

**University Certificate Step Up to Management (Social Care Wales) – Expression of Interest Form**

This form should be completed by the individual expressing an interest in obtaining a place on the Step Up to Management Programme and their manager.

Section 1 and 2 to be completed by the applicant

Section 3 to be completed by applicant and manager

This form should be submitted via e-mail by **2 November 2018** and sent to:

[stepup@socialcare.wales](mailto:stepup@socialcare.wales)

If you have any queries about the programme or completion of this form please contact:

Delor Lyn Brown

Engagement and Development Lead Officer

Social Care Wales

Ffon/Tel:  02920 780 642

delor.brown@socialcare.wales

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| Name of applicant |  |
| Title: Mr, Miss, Ms etc. |  |
| Full home postal address and postcode |  |
| Contact telephone number |  |
| Email address  (work or personal) |  |
| Your organisation’s name |  |
| Work address and postcode (your work base address rather than your organisation’s head office address) |  |
| What is your UK residency status? (Home / UK or international) |  |
| Do you have an up to date Disclosure and Barring Service (DBS) check? |  |
| Do you have any criminal convictions? If ‘yes’ please note here |  |
| Manager’s name |  |
| Manager’s contact details  telephone & email address |  |
| Your current job role/title |  |
| What type of setting do you work? (e.g. adult residential, residential child care, day centre etc.) |  |
| Please insert a cross (X) by your preferred learning campus: | |  |  | | --- | --- | | University of South Wales – Glyn Taf, Treforest |  | | Glyndwr University – The Optic, St Asaph |  | | University of WalesTrinity Saint David, Carmarthen |  |   Please note: we cannot guarantee a place at your preferred campus as this will be based on the level of interest across Wales. |

**Section 2 - Qualification Details**

|  |  |
| --- | --- |
| **Please list any relevant qualifications you hold** | |
|  | Please specify qualification title and level |
| QCF qualifications – level 2, 3 & 5 |  |
| NVQ qualifications – Level 2,3,4 |  |
| Other Relevant qualifications |  |
|  | |

**Section 3 - Applicant and Manager Statements**

**Applicant Statement:**

I can confirm to the best of my knowledge the information given on this application form is correct.

Signed (Applicant) ……………………………………………..…………… Date: …………………

Print Name ………………………………………………………………..……………………………

**Employer/ Manager Statement**

I am signing to confirm I support the application for …………………………………………… to undertake the Step Up to Management Programme.

I understand that there will be a requirement to provide time for the applicant to complete the programme (including time to attend university days and meet with tutors)

Signed (Manager) …………………………………………………….……… Date: …………………..

Print Name ………………………………………………………………………………………………..