**To do list for Initial Teacher Education Courses**

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| **When** | **Completed** | **Tick when completed** |
| Priority | **Apply for a DBS certificate** |  |
| Priority | **Apply for a Fitness to Teach certificate** |  |
| Priority | **Read subject or phase instructions and complete required  reading or tasks** |  |
| Priority | **Arrange pre-course school experience in a primary school** |  |
| When appropriate | **Provide additional information:**   * **Personal details form on school placements page** * **Professional ethics online form** * **CV** * **Photo disclaimer form** |  |
| When appropriate | **Complete the**[**National Numeracy Challenge**](https://www.nationalnumeracy.org.uk/challenge/) |  |
| When appropriate | Apply for a bursary if eligible |  |
| Three weeks before start | Register for course |  |
| Three weeks before start | Apply for university card |  |
| Registration day | Take outstanding documents to registration event, including photo ID.  **This is essential to complete registration.** |  |