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| **Crossfields Institute Level 3 and Level 5 Diploma in Social Pedagogy****Application Form**  |

We are looking forward to receiving your application. Please read through the entire form, checking what information you will need in order to complete it. You may need to approach your line manager or others within your organisation.

Unfortunately, if your application is incomplete when we receive it, it may delay our processing and your place on the course.

Please note that a completed form does not confirm your place on the qualification; we will be in touch to confirm your place once we have reviewed your application.

Our qualification courses usually run in 2-day couplets delivered with approximately 6 weeks in between. All face-to-face learning days are expected to run from **9.30 AM to 4.30 PM**. You should make arrangements to be able to attend the full day, for all days of the course.

**Please see our website for details of upcoming courses.**

*Please note, in providing us your name, contact details and other information, you are providing your personal data. Please see the* [*About Us*](http://www.jacaranda-recruitment.co.uk/about-us-2/) *page of our website for our privacy notice, which outlines how we process your personal data and your rights in relation to this. This complies with the General Data Protection Regulations, in force from May 2018*

**Section 1 – Course**

**If you are applying for a specific course, please state which one here (Level, location and start date), answer the question below (if applicable) and then skip to Section 2.**

Click here to enter text.

**You may be eligible to undertake a shorter qualification if you have previously completed a social pedagogy course. Please provide details:**

Date of course: Click here to enter text.

Course provided by: ThemPra [ ]  Jacaranda [ ]

Length of course: Click here to enter text. Location of course: Click here to enter text.

**If you do not have a specific course in mind, please assist us in trying to find the most suitable one for you by completing this information.**

Are you willing to travel for this course?

[ ]  Yes [ ]  No

**If so, how far are you willing to travel?** Click here to enter text.

**e.g. location or distance in miles**

**Are there any considerations for us to bear in mind?** Click here to enter text.

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

**Section 2 – Personal details**

Title: Click here to enter text. Gender: Click here to enter text.

Forename: Click here to enter text. Surname: Click here to enter text. Other names: Click here to enter text.

Date of Birth: DD / MM / YY

Permanent address: Please insert address here

Click here to enter text. Postcode: Click here to enter text.

Mobile Tel: Click here to enter text. Home Tel: Click here to enter text.

Email Address: Click here to enter text.

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

Click here to enter text.

What is your current role?Click here to enter text.

**Section 3 – Education & Employment history**

Please tell us about your education to date:

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| **Subject** | **Level** | **Grade** | **Year** |
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Please tell us about your care and/or work experience:

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| **Role** | **Name of organisation** | **Dates** **(mm/yy)** |
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**Section 4 – Eligibility Criteria & Practical Arrangements**

**Eligibility Criteria for Level 3:**

* 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).
* 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.

**Eligibility Criteria for Level 5:**

* Learners must be at least 18 years old
* Learners must either hold a qualification at level 4 or higher in a related discipline or be able to demonstrate their ability to study at level 5 by submitting a written assignment as part of the admission process. Please contact us about this.
* Learners must hold an English GCSE pass or equivalent. Those for whom English is not their first language need to demonstrate IELTS level 7 or work at that level. Applicants may be asked to have an interview and complete a written assignment as part of a process to ascertain whether their competence in English would allow them to meet the demands of this qualification.
* Learners must be either employed in a care/education setting or related context or be volunteering in a similar setting. Having regular and substantive opportunities to consolidate learning in a practice environment is an essential part of this qualification as it is firmly rooted in work based practice. Volunteer work will be considered if it meets the following criteria:
	+ Offers the volunteer at least 350 hours from the time they register for this qualification;
	+ Takes place in a practice environment which allows the learner to meet the learning outcomes ([see the qualification specification here](https://www.crossfieldsinstitute.com/wp-content/uploads/2017/09/SP-L5-FINAL.pdf)) and to practice their leadership skills;
	+ Is contracted, with rights, responsibilities, and entitlements made clear;
	+ Is governed by a framework of policies and procedures including or equivalent to Safeguarding, Emergency Protocol, Equal Opportunities, and Complaints Procedure as a minimum;
	+ Is supported by regular supervision and support from a nominated person, either from peers or a scheme leader.
* Learners should have adequate 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 organisation. They will be asked to provide evidence of this before being awarded the qualification.

[ ]  **I confirm that I meet the eligibility criteria for this qualification (please check the box)**

**Section 5 – 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 up to 750 words. We may contact you to explore these details further.**

**Section 6 – Declaration of Disability, Learning Difficulty or Health Issue**

This information will be used to consider what reasonable adjustments we may be able to make 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:

Click here to enter text.

**Section 7 – Fees & Finance**

Fees are as follows:

**Level 3:**

£2,500 +VAT, per learner, which includes an 8-day course, access to our Virtual Learning Environment, an information day, and all assessment.

**Level 5 – full qualification:**

£3,100 (no VAT, until further notice), per learner, which includes a 12-day course, access to our Virtual Learning Environment and all assessment.

**Level 5 Recognition of prior learning, valid if you have completed a minimum of 8 days of social pedagogy course previously:**

£2,400 (no VAT, until further notice), per learner, which includes a 6-day course, access to our Virtual Learning Environment and all assessment.

All fees include 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. The full amount is payable before you start the qualification, unless you are a self-funded learner, in which case, please see our [Terms and Conditions, available here.](http://www.jacaranda-recruitment.co.uk/social-pedagogy/social-pedagogy-qualifications/)

*Some Level 5 qualifications are subsidised by the Scaling Up Social Pedagogy project which is led by UCL. If you are applying for a Level 5 qualification, you are likely to be invoiced by UCL.*

**How will you be funding the qualification?**

Self [ ]  Through your organisation [ ]  Other: Click here to enter text.

Please note that if you are being funded by your organisation, please complete the Organisation Funding Authorisation Form, which you will find on our website, on the [Social Pedagogy Qualifications](http://www.jacaranda-recruitment.co.uk/social-pedagogy/social-pedagogy-qualifications/) page (in the middle of the page).

**Last check before your declaration and sending the form back to us:**

Have you completed the entire form? [ ]

Have you downloaded, read and signed our [Terms and Conditions](http://www.jacaranda-recruitment.co.uk/social-pedagogy/social-pedagogy-qualifications/)? [ ]

If your organisation is funding you, have you asked them to complete our [Funding Authorisation Form](http://www.jacaranda-recruitment.co.uk/social-pedagogy/social-pedagogy-qualifications/)? [ ]

**Section 8 – 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, to the best of my knowledge, correct. 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 Jacaranda Assessment Centre. This may include information of a sensitive nature (known as “special category” data). I understand that the information will be treated in confidence and used internally for the specific purposes of:

1. assessing that I meet the eligibility criteria of the qualification
2. for facilitators of the qualification course to be aware of my professional role and working background, which may be drawn on to ensure the learning and development course can be applied to my practice
3. to register my details with Crossfields Institute in order to issue my qualification certificate

I am aware of Jacaranda’s Privacy Statement and Data Protection Policy (available on the [About Us](http://www.jacaranda-recruitment.co.uk/about-us-2/) page of Jacaranda’s website).

My consent is conditional upon the Centre complying with their obligations and duties under the Data Protections Act 1998 and the General Data Protection Regulation.

Signed: Click here to enter text. Please type your name, this will be accepted as a signature.

Date: Click here to enter text.

**Please send this completed form to:** **abby@jacaranda-recruitment.co.uk**

**For Office use only**

**Learner ID number:**

**Date received:**