

E-Guides eCPD

21st Century Skills

Advanced E-Guides



Advanced E-Guide application form

Guidelines for applicants

- Obtain the support of your line manager for your application;
- Obtain the agreement of your line manager to release you for attending 2 days of Advanced E-Guides training, and for preparing and delivering at least one 3-day E-Guides training by 19 March 2010;
- Confirm with your line manager that you will have access to a suitable venue and support to deliver a three-day E-Guides training to a minimum of 10 colleagues before 19 March 2010;
- Indicate on the application form which of the two training courses for Advanced E-Guides would be your preferred choice. Please note that we cannot guarantee to be able to accommodate your preferred choice;
- Please ensure you are able to attend both training days;
- Reservations cannot be accepted by telephone.

The sending of the application form does not guarantee a place on the course

Applicants will need to meet the criteria as set out in the above course outline. Applications will be assessed based on the information you provide within the booking form regarding your skills and experience. Should the course be oversubscribed then places will be allocated to eligible applicants in the order that they are received. All applications will be acknowledged within 5 working days; however places will not be confirmed until after the closing date for applications on Friday 25 September 2009.

Successful applicants will receive an e-mail confirmation of their place along with pre-session activities, joining instructions, including a map and directions, by 2 October 2009.

Please complete the form and return to Raksha Kanani:
National Institute of Adult Continuing Education (NIACE)
Renaissance House, 20 Princess Road West
Leicester LE1 6TP

Tel. 0116 285 9661

Fax: 0116 285 9670

Email: e-guides@niace.org.uk

Please complete the application in **BLOCK CAPITALS** and in full.

Course Reference	Course Location	Training Dates	Please tick:	1st choice	2nd choice
EGAd1	London	Tues 3 Nov & Tues 8 Dec 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EGAd2	Birmingham	Weds 4 Nov & Thur 10 Dec 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Participant's details

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel no. _____ Fax no. _____

Please provide an email address that is your own and regularly accessed as this will be used to send you joining instructions.

E-mail

Address _____

Postcode _____

This is my Home address Work address

Joining instructions will be sent by e-mail, if you would prefer to receive these by post, please tick this box

Participant's employment

What is the main sector that you work in? (tick one only)		Local Authority funded provision	FE college
Voluntary & Community Sector	<input type="checkbox"/>	WEA	<input type="checkbox"/>
	<input type="checkbox"/>	Offender Learning and Skills	Work-Based Learning

Please indicate which, if any, of the following training programmes you have completed:

PDA eCPD	LSIS eLeadership training:
Subject Learning Coaches	<ul style="list-style-type: none"> • Connect
Advanced Subject Learning Coaches	<ul style="list-style-type: none"> • Realise
	<ul style="list-style-type: none"> • Equip
	<ul style="list-style-type: none"> • Explorer

Other (please specify):

Experience

Places on the Advanced E-Guides training are restricted to 15 E-Guides per Cohort.

The training for Advanced E-Guides is aimed at practitioners from the learning and skills sector who have completed the E-Guides training programme and who:

- have experience in delivering CPD
- have cascaded areas of the E-Guides programme as part of staff development
- can demonstrate that they will be able to deliver at least one 3-day E-Guides event in their organisation or across multiple organisations with a minimum of 10 participants by 19 March 2010.

When did you train as E-Guide? (date)

Please provide examples of CPD and how you have cascaded e-learning across your organisation since training as an E-Guide (please attach an additional sheet of paper if needed)

Outline to who and when you plan to deliver the 3 days E-Guides training within your organisation/cluster of organisations. What impact will this have within your organisation?

How will you align this work with other change agents e.g. Advanced PDAs, Subject Learning Coaches?

I confirm that I will be able to deliver a minimum of one 3-day E-Guides training programme to a minimum of 10 members of staff by 19 March 2010.

Signature E-Guide

Organisational support

In order for Advanced E-Guides to deliver the 3 days E-guides training, senior management support is critical.

Senior Line Manager Contact Details

Title	Name of Line Manager
Email address of Line Manager	
Job title	
Line Manager address _____	
_____ Postcode _____	
Contact telephone number _____	
<ul style="list-style-type: none">• I confirm that my organisation will release the E-Guide to train as an Advanced E-Guide and to prepare and deliver the 3-day E-Guides training to a minimum of 10 members of staff across my organisation or a cluster of organisations• I have given endorsement to the Advanced E-Guide action plan• I understand that all the administration and costs involved in delivering the E-Guides training is the responsibility of my organisation• I confirm that a suitable training space will be provided and I understand that the delivery of the training has to be completed by 19 March 2010.	
It is planned that the three day e-guides event will take place (approx date)	
Signature Senior Line Manager	

Data Protection Act

The Learning and Skills Improvement Service (LSIS), as a data controller, will process personal information provided by you to keep you informed about its services and to give you the opportunity to be involved in evaluation/ improvement of its programmes.

Your personal data will be held on a database by LSIS and its appointed agents involved in the delivery of its programmes and will be processed in accordance with the Data Protection Act 1998.

LSIS may contact you, directly or via agents, by mail, email or phone to send you details of its services and of future events or activities related to LSIS Programmes. By providing LSIS with your mailing address, telephone number and email address, you consent to being contacted by those methods for these purposes.

If you do not wish to receive marketing information from LSIS and its affiliates or associates, please tick here

If you do not wish to be contacted to provide feedback for the purposes of service evaluation and improvement, please tick here

Should you wish to be removed from the LSIS database and no longer receive communications from LSIS, please tick here

We are wholly committed to promoting diversity and equality of opportunity. Please be assured that all data collected is to ensure that partner organisations offer equality of opportunity throughout our Programmes and no personal information will be made available to any other parties outside our Programmes.

Please return completed application forms to:
Events Team, NIACE, Renaissance House, 20 Princess Road West, Leicester, LE1 6TP
Tel: 0116 285 9661 Fax: 0116 285 9670 Email: e-guides@niace.org.uk