



Application for Diploma Studies at the YMCA George Williams College

Please tick the programme you are applying for:

- Access to Higher Education Diploma (informal education and community learning and development)
- Diploma in Informal education (youth work and community learning and development)
- Diploma Helping, Mentoring and Community Learning
- Diploma in Community Learning and Development
- Diploma in Youth Work

Funding: indicate who will pay your fee and which group/agency you belong to.

Gap Volunteer	YAP	Rank Network Agency
Time to Shine	Rank Foundation Community Development	YMCA
YMCA Wales	College/Church of Scotland	Others (please give details)
Host Agency (name & address) Telephone no:		

Title & Surname	First Names(please use the names as you would wish them to appear on any certificate)	Date of Birth
Current Address(for study material etc) Home Telephone No Work Telephone No E mail address		Permanent Address (if applicable) Please note: information given above may be used in normal checking procedures concerning the possible criminal background of those who work with children.
For our use: <u>Date of registration</u>		<u>Date of completion</u>

<p>Employment</p> <p>If currently employed in informal and community education</p> <p>Name & Address of organisation:</p> <p>Title(s): Full-time/Part-time/Voluntary:</p> <p>When Started: Number of sessions per week:</p> <p>Current responsibilities:</p> <p>Please continue this section on the back page of this booklet if necessary</p>	
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Work except current employment in informal and community education (include periods of employment, unemployment and full-time domestic involvement in chronological order since leaving school)

Job title	Employer	From-To	Reason for leaving

Other relevant experience

Please continue this section on the back page of this booklet if necessary

Relevant Training

Subject/Programme	Date taken	Level	Qualification gained

Education: Secondary and College

Name of School/College/University	Part-Time or Full-Time	From (Year)	To (Year)

If you have any additional needs, please indicate here:

If you have any specific needs you would like the College to know about, please indicate here:

Please give any further details of specialist requirements you believe the College should know about:

(Please continue on a separate sheet or provide supplementary evidence where you believe this will be helpful)

Disclosure of Criminal Record (must be completed by applicant)

Youth and Community workers and community educators are excluded by the Rehabilitation of Offenders Act (1974) (Exceptions) Order 1975 as amended by the ROA 1974 (Exception) (Amendment) Order 1986 from the right under the Act not to disclose offences which have become 'spent' after specific periods. Participants are therefore required to indicate below any convictions. Bind-over orders or cautions.

(Please list below any convictions, bind-over or cautions)

You will also need to get a CRB check done through your work placement and provide the college with the details (*photo copy of form or registration number*). If your agency is not in a position to do this, it can be done by the College at a cost of £45. Please tick the box below and enclose the appropriate fee in advance.

Declaration: I Confirm that the information I have given is correct and complete and that misleading statement may be sufficient grounds for canceling any agreement made.

I further grant permission for the College to request a criminal background check. I understand that this check will be carried out in accordance with procedures laid down in DES Circular 4/86 and Welsh Office Circular 86/28

Please send me a CRB form (tick in box)

enclosed fee of £45

Signed _____ Date _____

Statement in support of your Application

WE CANNOT CONSIDER YOUR APPLICATION WITHOUT THIS STATEMENT
(Please use separate sheet)

Within this section, we are interested in learning about what you have to say about yourself in general and your experience. To help you provide the right sort of information, we have set out some headings for you to use. Please ensure that you write something about each of these.

Working with people

What abilities do you bring to your work with young people? Do you have any particular strengths or skills? How are you able to relate to young people?

Thinking about self

What are the things about yourself as a worker that please you? Do you have any particular strengths or skills? How are you able to relate to young people?

Organising and managing

What are you like as a manager of your own time and work? Are you able to handle demands put upon you by friends, colleagues, and those whom you work with?

The course

Why are you applying for this course? What do you hope to gain from it? Are there any particular changes that you might need to make to your life if you got on the course?

To do yourself justice, you will need to write about 150-200 words about each of these. What you write in one section might be longer than another.

Criteria for Agency Support

These notes cover the requirements for the different Diploma routes and the steps that agency-based managers need to take.

In addition to providing the opportunity for an individual to gain experience of face to face work, when considering your role in supporting a potential student, it is essential that you are able to make an assessment in relation to their academic ability

When making this judgement, you should take into account their previous experiences of formal education in relation to the following course requirements:-

- Writing theory-based assignments (related to practice) and two self-assessments of learning (which are submitted at the mid-point and end of the course). For the Diploma in youth work there are six written assignments; for the Access to Higher Education Diploma there are eight written assignments and other Diplomas there are seven assignments. There are also a number of required activities.
- Completion of 240 face-to-face practice hours, supported by regular one to one Line Management meetings (minimum 8).
- Undertaking five Study visits

Due to the academic demands of the course, it is essential that any potential learner is able to work at VRQ Level 3/SCQF Level 7. In order to assist in this process, we require all applicants to provide a written statement of support (see page 5).

If in your professional opinion you feel that they will not be comfortable at this level, other options are available in order to assist in developing their study skills. Please contact the course tutor or programme office to discuss this or any other course related matter.

Manager's Agreement

Name of Line Manager

Address

Telephone/Fax No's

E mail address

Agreement

I agree to offer managerial support to the participant and to (Name of Student).....

- Conduct regular line management sessions with the participant (at least monthly refer to Programme Handbook)
- Review the participant's development.
- Raise any causes of concern with the participant and the College.
- Complete a brief form with regard to the student's development for each unit of the programme and write interim and final assessments.
- Take part in the monitoring and evaluation processes for the programme.

In addition for those students on the open learning mode, I agree to:

- Provide or arrange for regular study support to be given to the student.
- Arrange due dates for work with the student.
- Pass on study materials.

Signed _____

Date _____

Notes

Agencies need to designate someone at the start of the programme who will meet regularly, at least monthly, with the participant. In most organisations this person will be the one to whom the participant normally reports. **However, the college requires that the person making the manager's assessment be professionally competent to do so.** Please refer to the Manager's & Supervisor's Handbook or talk to the Tutors at the College if there are any problems.

Supervisor's Details (where the agency is providing one)

Name of Proposed Supervisor:

Address:

Telephone/Fax No

E mail address

Agreement

I agree to be a supervisor to the participant and to (Please Put in Name of Student):

.....

- Conduct regular supervision sessions with the participant (at least monthly - refer to The Manager's & Supervisor's Handbook).
- Raise any causes of concern with the participant and the college.
- Write interim and final assessments of the participant for the programme.
- To take part in the monitoring and evaluation processes for the programme.

Signed _____

Date _____

Notes

The supervisor must be an experienced practitioner who is able to work with students to reflect on their work and experiences. They can be from any appropriate professional discipline. They may work within the agency or for another body.

Supervisors are appointed by the agency but they must also demonstrate they possess the appropriate knowledge; attitudes and skills to undertake the duties associated with the task, and agree to take part in supervisor training and development activities.

New Supervisors must submit a C V.

Where the proposed supervisor is a worker within the Rank YAP Initiative they should have completed at least the first year of their degree studies.

YMCA George Williams College Equal Opportunities Monitoring

It would help us in our efforts to implement our equal opportunities policies if you would complete and return this. It will be separated from your papers on receipt.

Please tick the appropriate box

Gender: Female Male

Ethnic Group:

- White-European
- White-Other (please describe)
- African-Caribbean
- Black-African
- Black-Other (please describe)
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other ethnic group (please describe)

Employment Status:

- I am: registered as unemployed (seeking work)
- Unwaged (not seeking work, including retired)
- employed part-time (including self-employed)
- employed full-time (including self-employed)
- a full-time student

Disabilities:

Are you disabled / have a learning disability No Yes

If yes, please indicate the nature of the disability

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