

BA (Hons) Learning Development and Support

September 2024 entry

PROGRAMME LEADER AND ADMISSIONS TUTOR

Name: **Jennifer Woods**

Role: **Admissions Tutor** and **Programme Leader** for **Learning Development and Support** and Senior Lecturer at Liverpool John Moores University

INTRODUCTION TO INTERVIEW PROCESS

Congratulations on gaining an interview. Please read this document very carefully. It will explain in some detail our entry procedures and give you a good idea of what to expect on the day.

You will have booked an interview date via the Applicant site. If you decide that you no longer wish to be considered for this course prior to the interview day, please respond as soon as possible by emailing education@ljmu.ac.uk

Please read this document very carefully as it will explain in detail our entry procedures and give you a good idea of what to expect at the interview. We view the interview process as a two way process. Whilst we are assessing your suitability for the course, you need to be deciding whether you would be happy on our course and at LJMU. We hope that you will have a good introduction to the programme and find out all you need to know to make the right decision for you. To help you do this, please feel free to ask any questions at any stage of the day.

The interview will be undertaken by telephone, you will receive a call during the booked time slot and the session will start with an introduction to the programme by either Jennifer Woods the Academic Admissions Tutor/programme leader or a member of the programme team; this will provide you with an overview of the course and key essential information.

INTRODUCTION TO THE PROGRAMME

The introduction will consist of the following topics:

- Overview of the course and its structure
- Academic professional preparation
- School-based experience
- Assessment of the course
- Cohort size
- Induction procedures
- Continuing Professional Development
- Interview process and your offer

WHAT DO YOU NEED TO PREPARE?

Interview process

The admissions tutor for the programme will interview you.

The interview is our principle method for deciding your suitability for the course. Each candidate should be prepared to discuss their reasons for wanting to undertake the degree.

All judgements at interview will be based on the following criteria:

- Academic ability and potential, including performance on the English Written Task
- Previous experience of working within an educational setting
- Communication skills
- Confidence and enthusiasm

For entry on to Level 6 (year 3), in addition to the above you will also need to provide examples of previous academic work and where possible a copy of your transcript.

We will not make judgements based on only one or two of these criteria. We are looking for a balance of knowledge, skills, experience and commitment, which will give us the confidence that you have the potential to successfully complete the course and progress and continue in your chosen career.

WHAT HAPPENS AFTER INTERVIEW?

Following your interview, we will make a decision as to whether we can offer you a place on the course as soon as possible.

After we have made our decision the application is processed by the Education Admissions Team who inform UCAS direct of our decision, and UCAS will automatically generate a notification letting you know the University's decision. This whole process will be completed as quickly as possible following interview.

Your offer will be conditional and conditions of offer include:

- Evidence you will be working in an Education setting when you start the programme for a minimum of 2 days-per-week
- Successful completion of an English Written Task. The purpose of the task is to assess English language skills appropriate to the level of study. You will be required to complete this online and you will receive an email with further information about this process in due course, once an offer is made
- Any other condition the tutor determines may be required to complete/undertake prior to potentially starting the course

USEFUL CONTACT INFORMATION

Admissions Team

If you have any questions, please contact us:

education@ljmu.ac.uk

0151 231 3000

Accommodation

If you require accommodation during your time with LJMU (once an offer is made), please contact our Accommodation Office:

accommodation@ljmu.ac.uk

0151 231 4166

ljmu.ac.uk/accommodation

Student Advice Team

LJMU employs staff that can offer advice and support to students and prospective students on a range of issues such as student funding and support for students with a disability, this includes any support you may need as part of the interview process.

Disability support

disability@ljmu.ac.uk

0151 231 3164

Funding and money advice

moneyadvice@ljmu.ac.uk

0151 231 3153

ljmu.ac.uk/discover/student-support

The information in this booklet is correct at the time of production (October 2023).

However, changes may inevitably occur. The University reserves the right to withdraw or make alterations to the course, modules and facilities if necessary.