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**Interview checklist**

**BA Primary Education with QTS**

**BA Primary Education with QTS (work-based route) – 2-year top-up programme**

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| **Task** | **Due** | **Completed** |
| Book interview via applicant portal | Now |  |
| Click on red ‘documents – action required” button on portal and upload any missing documents | Before interview |  |
| Read guidance on DBS and Fitness to Teach Disclosure | Before interview |  |
| Complete Primary Teaching Interview Form | Before Interview |  |
| Read the ‘Consent Statement and Use of Recorded Interview’ | Before Interview |  |
| Watch the BA Primary Programme Directors video | Before interview |  |
| Complete Target Form | Before interview |  |
| Email completed Target Form to your interviewer | Friday pm or Monday am before your interview date |  |
| Ensure you have two forms of photo ID that you can show your interviewer | Interview date |  |