SPPA learning programme endorsement application

guideline for Category 3

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# Introduction

The Social Pedagogy Professional Association ([**SPPA**](https://sppa-uk.org/)) upholds the [**Standards of Education and Training**](https://sppa-uk.org/wp-content/uploads/2016/11/SETS-3.4-SPPA.pdf) **(SETs)** and the [**Standards for Occupational Proficiency**](http://www.sppa-uk.org/wp-content/uploads/2016/11/Social-pedagogy-standards.pdf) (**SOPs**) to ensure that social pedagogy qualifications, courses and other learning programmes are consistently facilitated to this high standard by providers across the UK and Ireland. SPPA also maintains a [**register of endorsed learning programmes**](https://sppa-uk.org/register-of-endorsed-programmes/) (courses and qualifications) who have demonstrated high quality learning in social pedagogy.

Learning programmes and the qualifications received fall into three distinct categories that relate to the use of the titles ‘Social Pedagogue’ and ‘Social Pedagogy Practitioner’ (see [Categories](#_Programme_categories_1) below). Any organisation or academic institution wishing to have their learning programme endorsed by SPPA will need to ensure that it meets the SETs, it equips learners to meet the SOPs in social pedagogy and it covers the minimum Practice Learning (PL) hours stated. To obtain SPPA endorsement you need to demonstrate how the programme meets the SETs and SOPs using the [self-evaluation form provided in this application](#_Standards_of_Education).

Earning SPPA endorsement means that after a careful review, SPPA is confident that your programme meets the standards and criteria set out to deliver high quality courses that align with the principles of social pedagogy, the SETs or SOPs. As a result of meeting the SETs and SOPs your students will be able to use the titles “Social Pedagogue” or “Social Pedagogy Practitioner” depending on the Category of endorsement your programme receives.

Your course will gain national and international recognition as it will be added to the Social Pedagogy Professional Association official register of endorsed programmes, and you will be able to advertise your programme as officially endorsed by SPPA and use our official SPPA endorsed logo.

# Fee and renewal

There is an administrative fee of **£200** whichcan be paid via invoice/bank transfer or PayPal.When we acknowledge receipt of your application, we will send you an invoice which needs to be paid in full in order to officially endorse your programme (if successful).

The endorsement can be renewed after two years, and the renewal fee is **£95**. If there have been major changes to your programme a re-submission of the application might be requested.

# Endorsement Terms and Conditions

1. The programme, course leaders and/ot teaching staff must show overall commitment to the [SPPA charter](https://sppa-uk.org/governance/social-pedagogy-charter/) principles.
2. A number of teaching staff and/or course leaders should be SPPA members in order to obtain SPPA endorsement. The number of memberships required depends on the number of teaching staff of the programme to be endorsed (See Table 1 below).

|  |  |
| --- | --- |
| **Number of teaching staff** | **Minimum number of teaching staff who must be a full SPPA member** |
| 0-5 | 1 |
| 6-10 | 2 |
| More than 10 | 3 |

Table 1. Number of SPPA memberships required

\*If none of the staff are members, please apply **[here](https://sppa-uk.org/membership/sppa-membership-registration-page/)** [to become a SPPA individual or organisational member.](https://sppa-uk.org/membership/sppa-membership-registration-page/)

1. You **application** will be **reviewed by two internal SPPA examiners**. Subject to compliance with applicable laws, acceptance of your application is at the absolute discretion of SPPA and SPPA is entitled to reject or approve your application.
2. SPPA endorsement lasts for **2 years** from the date of confirmation and **must be renewed after two years** to remain valid. During the time your endorsement is active SPPA will:
	1. add your course to our registry of officially endorsed programmes
	2. display the name of your course, your logo and a short description on SPPA website. We will also promote your programme on social media.
	3. your institution will be permitted to use our SPPA logo including our Endorsed logo. The SPPA logo can only be used for the period stated above and while your endorsement is still active. **The SPPA endorsed logo must** **not be used by individual members**.
3. **Endorsement fees** must be fully covered to gain approval or renewal. Failure to cover the fees will result in termination of your endorsement and removal from our list of registered programmes.
4. If your application is accepted but you then you **fail to comply with any of the requirements** set out in this form, or if any of the information you have given is inaccurate or misleading, SPPA can terminate your approval by written notice to you, effective from the date stated in that notice.
5. The information you enter on this form on behalf of your institution is confidential and will only be used for SPPA endorsement application purposes. It will always be kept safe in password protected devises and will be deleted if your application is not successful. If your application is successful, SPPA will keep a copy for as long as your endorsement is valid. Without your permission, the information you provide in this form will not be utilised, reproduced, or distributed to third parties, including public bodies, corporations, or individuals.
6. You have the right to withdraw your application at any time. If you have submitted this form and no longer wish to apply for endorsement, please contact SPPA at endorsement@sppa-uk.org to notify your decision and we will delete your information within five working days.

# Completing and submitting this form

Complete this form if you wish to apply for SPPA endorsement of your learning programme at **Category 3**. Please ensure that you fill in all necessary sections of this form to the best of your ability.

Take time to carefully consider your responses in this application. The information you give here is important and will be relied upon by SPPA to consider your application. We will expect that all institutional policies will be adhered to including around disclosure and barring.

Please also attach the logo of your institution/programme and remember to sign the declaration at the end of the form. This application and all supporting documentation must be sent to endorsement@sppa-uk.org with the subject: Endorsement application.

Your application will be carefully reviewed, and we may have questions about your programme outline, actions or training necessary to meet the requirements. Once all the criteria for approval have been met and your fees have been paid, **confirmation will be sent in writing within 2 months.**

If you have any questions, please email us at endorsement@sppa-uk.org.

**THANK YOU!**

# Endorsement categories

Learning programmes and the qualifications received fall into three distinct categories that relate to the use of the titles ‘Social Pedagogue’ or ‘Social Pedagogy Practitioner’. Before continuing, please identify which category your learning programme falls into.



* Remember that to obtain SPPA endorsement at Category 1 and 2 you must demonstrate how the programme meets all the SETs and SOPs.
* Please note that SPPA does not prescribe the distribution of PL hours across levels, however it is expected that the number of PL hours increases with each level. Please consult the [Practice Learning Handbook here](https://sppa-uk.org/wp-content/uploads/2023/09/Social-Pedagogy-Practice-Learning-Handbook_SEPT-2023.pdf).

# Application form for endorsement at Category 3

## Provider details

|  |
| --- |
| **Organisation name:**   |
| **Address:**   |
| **City/town:**   | **County:**   |
| **Country:**   | **Post Code:**   |
| **Organisation website:** |   |
| **Email:**   |
| **Telephone no.** |   |

## Provider contact

|  |  |
| --- | --- |
| **Applicant:**  | **Email:**  |
| *(The person submitting the form for Centre Approval)* |
| **Quality Nominee:**   | **Email:**  |
| *(The person who has overall accountability for quality assurance and management of assessment of programmes, if applicable)* |
| **Head of Centre:**   | **Email:**  |
| *The person with overall accountability for Centre operation* |
| **Are any of the staff or course leaders SPPA members?**\*it is a requisite to be members, see T&C above [ ] **Yes** [ ] **No** | **Name(s) of member(s):**   |

## Legal status & financial details

**Nature of your organisation:**

|  |  |
| --- | --- |
| [ ]  School | [ ]  Government Funded Body |
| [ ]  Higher education  | [ ]  Private Limited |
| [ ]  Co-operative | [x]  Other: |
|  |  |
| **Charity No** (If applicable): |   | **Registered Company No.**   |
| **VAT Registration No:** |   | **Registered Company name:**  (If different from Section 1) |

**Registered Office Address (if different from Section 1)**

|  |
| --- |
| **Address:**   |
| **Town:**   | **Postcode:**   |

|  |
| --- |
| **Finance Contact Name:**   |
| **Email:**   |
| **Telephone number:**   |

## Learning programme provision

Please specify the programmes or training for which you wish to obtain endorsement:

|  |  |  |
| --- | --- | --- |
| **Name of programme(s)/training(s)** | **Cat.** | **Estimated no. of learners in 1st year** |
|  | **3** |  |
|  |  |  |
| **Brief programme(s) description:**  |

|  |
| --- |
| **1. Provide details of any external organisation that you are inspected by and summary details of their last findings (if any).**  |
|   |
| **2. Provide the names of any organisation or individual you intend to offer the programme or training in partnership with (e.g. funding partner), including their roles and responsibilities; or add N/A if this does not apply to your centre.** |
|   |
| **3. Do you intend to offer the programme/training overseas? If so, please provide details of how you will quality assure the delivery.** |
|   |

## Self-assessment form

Please provide a brief account of how your programme meets the following aspects and provide accompanying evidence (e.g., link to website information). For each aspect, please indicate where in the accompanying documentation the evidence can be found or write a statement about how you believe your programme meets the criteria.

### Section 1 - Programme management and resources

|  |
| --- |
| 1. **PROGRAMME MANAGEMENT AND RESOURCES**
 |
| * 1. **Staff recruitment and expertise**
 |  |
| * + 1. Course providers should have an effective process of staff recruitment to ensure appropriately qualified staff to facilitate the social pedagogy programme.
 | URL of staff recruitment policy or a statement of what your staff recruitment policy is |
|   |
| * + 1. Course managers and leaders should ensure that the standards, values and facilitation approach of those facilitating learning are commensurate with the standards and charter of social pedagogy.
 | URL of malpractice and maladministration policy or statement of what your malpractice and maladministration policy is |
|   |
| * + 1. Course facilitators should have a theoretical, ethical and practical understanding of social pedagogy which enables competent facilitation of a social pedagogy course
 | URL of internal quality assurance policy or statement of what your internal quality assurance policy is; staff induction training or statement of how you induct your staff  |
|   |
| * + 1. The learning providers should monitor staffing levels to ensure provision of adequate numbers of qualified and competent staff.
 | URL of organisational chart staff/ team plan including staff to service user ratio, staff recruitment policy  |
|   |
| * + 1. At least one facilitator must have a qualification in social pedagogy (or close equivalent, e.g., Social Work, Youth Work, Education), with relevant and up to date practice experience.
 | Certificates/proof of facilitator/s or programme leader’s qualification in social pedagogy/close equivalent |
|   |
| * 1. **Staff CPD**
 |  |
| * + 1. Staff/facilitators are expected to demonstrate their continual relevant professional development in social pedagogy theory and practice.
 | Evidence of CPD done, e.g., certificates or logs in the past year and how this has influenced their practice URL of staff CPD programme or description of staff CPD  |
|   |
| * + 1. There should be an effective process to review staff performance
 | Staff personal development plan/performance review or a description of how you review your staff performance  |
|   |
| * 1. **Programme Management**
 |  |
| * 1. 1. There should be a named and appropriately qualified person who has overall responsibility for the learning programme and a clearly laid out organogram identifying responsibilities.
 | URL of organisational chart  |
|   |
| * + 1. Education providers should regularly monitor all resources to ensure they are sufficient and fit for purpose, including ensuring that staff have sufficient time to deliver, assess and mentor students.
 | URL of safeguarding policy or a statement of what you safeguarding policy is  |
|   |
| * + 1. There should be clear quality systems in place which are appropriate to the size of the education provider and supported by management.
 | URL of internal quality assurance policy or a statement of what your internal quality assurance policy is  |
|  |
| * 1. **Learning Environment**
 |  |
| * + 1. There should be a range of resources and methods to facilitate a creative and experiential learning process, where learners feel they and their opinions are valued and respected, confidentiality is upheld, and a safe space is provided to share thoughts, emotions, feelings and vulnerabilities.
 |   |
| * + 1. The focus should be on building inclusive relationships between diverse group members (including facilitators) to reduce power imbalances.
 |   |
| * 1. **Learner support / mentoring**
 |  |
| * + 1. There should be a planned approach to facilitating learning through regular dialogue, observation, sharing of material, experience and knowledge, reflection and feedback.
 | Sample teaching plan including different ways of facilitating learning;URL of platform used, e.g. Moodle or other online platform or a description of the learning platform used; sample portfolio of activities or assessment  |
|   |

### Section 2: Curriculum

|  |  |
| --- | --- |
| 1. **CURRICULUM**
 |  |
| * 1. **Programme Content**
 |  |
| * + 1. All SPPA approved courses must further learners’ understanding of social pedagogy in three areas that are integrated: theories and concepts in social pedagogy, self and reflective capacities, social pedagogical practice.
 | URL outlining programme specification / course details or a description of how the course further learners’ understanding of social pedagogy |
|   |
| * + 1. The programme must support and develop autonomous and reflective thinking.
 | Statement of how your programme meets the SOPS specifically how your programme supports and develop autonomous reflective thinking |
|   |
| * + 1. The programme must encourage theoretically informed, values-based and evidence-supported practice.
 | Statement of how your programme meets the SOPS specifically how it encourages theoretically informed, values-based and evidence-supported practice  |
|   |
| * + 1. The range of learning approaches used must be appropriate to the effective facilitation of the curriculum.
 | Statement of how your programme meets the SOPS specifically the range of learning approaches  |
|   |
| * + 1. In a multi-disciplinary professional group of learners, adequate attention must be paid to the application of social pedagogy to each discipline or profession.
 | An example of previous training delivered to various professional groups and how social pedagogy was applied depending on the backgrounds of the learners |
|   |
| * + 1. Programme content should be reviewed regularly to ensure it is up to date and remains relevant to current social pedagogy practice and theory.
 | URL or description of programme specification, including details of last review date and review process and frequency  |
|   |

### Section 3: Learning and assessment

|  |  |
| --- | --- |
| **LEARNING AND ASSESSMENT** |  |
| * 1. Facilitators should provide a variety of learning methods, combining theoretical teaching with practice, experiential learning, creative activities and group projects. Learning may also be through individual and group supervision, blended (online and face to face) learning and self-directed study
 | URL or description of programme specification and sample teaching plan  |
|   |
| * 1. Facilitators should join in with activities where appropriate and share their reflections
 | Statement describing how facilitators interact in activities and share their own reflections |
|   |
| * 1. Students should be encouraged to bring learning from everyday life into their study
 | Statement of how students are encouraged, with examples |
|   |
|  |

**PLEASE READ AND SIGN THE DECLARATION ON THE NEXT PAGE BEFORE SUBMITING YOUR APPLICATION**

## Declaration

**This declaration must be signed by an authorised signatory in his/her own name for and on behalf of the institution or centre.**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| I hereby certify that the above information given is true and correct as to the best of my knowledge.  |[ ] [ ]
| I have read the [SPPA Charter](https://sppa-uk.org/governance/social-pedagogy-charter/) and commit to uphold its values. |[ ] [ ]
| I confirm that at least one of the course leaders/staff is currently a SPPA member or is willing to become one. |[ ] [ ]
| I have read and agree with the [Endorsement terms & conditions](#_Endorsement_terms_and) stated in this document  |[ ] [ ]
| I am happy for this application to be reviewed by SPPA and I am aware that for this purpose at least two reviewers and administration staff will have access to the information provided. |[ ] [ ]
| I am aware that SPPA reserves the right to reject this application. |[ ] [ ]
| I give SPPA permission to use our institutional/organisational logo on SPPA website and SPPA social media channels for marketing purposes if this application is successful |[ ] [ ]

**Full name:**  **Actual signature:**

**Position within the organisation:**

**Date:** Click or tap to enter a date.

**Thank you for completing this application! Please email it to** **endorsement@sppa-uk.org**

**Please also attach your institution’s logo when submitting this application.**

****

## Annex 1: Qualifications levels in UK and Ireland

### Qualification levels in England, Wales and Northern Ireland

<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

### The Scottish Credit and Qualifications Framework

<https://scqf.org.uk/about-the-framework/>

### UK Qualification Comparison Chart

A detailed comparison of qualifications throughout the UK:

<https://eal.org.uk/support/document-library/7-uk-qualifications-comparison-table/file>

### The National Framework of Qualifications (NFQ) Ireland

The NFQ is used to compare Irish qualifications with foreign qualifications, thus, acting as a valuable tool for Irish graduates travelling abroad who wish to use their Irish qualifications

<https://usi.ie/national-framework-of-qualifications/>

### Comparison of Qualifications in the UK and Ireland

A guide to comparing qualifications in the UK and Ireland

<https://www.qaa.ac.uk/docs/qaas/news-and-events/qualifications-can-cross-boundaries-guide-to-comparing-qualifications-in-the-uk-and-ireland.pdf?sfvrsn=3715c981_4>

****

# SPPA STAFF ONLY

### A. Confirmation of receipt (admin)

**Application received on:** Click or tap here to enter text.

**To be reviewed by:**

**1.** Click or tap here to enter text.

**2.** Click or tap here to enter text.

**Deadline:** Click or tap to enter a date.

### B. Internal reviewers form

(to be filled by the two reviewers)

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning programme review** | **Yes** | **No** | **Comments** |
| Learning Programme details have been completed clearly and accurately |[ ] [ ]   |
| SETS - Programme admission information is clear and meets expected standard.  |[ ] [ ]   |
| SETS - Programme management and resources are clear and meets standard.  |[ ] [ ]   |
| SETS - Curriculum “Learning Programme Resources” is clear and meets standard.  |[ ] [ ]   |
| SETS - Learning and Assessment “Management Systems” is clear and meets standard.  |[ ] [ ]   |
| SETS - Practice Placement is clear and meets standard |[ ] [ ]   |
| **We agree for this programme to be endorsed at Category:**  | **Level:** |
| **With exit title: N/A** |
| **Other comments:** |

**Are there any specific suggestions or actions for the centre? If yes, please state**

|  |
| --- |
| **Suggested actions, feedback or amendments for the programme** |
|  |

|  |  |  |
| --- | --- | --- |
| **Date or approval:** Click or tap to enter a date. |  |  |
|  |  |  |

### C. Admin checklist

|  |  |  |
| --- | --- | --- |
| **Item**  | **Yes** | **No** |
| Has the application been fully reviewed and approved by both reviewers?  | [ ]  | [ ]  |
| Is at least one of the course leaders/staff a SPPA member? | [ ]  | [ ]  |
| Add name and SPPA ID: |  |  |
| Have the admin fees been paid? Include Payment date: Click or tap to enter a date. | [ ]  | [ ]  |
| Can the endorsement be fully approved | [ ]  | [ ]  |
| Written confirmation has been sent  | [ ]  | [ ]  |
| **Comments:**  |

**Reviewed by:** Click or tap here to enter text.

**On:** Click or tap to enter a date.