experience

Universities are looking to see a minimum of one year's full-time (37 hours a week or the equivalent if part time) experience of working with children and young people within an educational, health, social care, youth justice, childcare or community setting by the 13 December 2013 application deadline. This can be made up of all paid employment (or the equivalent if part-time) or at least nine months full-time paid employment (or the equivalent if part-time) and the equivalent of three months sustained relevant voluntary experience. Any additional paid/ voluntary experience over the one year minimum requirement should also be included (please see page 31 for details).

Please note that university course requirements may vary slightly, therefore, we advise that you read the guidance on the website of the institutions you are interested in applying to, before completing your application.

Universities are looking for knowledge and understanding of:

- The UK education system
- Application of psychological theories

Overseas experience

Relevant work experience from overseas will be considered as part of your application.

UK residency

The EPFT scheme is open to applicants who are ordinarily resident in the UK at the time of application. Please note that the EPFT scheme is a five-year commitment and successful applicants will be expected to find employment in England on graduation for two years. Failure to do so may result in having to repay some or all of the funding associated with the training place.

Non UK residents

The EPFT scheme is open to applicants who ordinarily reside in the UK at the time of application and can commit to employment for at least two years as an educational psychologist, in England, on successful completion of the training programme. Failure to do so may result in having to repay some or all of the funding associated with the training place. If you are unsure please contact the Home Office: UK Border Agency www.ind.homeoffice.gov.uk

UK Applicants who are overseas, or unable to attend interview

If you are a UK resident temporarily travelling or working abroad you can apply for an EPFT funded place as long as you are able to attend for interview in person if invited.

Deferred entry

The high demand for EPFT places means that it is not possible to offer deferred entry.

Conditional offers

The high demand for EPFT places means that it is not possible to make any conditional offers. You must **have completed the qualification** that grants you eligibility for GBC before the 13 December 2013 application deadline.

Part-time and fast track routes

At present educational psychology training and EPFT funding is only available as a full time three year course.

Criminal convictions

All courses involve work with children, so successful applicants will be subject to a Disclosure and Barring Service (DBS) criminal record check organised by the university. More information on the DBS check can be found at:

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

Applicants with disabilities

If you have a disability, it is suggested that you contact the university before you apply to ascertain how they can best meet your needs. This should be done at the earliest opportunity in order to allow universities sufficient time to make any necessary arrangements.

Cancellation of applications

Should you wish to cancel your application before you have accepted any offers then you can do so via the online system. If you choose to do so then you will not be able to submit a second application in the same year. The NCTL will hold your information until the close of the application process.

Deferral of employment at the end of the training

Acceptance of an EPFT scheme place is a five-year commitment in total. On accepting an offer you will be under obligation to complete the course and seek employment as an educational psychologist, in England, for at least two years after qualifying. Waiving of this obligation is only possible under exceptional circumstances. This does not include extended travel or gap years.

Long-term absence from the course (over three months, including sickness and maternity leave)

Should a long-term absence requiring a trainee to fall behind an academic year become necessary, trainees should be aware that the NCTL cannot guarantee that the course will still be running at the establishment when they return from the absence.

4 Funding

Under the EPFT scheme, funding allocated to successful candidates will cover tuition fees (to a maximum of £29,000) for all three years of the course and a bursary for the first year.

First year bursary

The tax free bursary for first year trainees is paid directly to the trainee by the university and is as follows:

- £14,400 per annum for non-London trainees
- £14,900 per annum for London trainees

Second and third year bursary / salary arrangements

Arrangements for the second and third years of training vary. The majority of employers offer work placements where the trainee is paid a bursary, while a small number of organisations offer employed posts where the trainee is paid a salary. For more information, please see participating university websites.

We are currently rolling out a single interview process which is simplifying the allocation of practice placements in years two and three.

Self-funded training places

Individual universities determine whether there will be self-funded training places available and if so, how many. If you are interested in a self-funded place, please contact the relevant university directly. Applications for self-funded places are made directly to the university offering the places.

The NCTL does not cover any of the costs for self-funded trainees. Applicants are able to apply for both types of places but are expected to inform the NCTL if there is any change to the status of their EPFT scheme application.

Alternative sources of funding

The NCTL's EPFT scheme is currently the only funded Educational Psychology training scheme in England.

EPFT Scheme contract

Successful applicants will be required to sign an NCTL Educational Psychology Funded Training (EPFT) scheme contract prior to starting. Failure to do so will result in applicants being unable to start the course on an EPFT scheme place. Copies of the 2012 EPFT contract can be found on the [NCTL website](#).

5 The application process

Application timetable

Online application system live	1 October 2013 (midday)
Deadline for references to be submitted	6 December 2013 (5pm)
Application deadline	13 December 2013 (5pm)
Shortlisting and interviews	Complete by 3 April 2014
Offers for places made	4 April 2014 (by 5pm)
Deadline for accepting offers	11 April 2014 (5pm)

All interviews will be held by 3 April 2014 at the latest. For information on exact shortlisting and interviewing dates, please contact the universities you are applying to directly as the dates do vary between universities.

How to apply

The application process for the EPFT scheme takes place online. A direct link can be found here: <https://www.education.gov.uk/ep-application/Pages/Welcome.aspx>

A step-by-step guide to the system can be found in section **6 Online Application Process: A step-by-step guide** (page 18).

All applicants are advised to keep a record of their applications. A pdf file of the application can be downloaded by the applicant once the application has been successfully submitted.

Please note: ***A delay of up to five minutes may take place before you are able to download the pdf file following submission of the application.***

References

All applicants need to ensure that they submit **two** references: an academic and a relevant work experience reference. More details can be found below.

An academic reference:

This should be completed by a person who is familiar with your academic record. A paragraph confirming your academic qualifications is acceptable as an academic reference, however, an academic referee should be someone who holds, or held a position as a lecturer / course leader / tutor in a higher education establishment where the applicant has undertaken a degree or postgraduate programme. If you completed your degree some years ago and the university is unable to provide an academic reference, you could use a referee from a recent training course. Alternatively, you could ask your current employer, **or** a colleague who is a member of the senior management team, to provide a reference giving details of your professional development or other learning that you have undertaken. **Please note: only one academic reference will be accepted.**

A relevant experience reference:

This must be completed by your current employer or equivalent. A relevant experience referee needs to be someone who knows you professionally.

Please see the Appendix section for a copy of the reference form. There is also a separate Referees guidance document which can be downloaded from the [NCTL website](#).

Choosing referees

Please choose your referees carefully. You should check that they are willing to write a reference for you and that they are able to do so by the reference deadline of the 6 December 2013. Do not nominate referees who are in a position to only provide a character reference (e.g. family friends, local GP or clergy etc.) as this will not provide appropriate support for your application.

It is **your** responsibility to ensure that your references are submitted by the 6 December 2013 reference deadline. An EPFT application cannot be submitted without completed references. Applicants are advised to enter the details of their referees into the online application system as soon as possible. Once the details are entered on-line, log-in details are sent to the referees to enable them to log into the online system and provide a reference for you. You will be notified via the online system when your references have been submitted. If you do not receive these notifications it is **your** responsibility to

contact your referees directly to ensure they submit references on your behalf. **The NCTL will not follow up reference requests on your behalf.**

Submitting a third reference

This is **only** necessary if you have held your current post for a short period of time (less than three months). The previous employer must be qualified to comment on any work experience you have gained which is relevant to educational psychology.

Referees unable to complete references online

Where possible, referees should complete an online reference. If this is not possible, the NCTL will make alternative arrangements with them to submit their information via email, fax, or post. The NCTL will be able to upload this information directly onto the application system. Referees are asked to contact us about this at:

EDPSYCHS.NCTL@education.gsi.gov.uk as soon as possible.

Please note NCTL support is available Monday to Friday, 9am to 5pm. We aim to respond within two working days.

Data protection and references

The NCTL operates in compliance with data protection legislation. The Data Protection Act 1998 gives you a right to access the data we hold about you. However, the Act also gives us a duty of confidentiality to third parties, which includes referees. We are not able to disclose references without the permission of the referee. The NCTL will not process requests to view references until the application deadline has passed. If you would like to view your reference before this time please contact your referee directly.

Procedure for processing applications

Your completed application can be accessed by your chosen universities as soon as you have submitted it. However, universities are unable to see which other institutions you have selected.

Short listing and interviews

Short listing and interviews will take place after the 16 December 2013 and **be completed by the 3 April 2014**. If you are shortlisted you will be called for interview by the individual university(s).

If you are unsuccessful in your application, each university will update the status of your application on the online system to also let you know their decision.

Offers under the EPFT scheme

The participating universities will make all offers for EPFT scheme places **by 5pm on the 4 April 2014**. Your status on the online application system will be updated to show that you have been made an offer and you will also receive a notification email / letter from the university.

Applicants are only able to accept one EPFT scheme place, all others must be rejected. To do this you must respond to each offer through the online system. Please note you are **not** required to explain the reason for your choices. Participating universities will not automatically be made aware that applicants have accepted an offer elsewhere and, therefore, rejected their offer.

You will have until 5pm 11 April 2014 to accept or decline any offers of an EPFT scheme place. For details on how to do so please see page 38.

If you do not respond to any offers by the 11 April 2014 deadline, you will be considered as having withdrawn from the application process. The place will be offered to another applicant. Once you have accepted an offer of an EPFT scheme place, this decision is final and cannot be changed.

Applicants should note:

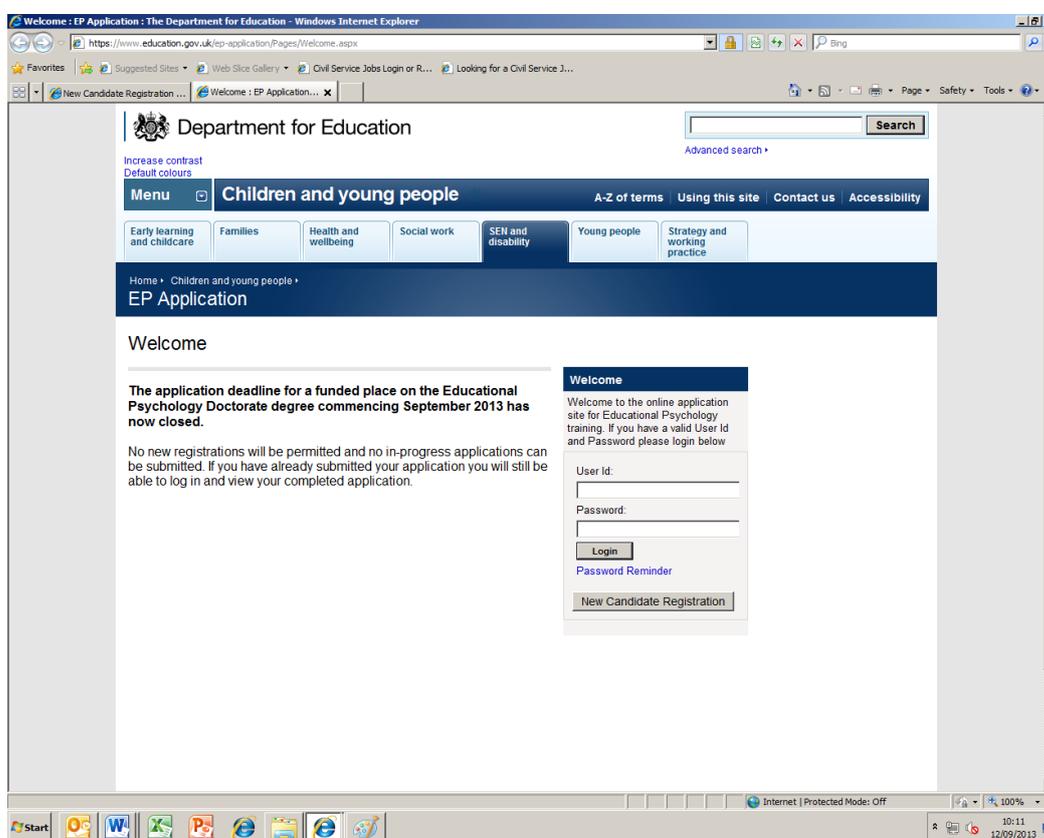
- The NCTL **will not** accept any requests to alter university choices after the closing date.
- Successful submission of an application online **does not** constitute confirmation of eligibility for entry.
- Once an EPFT application is submitted, no further changes can be made. A submitted application can be cancelled, however, applicants who choose to cancel their applications will not be able to reapply within the same year.

6 The online Application Process: a step-by-step guide

The following information is a step-by-step guide explaining how to complete the online EPFT scheme application form. Please read through this information carefully before attempting to complete your application and refer back to it if you encounter any problems.

The Welcome Page

Before you start, please add EDPSYCHS.NCTL@education.gsi.gov.uk to your contacts list and ask your referees to do the same. This should prevent the notification emails containing login details from being sent to your junk mail folders.

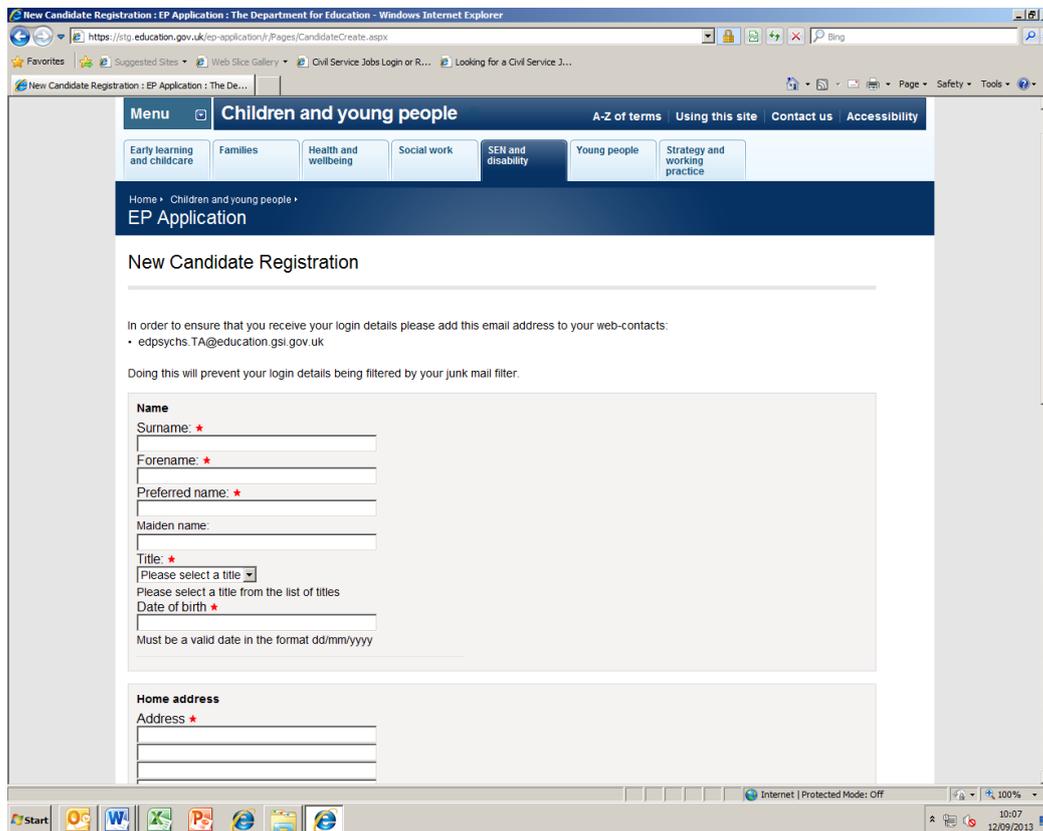


Applicants who are using the system for the first time should click on the '**New Candidate Registration**' button to begin the application process.

Previous users please see page 22.

New Candidate Registration

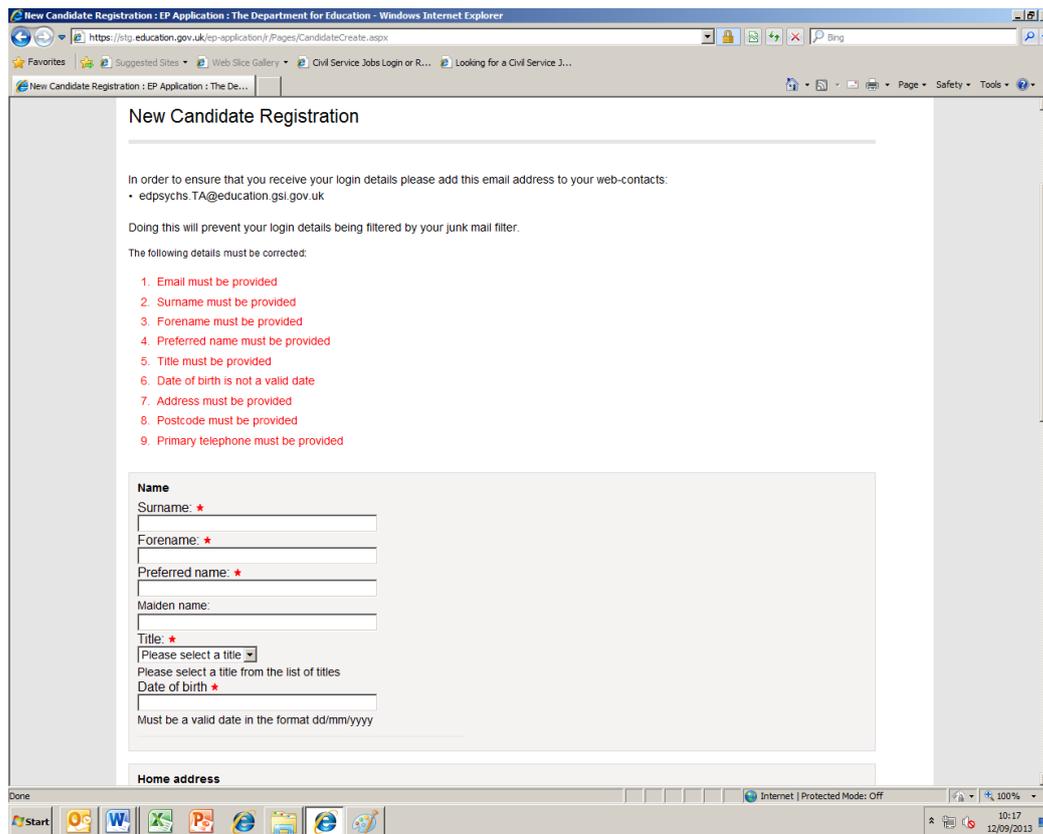
You will arrive at this page when you click '**New Candidate Registration**'. All fields marked with * are mandatory. Failure to complete these sections will result in you being unable to register.



The screenshot shows a web browser window displaying the 'New Candidate Registration' page. The browser's address bar shows the URL: <https://stp.education.gov.uk/ep-application/r/Pages/CandidateCreate.aspx>. The page has a navigation menu with 'Children and young people' selected. Below the menu, there are links for 'A-Z of terms', 'Using this site', 'Contact us', and 'Accessibility'. The main content area is titled 'EP Application' and 'New Candidate Registration'. It includes a note about adding an email address to web-contacts: 'In order to ensure that you receive your login details please add this email address to your web-contacts: • edpsychs.TA@education.gsi.gov.uk'. Below this, there is a form with the following fields: 'Name' (Surname*, Forename*, Preferred name*, Maiden name, Title*), 'Date of birth*' (with a note: 'Must be a valid date in the format dd/mm/yyyy'), and 'Home address' (Address*). The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 10:07 12/09/2013.

Once you have entered the required details and opted to '**Register**' your details, a unique User ID and temporary password will be generated and sent to the e-mail address you have provided. These details can then be used to log on and begin your application. Please check your junk mail folders if you do not receive your log in credentials.

If you receive an **Error message!** After selecting **'Register'** then it will be displayed like this:



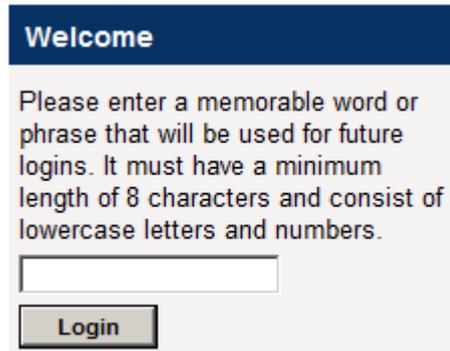
Missing data will prompt an error message stating that the missing information must be provided. Please enter the required information into the appropriate field.

You may also see an error message if the information you have entered has not been input correctly. Please check that the format you have input the information is valid. For example, the required format for entering your date of birth is DD/MM/YYYY.

Once you have successfully registered, you will be sent an email containing a unique user ID and temporary password. Your email software may treat our emails as junk or spam, so if you do not receive the email please check your Junk Email folder. Please note for security reasons temporary passwords are only valid for up to two hours.

Memorable passphrase

The first time you attempt to login with your User ID and temporary password you will be asked to enter a memorable passphrase. Your memorable word or phrase must have a minimum of eight characters and consist of lowercase letters and numbers. The next time you login you will be asked to enter three digits from your memorable word or phrase.



The screenshot shows a login interface with a dark blue header containing the word "Welcome" in white. Below the header, there is a light gray box containing the following text: "Please enter a memorable word or phrase that will be used for future logins. It must have a minimum length of 8 characters and consist of lowercase letters and numbers." Below this text is a white text input field. At the bottom of the gray box is a gray button with the word "Login" in white text.

If you forget your memorable passphrase, please email EDPSYCHS.NCTL@education.gsi.gov.uk, providing your full name, email address and User ID, and we will reset this for you. Once this is reset you will be prompted to enter another memorable word or phrase the next time you login. Please note NCTL support is available Monday to Friday, 9am to 5pm. We aim to respond within two working days.

Once you have successfully logged onto the system you will be prompted to enter your temporary password, again, and enter and confirm a new password. Your new password should include the following characters:

- at least one lower case letter
- at least one upper case letter
- at least one number
- at least one of the following characters :!@#\$\$%^&*+==(){}/

Previous users

If you have started or submitted an application in the past you will not be able to use your previous password, although your User ID will remain the same. Please select **'Password reset'** and enter your previous user ID or the email address you previously registered. You will be emailed a new temporary password. **Please note: for security reasons temporary passwords are valid for up to two hours.** If you do not login within two hours you will need to reset your password, again.

Home > Children and young people >

EP Application

Password Reminder

If you have forgotten your password please enter either your User ID or your registered Email Address and we will send you a password reminder.

My User ID is:

or my Email Address is:

Passwords are case sensitive. We recommend that you copy and paste your log in details into the application system. If you do this, please ensure there are no blank spaces before or after the log in credentials when copying and pasting, otherwise you will not be able to log in.

The first time you login you will also be asked to enter a memorable passphrase which will be used for future logins (Please see page 21).

Once you have successfully logged on you will be prompted to enter your temporary password and enter and confirm a new password.

Please note: You will not be able to re-register an email address you have registered in the past, nor will you be able to access any previous applications you have previously submitted.

Forgotten your User ID or passwords

If you have forgotten your user ID, please contact EDPSYCHS.NCTL@education.gsi.gov.uk stating your full name and the email address you used to register on the system. **Please note support is available Monday to Friday, 9am to 5pm. We aim to respond within two working days.**

If you have forgotten your password, you will need to click '**Password reset**' on the login screen and enter either your User ID or the email address you registered with.

Home > Children and young people >

EP Application

Password Reminder

If you have forgotten your password please enter either your User ID or your registered Email Address and we will send you a password reminder.

My User ID is:	<input type="text"/>
or my Email Address is:	<input type="text"/>
<input type="button" value="Retrieve Password"/>	

You will be emailed a new temporary password which will only be valid for up to two hours for security reasons. If you are unable to use it within the time limit then you will need to request another email.

Once you have successfully logged on with your temporary password you will immediately be prompted to enter and confirm a new password.

If you forget your memorable passphrase, please contact EDPSYCHS.NCTL@education.gsi.gov.uk and will reset this for you. Please note NCTL support is available Monday to Friday, 9am to 5pm. We aim to respond within two working days.

Completing the Application Form

The online application process is split into the following sections:

- Creating your Application
- Candidate Application Summary
- Application & Eligibility
- Your Details
- Qualifications
- Relevant Experience
- Personal Statement
- Additional Information
- References
- Equal Opportunities Questionnaire

Creating your Application

Once you have registered and logged on with the details sent to you via e-mail you will be presented with the 'Candidate Home' page:

Home > Children and young people >
EP Application

[Back to Home >](#) [Change Password >](#) You are logged in as C24636

Candidate Home

[Update Contact Details](#)

Application form for entry in 2014

Applicants should be aware that we receive a large number of applications each year and are advised to submit their applications at the earliest opportunity. Applications submitted after the deadline will not be accepted. Due to the large volume of queries received during the application process, we may not be able to respond to your queries immediately. Please read through the [FAQs](#) and the [handbook](#) before contacting us.

You have not created an Application Form for entry in 2014.

[Create a New Application Form](#)

Your Applications for entry in 2014
Once you have accepted an offer, this decision is final and cannot be changed

You do not have any applications for entry in 2014.

In order to create your application, please click '**Create a New Application Form**' button. Once you have begun to fill in the application form this button will then be shown as '**View / Edit Application Form**'.

Candidate Application Summary

This page summarises the status of each stage of your application:

Home ▶ Children and young people ▶

EP Application

[Back to Home ▶](#) [Change Password ▶](#)

Candidate Application Summary

[Update Contact Details](#)
Application Year: 2014

Section	Status	Action
Application & Eligibility	Incomplete	Go to section
Your Details	Incomplete	Go to section
Qualifications	Incomplete	Go to section
Relevant Experience	Incomplete	Go to section
Personal Statement	Incomplete	Go to section
Additional Information	Incomplete	Go to section
References	Incomplete	Go to section
Equal Opportunities Questionnaire	Complete	Go to section

[Cancel Application](#) [Review and Submit](#)

Sections that contain information in all of the required fields will be shown as 'Complete' on this page.

Please Note: It is your responsibility to ensure that the sections are completed to your satisfaction before submitting the application. The references section will not show as complete until completed references have been submitted by your referees.

Application and Eligibility

Please fill in all fields marked with **★** and click through to the:

Next Section

Home > Children and young people > EP Application

[Back to Home](#) > [Change Password](#) > You are logged in as C24647 [Logout](#)

Eligibility for Funding

Update Contact Details

I am ordinarily resident in the UK (please refer to the applicant handbook for definition of ordinarily resident) ★

Yes No

I am able and permitted to work in the UK for the duration of the three year training course, and for a minimum of two years after qualifying ★

Yes No

National Insurance Number

Graduate Basis for Chartered Membership ★

I currently have GBC Status

If the qualification that grants you eligibility for GBC is from another country please provide BPS number:

(Must be 6 digits and numerical)

Please note that you can only select a maximum of three and a minimum of one institution(s).

Application			
Previous Applicant ★			
<input type="radio"/> Yes		<input type="radio"/> No	
Please indicate your chosen course centres (upto a maximum of 3) to which your application will be sent. ★			
<input type="checkbox"/>	University of Birmingham (West Midlands)		
<input type="checkbox"/>	Universities of Exeter (South West)		
<input type="checkbox"/>	University of East London (SEEL)		
<input type="checkbox"/>	Institute of Education (SEEL)		
<input type="checkbox"/>	University of Manchester (North West)		
<input type="checkbox"/>	Newcastle University (North East)		
<input type="checkbox"/>	University of Nottingham (East Midlands)		
<input type="checkbox"/>	University of Sheffield (Yorkshire and Humber)		
<input type="checkbox"/>	University of Southampton (SEEL)		
<input type="checkbox"/>	Tavistock and Portman NHS Foundation Trust (SEEL)		
<input type="checkbox"/>	University College, London (SEEL)		
<input type="checkbox"/>	University of Bristol (South West)		
<input type="button" value="Save"/>	<input type="button" value="Previous Section"/>	<input type="button" value="View Application Summary"/>	<input type="button" value="Next Section"/>

Qualifications

Here you can use the drop down box to select the qualification that makes you eligible for GBC – for details on what GBC is and how to obtain it please refer to section **3 Guide for Applicants** section of this handbook on page 7. Please list your relevant qualifications starting with the most recent first. Please only enter details of post-18 academic and professional qualifications.

Qualifications

Update Contact Details

For information on this section please refer to the applicant handbook.

Graduate Basis for Chartered Membership:

My Graduate Basis for Chartered Membership was gained via the following qualification:

Type: ★	Subject:	Institution:	Grade: ★	Year: ★	Full / Part time : ★
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT				

Additional Qualifications (Please only provide details of post 18 academic and professional qualifications):

Type:	Subject:	Institution:	Grade:	Year:	Full / Part time	
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				

Relevant Experience

Starting with the most recent first please provide details of relevant work experience in support of your application.

When entering details of work experience, please note that applicants are required to type 'to date' in the date employed to box for work experience that is still being undertaken. Please note: there are separate sections on this page for **'Paid Employment'** and **'Voluntary Work'**.

Paid Employment

Experience Type	<input type="text" value="Employment"/>	Start Date:	<input type="text"/>	<input type="text"/>	End Date:	<input type="text"/>	<input type="text"/>
Full/Part time	<input type="radio"/> Full time <input type="radio"/> Part time						
Average/Actual monthly hours	<input type="text"/>						
Job Title	<input type="text"/>						
Employer Organisation	<input type="text"/>						
Description of duties, responsibilities and training received	<input type="text"/>						
Characters remaining: 1500							
<input type="button" value="Remove"/>							

Please do not include voluntary work in Paid Employment section. You will be asked to enter voluntary work lower down on this page under the heading **'Voluntary Work'**.

Voluntary Work

Please enter any voluntary work / research experience, starting with your most recent role and working backwards in date order. Please do not include paid work in this section.

Voluntary Type	<input type="text" value="Research Experience"/>	Start Date:	<input type="text"/>	<input type="text"/>	End Date:	<input type="text"/>	<input type="text"/>
Full/Part time	<input type="radio"/> Full time <input type="radio"/> Part time						
Total Hours Added-Up	<input type="text"/>						
Job Title	<input type="text"/>						
Employer Organisation	<input type="text"/>						
Description of duties, responsibilities and training received	<input type="text"/>						
Characters remaining: 1500							
<input type="button" value="Remove"/>							

Please ensure that all breaks in employment are accounted for at the bottom of the Relevant Experience page:

Explanation of any breaks in employment
All breaks in employment need to be accounted for. Please use this space to explain any breaks in employment if applicable.
<div style="border: 1px solid #ccc; height: 40px;"></div>
Characters remaining: 3000
Save Previous Section View Application Summary Next Section

Personal Statement

Your personal statement should provide additional information to support your application, including your application of psychological theory and knowledge of the UK education system. You should write one personal statement regardless of how many universities you are applying to. Your statement can be up to 6,000 characters in length. **Any characters that exceed the limit will not be included in your application.** Please note that spaces and lines count as characters. Please ensure this section is saved at regular intervals (at least every 15-20 minutes) using the **'Save'** button.

Home > Children and young people > EP Application
Back to Home > Change Password > You are logged in as C2464
<h3>Personal Statement</h3>
Update Contact Details For information on this section please refer to the applicant handbook.
Please enter your personal statement
Please refer to the Applicant's Handbook for guidance ★
There is a 6000 character limit and this includes lines and spaces. If copying text from another document please check that all your statement is pasted correctly as once submitted the form cannot be altered.
<div style="border: 1px solid #ccc; height: 40px;"></div>
Characters remaining: 6000
Save Previous Section View Application Summary Next Section

This section does not have to be completed in one session. We recommend you copy and paste your personal statement into this section from Microsoft Word. However, formatting such as bold, italics and underline will not show up on the application. Similarly, indents will not transfer when text is copied and pasted from Microsoft Word.

Please note: As the NCTL do not participate in the shortlisting applicants we cannot offer guidance on how to write a personal statement. Please see the websites of the universities you wish to apply to for more information.

Additional Information

Information that may be inserted into this section includes the following:

- Additional information relating to overseas qualifications
- Additional information required by individual universities

Home > Children and young people > EP Application

Back to Home > Change Password > You are logged in as C2464

Additional Information

[Update Contact Details](#)
For information on this section please refer to the applicant handbook.

Enter any additional information

If you do not have any additional information to add, please type N/A in the text box below.

Please note that this section is not for an extension of your personal statement. It is only to be used as specified in the Applicant Handbook.

Characters remaining: 3000

[Save](#) [Previous Section](#) [View Application Summary](#) [Next Section](#)

Please note: applicants who are applying to the University of Sheffield are no longer required to answer an additional question set by the university.

References

Here you are required to give the details of your academic and work experience referees:

References

Update Contact Details

For information on this section please refer to the applicant handbook.

Before requesting your references online, please ensure that you have sought consent from your referees in advance and asked them to add the following e-mail address to their contacts: EDPSYCHS.NCTL@education.gsi.gov.uk. This will prevent their log in details from being sent to junk mail folders.

Academic Reference	
Status:	Not Yet Requested
Referee's name:	<input type="text"/> *
Job title:	<input type="text"/> *
Address:	<input type="text"/> *
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/> *
OU Reference Number:	<input type="text"/>
Email:	<input type="text"/> *
Confirm Email:	<input type="text"/> *
	<input type="checkbox"/> This referee doesn't have an email address
Telephone:	<input type="text"/> *
<input type="button" value="Request Reference"/> <input type="button" value="Cancel Reference"/> <input type="button" value="Resend login details"/>	

Once you have contacted your referees and confirmed that they are willing to provide you with a reference, you should input their details on the reference screen.

Please ensure that you enter your referees in the correct order before clicking '**Request Reference**' i.e. academic referee under the heading **Academic Reference** and work experience reference under the heading **Relevant Experience Reference**.

Once you have clicked the '**Request Reference**' button your referees will then be e-mailed their own login details which will allow them to submit a reference as part of your application online.

Once you have requested the reference, the status on this section will change to '[Awaiting Response from Referee](#)'.

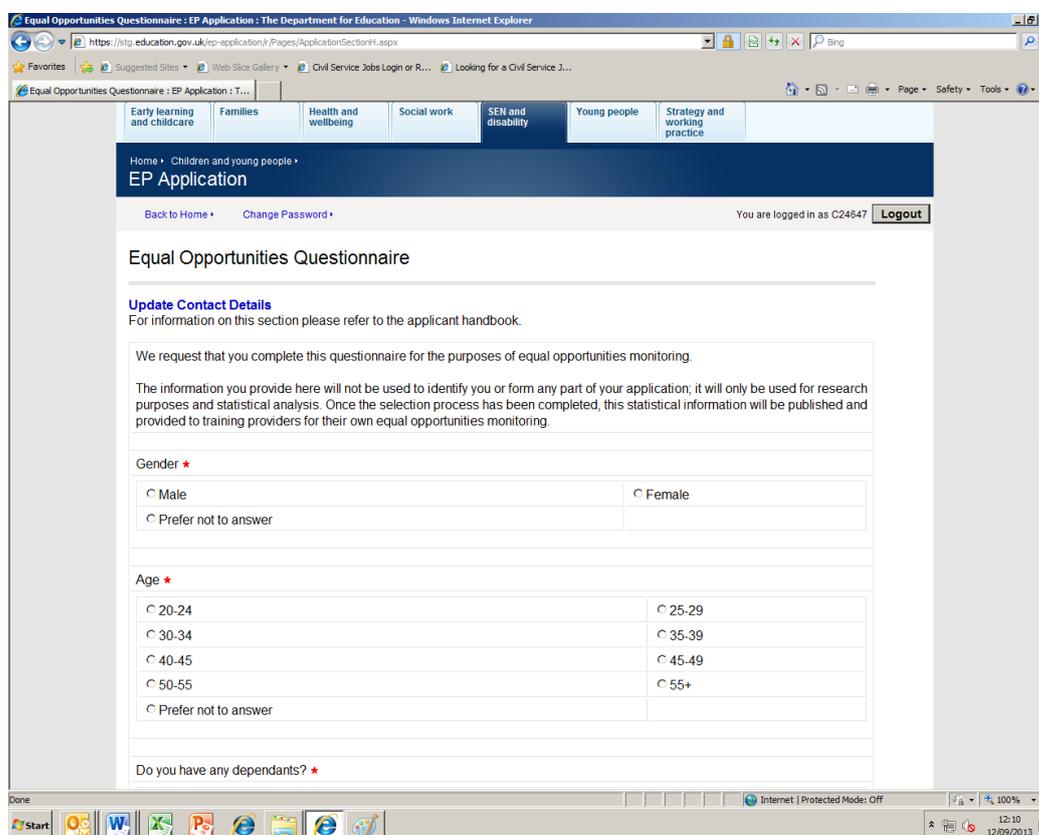
The online application system will state 'Reference received' when a reference has been received. It is advisable to request your references as early as possible in the process to avoid missing the reference deadline (one week before the application deadline).

Your application cannot be submitted until the references have been added by your referees. If you do not think that your referee has received their log in details then you can resend them by clicking the 'Resend login details' button.

Please note: If your referee does not have an e-mail address, we will post a hard copy of the reference to them. Please ensure you allow extra time for this as your referee will still need to return a completed copy of the form by the reference deadline.

Equal Opportunities Section

This section is not part of your application form and is not passed on to universities with your application. We use the information to produce national data for all course applicants and successful applicants. We also produce data for each university for their applicants and their successful applicants. We send each university their set of data and the national set of data after the selection process is complete. All data is anonymous so no applicant is identified. All fields are compulsory but you can select the option 'prefer not to answer' if you do not wish to supply us with the requested information.



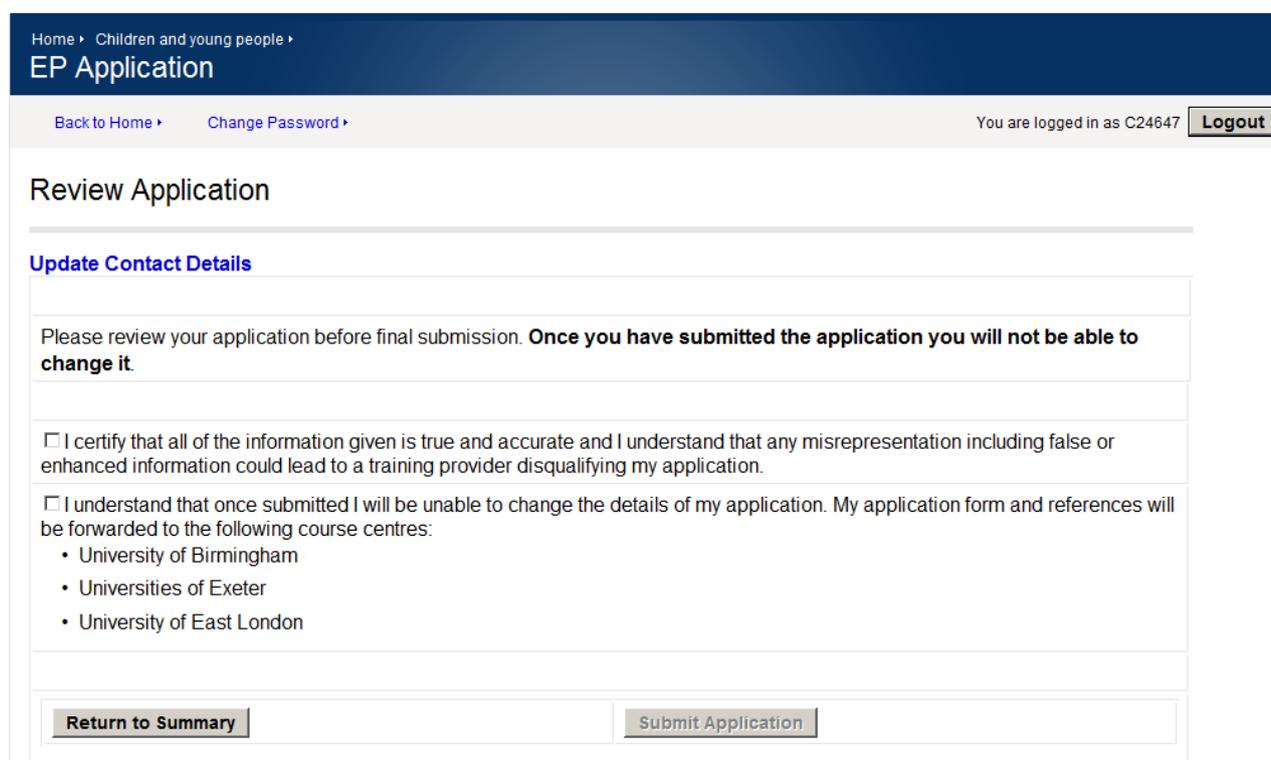
The screenshot shows a web browser window displaying the 'Equal Opportunities Questionnaire' for an EP Application. The browser is Internet Explorer, and the URL is https://stp.education.gov.uk/ep-application/#/Pages/ApplicationSectionH.aspx. The page has a navigation menu with categories: Early learning and childcare, Families, Health and wellbeing, Social work, SEN and disability, Young people, and Strategy and working practice. The main content area is titled 'EP Application' and includes a 'Logout' button. Below this, there is a section for 'Equal Opportunities Questionnaire' with a link to 'Update Contact Details'. The questionnaire text states: 'We request that you complete this questionnaire for the purposes of equal opportunities monitoring. The information you provide here will not be used to identify you or form any part of your application, it will only be used for research purposes and statistical analysis. Once the selection process has been completed, this statistical information will be published and provided to training providers for their own equal opportunities monitoring.' The form includes two sections: 'Gender' with radio buttons for Male, Female, and Prefer not to answer; and 'Age' with radio buttons for 20-24, 25-29, 30-34, 35-39, 40-45, 45-49, 50-55, and 55+, plus a 'Prefer not to answer' option. A final question asks 'Do you have any dependants?' with a red asterisk indicating it is compulsory. The Windows taskbar at the bottom shows the Start button and various application icons, with the system clock displaying 12:10 on 12/09/2013.

Submitting Your Application

Once you have completed all sections of the application and your references have been submitted by your referees they will all appear as **Complete** in the application summary.

When you would like to send your application to your chosen universities click '**Review and Submit**'.

You will be directed to the **Review Application** page where you will be asked to accept both statements and ensure that your application is being sent to the correct training providers.



The screenshot shows the 'Review Application' page. At the top, there is a dark blue header with 'Home > Children and young people > EP Application'. Below the header, there are links for 'Back to Home' and 'Change Password', and a 'Logout' button indicating the user is logged in as C24647. The main content area is titled 'Review Application' and includes a section for 'Update Contact Details'. A warning message states: 'Please review your application before final submission. **Once you have submitted the application you will not be able to change it.**' Below this, there are two checkboxes for certification: 'I certify that all of the information given is true and accurate and I understand that any misrepresentation including false or enhanced information could lead to a training provider disqualifying my application.' and 'I understand that once submitted I will be unable to change the details of my application. My application form and references will be forwarded to the following course centres:'. The second checkbox is selected, and the course centres listed are: University of Birmingham, Universities of Exeter, and University of East London. At the bottom of the form, there are two buttons: 'Return to Summary' and 'Submit Application'.

From this page you will be able to either '**Return to Summary**' where you will be able to check through each section of your application or '**Submit Application**'.

Please Note: Once you have submitted your application you **will not** be able to make any changes to it. If you choose to withdraw the application after it has been submitted you will not be able to resubmit another one in the same year.

The closing date for submitting your application is 5pm (UK time) on 13 December 2013. However, we advise you do not wait until the last moment to submit your application. We do not accept late applications. This includes failed attempts to submit at the last minute due to delays caused by computer problems.

Shortlisting and interviews

You will be able to view your status online as each university is responsible for updating the outcome of all applicants on the application system. If you are invited to interview, you will also be contacted directly by the university.

Notification of Offers

Once you have submitted your application, the appearance of your home page will change. Here you will be able to view a pdf file of your application and also view the status of your application at each of the universities you have selected.

It is from this page that you will be notified whether or not you have been made any offers. All offers will be made by 5pm on the same day – 4 April 2014. If you have not received an offer by this date then please assume that you were unsuccessful this time. If you are put onto a reserve list by a university, notifying you of this is at their discretion. The NCTL will be unable comment on an applicant's position on a reserve list.

Candidate Home

[Update Contact Details](#)

Application form for entry in 2014

Applicants should be aware that we receive a large number of applications each year and are advised to submit their applications at the earliest opportunity. Applications submitted after the deadline will not be accepted. Due to the large volume of queries received during the application process, we may not be able to respond to your queries immediately. Please read through the [FAQs](#) and the [handbook](#) before contacting us.

You have successfully submitted an Application Form for entry in 2014.

[Download PDF](#)

Your Applications for entry in 2014

Once you have accepted an offer, this decision is final and cannot be changed

Course Centre:	University of Birmingham	
Application Status:	Application Received	
	Withdraw Application	Accept Offer Decline Offer
Course Centre:	University of Exeter	
Application Status:	Application Received	
	Withdraw Application	Accept Offer Decline Offer
Course Centre:	University of East London	
Application Status:	Application Received	
	Withdraw Application	Accept Offer Decline Offer

To accept an offer, please click '**Accept Offer**'. To reject an offer, please click '**Decline Offer**'.

From this page you may also cancel your application by clicking '**Withdraw Application**'.

For further information on cancelling your application, please refer to **the guidance on cancelling applications which can be found in the Important Notes section.**

7 Useful organisations

Organisation	Website
British Psychological Society	www.bps.org.uk
Health & Care Professions Council	http://www.hpc-uk.org/
National Association of Principal Educational Psychologists	http://www.napep.org/
Association for Educational Psychologists	www.aep.org.uk
Association of Child Psychologists in Private Practice	http://www.achipp.org.uk/

8 National College for Teaching and Leadership contact details

Email: EDPSYCHS.NCTL@education.gsi.gov.uk

Phone: 0370 000 2288.

NCTL support is available Monday to Friday, 9am to 5pm.

9 Appendix: Reference form

Confidential Relevant Experience Reference - RF2

For information on completing the reference please click [here](#).

NOTE: This reference has not yet been submitted.

For details on how to complete this section, please refer to the Referees handbook.

NOTE: There is a 20 minute timeout on this form. You should save your work at regular intervals using the 'Save for Later' button at the bottom of the page. If you do not communicate with the website for 20 minutes, your information will be lost. Please note: reading and typing do not count as communication, only the use of the Save and Submit buttons do We recommend that you type your answer to section 3 on Microsoft word and paste it into the application, so your work is retrievable in instances of system time out.

Applicant Details

Applicant's Family Name:	Greenleaf
Applicant's First Name:	Yen

Referee Details (please amend if necessary)

Referee's Name (100 characters):	John Smith
Job title (100 characters):	Lecturer
Address (50 characters): *	
Postcode (15 characters): *	

For details on how to complete this section, please refer to the Referees handbook

1:

I have known the applicant for: ★	<input type="radio"/> Less than 1 year <input type="radio"/> 1 to 2 years <input type="radio"/> Over 2 years
I know the applicant: ★	<input type="radio"/> Casually <input type="radio"/> Fairly well <input type="radio"/> Very well
from his/her time as a: ★	<input type="radio"/> Employee <input type="radio"/> Voluntary Worker <input type="radio"/> Other
Please specify:	<input type="text"/>

2:

I rate the applicant's work performance in comparison with other psychology graduates who have worked with me as (if you are unable to compare with other psychology graduates, please consider the individual's work performance in comparison with other graduates): ★

Upper 5% Upper 10% Upper 25% Mid 50% Lower 25%

I estimate that the applicant would:

Get on well with clients ★	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Is capable of effective team work ★	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be energetic and efficient ★	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be capable of independent work ★	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be able to express him/her self in writing ★	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Shows strong interpersonal skills ★	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment

3:

General opinion of suitability for course and comments: ★

NOTE: We recommend you draft your response off-line (e.g. in Microsoft Word) and then paste it into this form.

Characters remaining: 5000

I agree that the information provided by me for the purpose of this reference is accurate to the best of my knowledge at the time of submission. I understand that the applicant will not have access to this reference without my express consent which will be sought by the Teaching Agency as and when the need arises.

NOTE: You will not be able to submit your reference until you have completed all of the compulsory questions (marked with a ★). Please also note that if you have not saved your work at regular intervals, the system may time out (this happens after 20 minutes if work has not been saved or submitted). If this happens, you may still be able to click on 'submit reference' but your answers will not be saved. If your reference has been successfully submitted, you will be taken to a screen which will confirm this. If you do not see this screen after you have submitted, please log back in to the system and complete any fields that are missing, saving your work regularly to avoid any further system time outs.



National College for
Teaching & Leadership

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Any enquiries regarding this publication should be sent to us at EDPSYCHS.NCTL@education.gsi.gov.uk

This document is also available from the [Department for Education's website](#).

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