

Crossfields Institute Level 3 Diploma in Social Pedagogy APPLICATION FORM 2017-2018

Please complete this application form if you have not previously undertaken a course in social pedagogy of at least six days' duration, and if you meet the eligibility criteria on page 3 of this form. Please complete electronically and return to us both the completed Word Document and a scanned copy of the signed document to g.khatun@ucl.ac.uk.

Note: Incomplete forms will be returned and may delay your application. A completed form does not confirm a place; we will be in touch to confirm your place once we have reviewed your application.

For Office use only

Learner ID number:

Date received:

Section 1 – Personal details

Title: Mr Mrs Miss Ms Other:

Gender:

Forename:

Surname:

Other names:

Date of Birth: DD / MM / YY

Permanent address:

Postcode:

Mobile No.:

Home Tel:

Email Address:

Your preferred way of being contacted:

Email

Phone

Which organisation are you connected to, i.e. as a member of staff, carer or volunteer?

What is your current role?

Section 2 – Education & Employment history

Please tell us about your education to date:

Subject	Level	Grade and year

Please tell us about your care and work experience:

Title	Name of organisation	Year

Section 3 – Eligibility Criteria & Practical Arrangements

Eligibility Criteria:

- Learners must be at least 18 years old.
- Learners are expected to have a good level of written and spoken English. If English is not their first language, learners must be able to demonstrate that they are able to meet the requirements of this qualification. They may be asked to have a verbal interview and complete a written assignment.
- Learners should either be employed in a care/education setting or related context or be volunteering for a minimum of 200 hours in a similar setting, and expect to be so for the duration of the qualification. (Qualification duration is approximately nine months if they are undertaking the full qualification, and around six months if they have already completed a course of a minimum of six days, and are taking the two-day top-up, starting their self-guided learning and having their learning assessed).
- Learners should have reasonable IT skills as they will be expected to use the virtual learning environment and word processing for written assignments.
- Learners should have completed, or expect to complete shortly, safeguarding training with their organization. They will be asked to provide evidence of this before being awarded credits for unit 6 – safer practice from a social pedagogical perspective.

I confirm that I meet the eligibility criteria for this qualification (please tick)

We aim to run the 8-day course with 16-20 learners from your organisation or region. The course will usually run in four 2-day couplets, i.e. consecutive days, delivered over 2-4 months. This is to allow time for you to apply course learning in your practice. All days are expected to run from **9.30 AM until 4.30 PM**.

Are you willing to travel in order to attend this course?

Yes No

If so, how far are you willing to travel?

e.g. location or distance in miles

Are there any considerations for us to bear in mind?

e.g. childcare, travel, distance, working hours etc.

Section 4 – Personal Statement

Please tell us why you are interested in undertaking this qualification. You can include something about what motivates you, what benefits you feel there might be, anything that you feel unsure or nervous, or excited about.

Feel free to write as little as you want, up to a maximum of 750 words. We may contact you to explore these details further.

Section 5 – Declaration of Disability, Learning Difficulty or Health Issue

This information will be used to make reasonable adjustments to enable your participation and provide you with support in the learning, development and assessment process. Do you consider yourself to have any disability, learning difficulty or health issue?

Yes No I do not wish to disclose

If 'yes', please tell us more, including how we can best support you in your learning experience:

Please state here

Section 6 – Fees & Finance

The fee is £2,400 (including VAT) per learner for the full qualification, which includes an 8-day course, access to our Virtual Learning Environment and assessment. This also includes the learner registration fee of £350, which we pay to Crossfields Institute (the Awarding Organisation). We will send you an invoice for the full fee if we can offer you a place on this qualification. The full amount is payable before you start the qualification. Please state below which centre you would like to register with and how you will pay for your qualification.

Preferred centre: ThemPra Jacaranda No preference

How will you be funding the qualification?

Self Through your organisation Other:

Please note that if you are being funded by your organisation, please complete [this organisation funding authorisation form](#) and return this with your application via email to g.khatun@ucl.ac.uk

If you have any queries regarding payment, please contact Gulsh Khatun (g.khatun@ucl.ac.uk, or call on **020 7612 6070**).

The Level 5 Diploma in Social Pedagogy is in development and is due to launch in 2017. Would you be interested in finding out more about it?

Yes No

Section 7 – Declaration & Data Protection

Please carefully read the statement below before consenting:

I understand that I have a responsibility to provide accurate information, and that the information I have given is correct to the best of my knowledge. I will update the Centre if any of my personal details (e.g. address, email address, phone number) change. I consent for the information I have provided to be held, recorded and processed by UCL and the Centre. This may include information of a sensitive nature. I understand that the information will be treated in confidence and used internally for specific purposes as laid out in the [Centre's Data Protection Policies](#). My consent is conditional upon the Centre complying with their obligations and duties under the Data Protections Act 1998.

Signed: Learner's signature here

Date: