

**University Certificate Step Up to Management (Social Care Wales) - Application Form**

This form should be completed by the individual applying for a place on the Step Up to Management Programme and their manager.

Section 1, 2 and 3 to be completed by the applicant

Section 4 to be completed by the applicant’s manager

Sector 5 to be completed by applicant and manager

This application should be submitted via e-mail by **18 May 2018** and sent to:

stepup@socialcare.wales

When returning your application form via e-mail please remember to also attach the Date of Birth Request form and Equality and Diversity Monitoring form.

Successful applicants will be interviewed in May/June (confirmation of whether your application has been successful and interview dates will be confirmed by the regional coordinator for your area).

If you have any queries about the programme or completion of this application 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 detailstelephone & 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 list your previous employment over the past 2 years (including any voluntary work if different from the above) |  |
| 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: you will be informed at the interview stage if there are any changes to the location of the learning campus. |

**Section 2 - Applicant**

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| --- |
| **Why would you like to attend this programme?** |
|  |
| **Please outline your current role and responsibilities**  |
|  |

**Section 3 - 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 |  |
| Please provide scanned copies of certificates with this application |

|  |
| --- |
| **Are you currently undertaking any other learning programmes/qualifications?**  |
| Yes | No |
| If Yes please give details |

**Section 4 – Manager’s Supporting Evidence**

|  |
| --- |
| **Please outline why you are supporting this application** |
|  |
| **Please indicate how you will support this applicant to complete the programme e.g study time, financial support, opportunity to apply learning in practice** |
|  |

**Section 5 - 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 modules and meet with tutors)

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

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