

PG Cert in University Learning and Teaching application guidance

- Log in to the applicant portal through [My Imperial](#)
- Click 'applications' and 'make a new application'
- Use the search bar to search for 'university learning and teaching'
- Click 'select' on the below

University Learning and Teaching (PGCert)	University Learning and Teaching	Imperial College London	PG Taught Certificate	Part time ▾	Autumn ▾	On-campus ▾
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- Click 'next'
- Fill in your job title and department under proposed studies.
- Under additional information, record any EDU workshops you have **attended** using the lookup records. Any EDU workshops you have booked but not yet attended should be added in the free text box below.
- Select your main teaching location and fill in brief details of any other teaching location
- Under teaching activity, click 'add new' and select each type of teaching/supporting learning activity you are involved in. Please be as accurate as possible when estimating hours – these may be verified with your manager before a place on the course is offered.
- Add any additional teaching commitments to the free text box
- Provide details of any previous significant teaching experience
- Specify if your teaching load is likely to change in the next academic year
- Tick the statement to confirm that the information you have outlined is an accurate representation of your teaching commitments
- Please indicate whether you have the support of your manager to apply for the PG Cert ULT
- Use the free text box to outline the value that the PG Cert ULT will have for you and the Imperial students you teach (approx. 500 words).
- Fill in your contract end date. If offered a place on the course, your contract end date will be checked with HR. Where HR do not hold this information (e.g. NHS contract to teach Imperial students) you will be asked to provide a copy of your contract.
- About you – fill in your personal details
- Contact details – fill in your contact detail, address, nationality and residency, visa & immigration information
- Enter information about any disability you wish to declare
- Add information about your qualifications
- Complete the declaration and submit your application