

## iQTS Application Process

To ensure St Mary's supports the training of high-quality teachers and follows safer recruitment practices, we follow a rigorous application process. This can take some time, so we encourage you to begin the application process and complete all admissions tasks as soon as possible to ensure you can begin your training on the course start date.

Please see the application process below:

Step	Action	Who	When
1.	Begin application and submit: <ul style="list-style-type: none"> <li>- Proof of bachelor's degree</li> <li>- Personal statement</li> <li>- CV</li> <li>- ID</li> </ul>	Applicant	As soon as you know you want to apply
2.	Pre-Interview Questionnaire and Headteacher's Support Form sent to applicant	Admissions Team	Once they have checked your documentation from step 1
3.	Complete Pre-Interview Questionnaire	Applicant	As soon as possible
4.	Complete Headteacher's Support form	Headteacher from the school you work at from the school that has agreed to support you to complete your training	As soon as possible
5.	Questionnaire and Headteacher's Support Form checked for eligibility onto the course	Admissions Team	Once the Pre-Interview Questionnaire and Headteacher's Support Form have been returned
6.	If eligible, documents will be sent to iQTS team to review.  If not eligible, application will be closed.	Admissions Team	Straight away
7.	iQTS Team will review documents and invite for interview if appropriate	iQTS Team	Documents checked and invitation to interview sent out within 48 hours

8.	Applicant selects interview date and time	Applicant	As soon as possible
9.	iQTS Interview	iQTS Team and Applicant	On agreed date and time
10.	Outcome of interview sent to applicant	Admissions Team	Within 1 week of the interview
11.	<p>If you have been offered a conditional place, you will be asked to provide additional and outstanding documents. These include:</p> <ul style="list-style-type: none"> <li>- GCSEs or equivalency</li> <li>- Names of 2 referees</li> <li>- Medical questionnaire</li> <li>- Social media check</li> <li>- Police and safeguarding checks</li> <li>- IELTSs (if required)</li> </ul>	Admissions Team	Included in your offer email
12.	Accept offer	Applicant	As soon as possible
13.	Return all requested documentation	Applicant	As soon as possible
14.	Once all documentation has been checked and approved, you will be sent an unconditional offer	Admissions	As soon as all documentation has been returned
15.	Registration information sent	Registry	As soon as they are notified all checks are passed.
16.	Complete registration	Applicant	As soon as possible

All conditions of your offer must be met by 21<sup>st</sup> August 2026 for September 2026 cohort and 15<sup>th</sup> January for January 2027 cohort.