

A Guide to Making Your Application

Applications to Musicians of Change (PGCEi) are made via an [online form](#) and the final deadline for all submissions is **Monday 29th April, 9am 2024**.

Before you begin your application, please read all of the information provided on the [website](#) about the programme to make sure that you are both eligible and available to attend all of the programme dates. If applicable, please make sure you have talked with your employer about your application, so that they are expecting to be contacted by Music Masters and able to complete their Employer Support Form.

To ensure you have everything you need before starting your application, we have put together this guide outlining the order and content of the form. We recommend you draft your responses in advance of filling out your online form so that you don't risk losing your work.

Help with your application

Please do not hesitate to contact pgcei@musicmasters.org.uk for any questions or support you may need for your application, including whether you require an alternative format to make your application.

THE APPLICATION FORM

On the application form you will be asked to provide:

Your contact details:

- Full name
- Email address
- Phone number
- Your current address

Your educational background:

This is to ensure you meet the minimum skills criteria required to undertake a level 7 qualification and meet the English language requirements.

- Post 16 qualifications
- Details of level 6 qualification
- Details of any additional, informal training you've undertaken

Answers to two short essay questions (up to 500 words each):

In these questions we want to hear about why teaching is important to you, and what skills you're looking to gain. We aren't looking for fully formed music educators with all the answers, instead tell us about your potential (rather than your achievements to date) and be honest about where you want to develop. We welcome brave responses which show us your unique personality and communication style.

These questions will provide the opportunity for you to demonstrate the following skills:

- Emotional intelligence
- A team player
- Effective communication
- Musical proficiency
- Ability to relate and listen to a range of young people
- An openness to change and challenge
- Ability to reflect on, refine and develop teaching practice

As well as explore some of the Programme Values:

- Inclusive, child-centred teaching approaches, which embrace and reflect the diversity of society
- A community-minded professional practice which prioritises building lasting and meaningful relationships with schools, families and students
- Continued commitment to own development as a music educator, ongoing self-reflection and discovery
- Dialogue on current issues and research in music education and respect for the opinions and experience of others
- A pro-active role in making change and becoming part of the conversation for an accessible music education for all.

1. What is it about teaching that motivates you?

In this question, we are looking for a range of examples which demonstrate your understanding of your role as a music educator and the skills required. Examples might describe your interest in working with children and young people and how you engage with them, or how you collaborate and choose to communicate with others in your teaching. We are particularly interested in responses which evidence self, social and relationship awareness.

2. In what ways do you feel you could use Musicians of Change (PGCEi) to develop and enhance your current teaching?

In this question, we are looking for evidence of your aspirations as a music educator and an understanding of how the programme will help you to achieve them. Self-reflection, challenge and personal growth are central themes of the programme and articulating both your strengths and weaknesses here will be an important way to demonstrate your understanding of your current skills, what's missing and how you'll use the programme and its community to learn and grow.

Your Current Employer:

All applications for the subsidised fee will require details of a current employer. If you work in multiple settings, please select one which will demonstrate your eligibility for the subsidised programme fee.

Your Employer Details (required with their permission):

If you are applying for the subsidised fee, once your form has been submitted we will contact your employer with an Employer Support Form to complete, confirming your eligibility and whether or not they will make a financial contribution. We are unable to invite applicants to interview without employer confirmation, so it is very important you are able to discuss your application with your employer before you submit.

Details required are:

- Full name
- Email address

- Their role/organisation (if relevant)
- Confirmation of your relationship with them
- Confirmation that you have talked to your employer about the programme and have permission for Music Masters to contact them

Remember, if you are unable to secure financial support from your employer, you may still be eligible for a bursary to support covering this cost independently (see [Our Targeted Bursaries](#) section on the website for more information).

Details of whether you would like to apply for the Emerging Educator role:

Please note there are a small number of salaried Emerging Educator roles, which run for the duration of the programme year, available in Music Masters' Flagship Schools in London to applicants who are in an early stage of their career as a music educator. At this stage you only need to register your interest. More information will be required from you at interview stage.

Remember, if you are registering interest in the Emerging Educator role, you may still be eligible for a bursary to support covering the cost of the subsidised fee (see [Our Targeted Bursaries](#) section on the website for more information).

Details of whether you are applying for an unsubsidised fee:

There may be a limited number of unsubsidised places on each cohort for those who don't meet the eligibility criteria. However, priority will be given to those who meet the criteria for a subsidised place. Remember, applicants underrepresented in music education who identify as Black, Asian or ethnically diverse or those who identify as disabled are eligible for bursaries even on unsubsidised places.

Your needs:

Please provide details if you require any alternative formats to submit your application or any other type of assistance for involvement in the activities for the selection process.

Your confirmations:

- Confirmation that you are living and working in the UK
- Confirmation that you are eligible for Musicians of Change (PGCEi)
- Confirmation that you are able to attend all of the programme dates
- Confirmation of whether you have or have not worked with Music Masters before.

Your background and circumstances (the following information will be used for positive action measures; bursary eligibility and data monitoring purposes):

- Gender
- Age (by category)
- Ethnicity
- Nationality
- Details of your current work in under-served areas of the UK
- Disability (recognised under the Equality Act 2010)
- Neurodiversity
- Carer Status
- Socio-economic background
- Sexual orientation

Positive Action and Monitoring

We are particularly interested in applicants who come from a diverse range of backgrounds, cultures, and circumstances, and working with students who are underrepresented in music education.

Our application process has been designed to incorporate positive action measures and encourage applications from musicians who identify as disabled, Black, Asian and ethnically diverse, who are underrepresented in music education. Any applicants who have a disability recognised under the Equality Act 2010 and meet all of our essential criteria will automatically be offered an interview. During the shortlisting process, applicants' personal details (including contact details; education; background and circumstances) will be anonymised. We ask for the information above on background and circumstances so that, in the eventuality that two candidates are as qualified as each other, one who is from an underrepresented group may be favoured over the other.

The above information on your background and circumstances will also be used for data monitoring purposes so that we are able to continually evaluate who we are reaching and inform how the sector as a whole can become more inclusive and welcoming.

Data

Your personal data, collected on the application form, will be used to contact you about the outcome of the application process and, if you are selected, for the administration of the programme and subsequent involvement with Music Masters.

As described above, we will use some of your data for reporting and monitoring. This will be anonymised and / or aggregated and will not be shared outside Music Masters, except where you have given specific consent.

If your application is successful, we will retain your application information for 7 years. Unsuccessful applicants' information will be held for 6 months following which this will be destroyed. If you take part in the programme, you will automatically be added to the Music Masters' Newsletters including news and opportunities from the sector. You can contact us at any time to stop receiving updates. All of Music Masters' data is held in accordance with the General Data Protection Regulation (GDPR). Any data provided by you will be used only for the purposes of your application and it will not be shared with anyone outside of Music Masters. You can always contact us with the request to remove your data. If you have any questions, please email pgcei@musicmasters.org.uk.

How will the Musicians of Change (PGCEi) cohort be selected?

There are a limited number of places on the programme.

Our selection process has been informed by Sound and Music's [Fair Access Principles](#) and in consultation with Spot the Gap. We aim to be transparent about the selection process and communicate effectively with all applicants and nominees, regardless of whether they are offered a place on the programme or not.

Once the deadline for applications has passed, all applications from eligible candidates will be compiled into a full list, which will be provided to a selection panel, representative of a range of musical and professional perspectives.

The list provided to panel members will be anonymised, to avoid any bias in the initial shortlisting process. Panel members will be asked to assess and score applicants according to the answers they provide to the two short essay questions, against a list of essential skills that will indicate whether they are likely to fully embrace and benefit from the programme. These are:

Essential Skills

- Emotional intelligence
- A team player
- Effective communication
- Musical proficiency
- Ability to relate and listen to a range of young people
- An openness to change and challenge
- Ability to reflect on, refine and develop teaching practice

Scores for all applicants from all panel members will be combined and ordered. The highest scoring applicants will then be considered for further shortlisting through interviews. Any applicants who have a disability recognised under the Equality Act 2010 and meet all of our essential criteria will automatically be offered an interview. Where two or more candidates are scored the same, those from an underrepresented group may be favoured over the other(s).

Shortlisted candidates will be invited to interview to gauge their suitability for the programme in line with the [programme values](#). As before, panel members will assess and score candidates' suitability, combine and order these scores, and create a shortlist of successful candidates and a long 'reserve' list. Again, where two or more candidates are scored the same, those from an underrepresented group (ie a person from an ethnic minority group) may be favoured over the other(s).

Feedback on all unsuccessful applications and interviews will be provided upon request. Where possible, we will offer signposting to other courses and opportunities through Music Masters. Please note, due to large volumes of applications there may be a delay in receiving this feedback once it is requested, but our team will be in touch as soon as they can.

Applications for 2024/25 – Key Dates

Monday 29th January - Applications open

Monday 1st April - Deadline for Nominations

Monday 29th April - Deadline for applications

Friday 17th May - Applicants contacted interviews

Week Commencing Monday 3rd June - Interviews take place online

Friday 21st June - All candidates informed of interview results