

**IMPORTANT**

**Guidance re: PgC LTHE application process - six easy stages!**

Every year we have PG Cert LTHE students who cannot enrol and access Blackboard at the start of the course because they have missed out a stage of the application process. Please remember that on applying you are becoming a SHU student and the administration staff need to work with you on this basis - currently they can't access staff records or skip steps but they will do their very best to help you.

Here are the steps you need to go through:

**Number 5 and 6 are the ones most people miss out!**

1. Gain permission from your line manager to attend the course (check days of attendance for the required cohort - Sept or Jan start)
2. Secure funding by completing the SIFF if you are a SHU staff member. Your line manager signs this and gives the funding code.
3. Complete the internal application form and send it to Admissions.
4. Fulfil any conditions - this will usually be for your line manger to confirm your scheduled teaching hours if we have not already had this.
5. **Accept your unconditional offer when you receive it.**
6. Enrol online when prompted to do so - this will probably be during or after the induction days.