



Department of Childcare, Social Care & Counselling

## **Professional Development Award**

**In**

**Childhood Practice**

Application Pack

And

Pre entry information

Name

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## Introduction

This pack is designed to enable the PDA Childhood Practice team to ensure that:

- this is the right course for you
- you have support to undertake the course
- you meet the specific entry criteria

Please complete each section, supplying the information requested. Any appropriate documentation should be attached to the pack. Please ensure photocopies and not originals are supplied as these will not be returned.

Thank you for your application.

## Personal Details

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Please detail your personal information below

<b>Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	<b>Postcode;</b>
<b>Email</b>	
<b>Telephone Number</b>	

## Professional Registration Details

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You are required to be registered with Scottish Social Services Council or an equivalent professional body. Please supply a copy of your current registration certificate.

<b>Name on registration;</b>	
<b>Registration Category;</b> <small>Please tick</small>	<b>Support worker</b> <input type="checkbox"/> <b>Practitioner</b> <input type="checkbox"/> <b>Lead Practitioner</b> <input type="checkbox"/>
<b>Date of registration;</b>	
<b>Date of renewal;</b>	
<b>Registration Number;</b>	

**Copy of registration attached to application**

*tick to confirm*

## Previous and relevant qualifications

To apply for the course you must meet the current criteria for application. This means that you need to have 120 credits at SCQF Levels 8 and Level 7, giving a total of 240 credits for entry; this must include a practice based award that would allow you to register with SSSC. Please list below all current qualification and their credit rating and relevance to childhood practice.

Title	Award Type	Provider	Date achieved	Level	Credit Score
<i>Example Playwork 4</i>	<i>SVQ</i>	<i>Edinburgh college</i>	<i>12/5/12</i>	<i>8</i>	<i>120</i>

if you have additional qualifications please tick here and continue on the back of the application.

Please enclose a copy of all relevant qualifications – tick to confirm

## Job Role and Suitability

The award is a work based practical award, therefore you will need to be in a suitable role in a childhood practice setting. We recommend that you are a lead practitioner and have access to a supervisor's role.

<b>Organisation/Place of Work</b>				
<b>Role /Title</b>				
<b>Description of Duties/Responsibilities</b>				
How often do you do the following?	Always	Often	Seldom	Never
Develop services				
Manage change in the service				
Manage a team				
Supervise staff				
Review policy				

## Current Skills

To help us consider if you are ready for the course and any support you may require we would like you to consider your skills in the following areas

Skill	Poor	Average	Good	Excellent
Oral Communication				
Written communication				
Organisation				
IT skills				
Interpersonal				

Please select the appropriate level by marking in the appropriate box.

## Funding Information

We need to know how you intend to pay for your qualification. Please complete the following

### Funding source

Please select (please tick all relevant sources.)

- ILA or SAAS (applications usually open in May)  number if you have one
- Own Organisation Funding  contact name and address
- Personal Funding
- Childcare Partnership Funding
- Other please state

Please add a copies of any funding agreement letters or funding details

You need to supply written confirmation of **all** funding including SAAS awards before you can be enrolled as a student.

Tick to confirm copies are enclosed

## Mentor Information

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The course requires you to work with a mentor. This person should be someone who can assist you with feedback and help you with your understanding and practical application. This should be someone you work closely with who can give support and advice and help you challenge your practice. It is advisable that this person is working at the same level or above. It is recommended that you read the guidance on mentors pack before selecting your mentor, this can be found at

<http://scottishmentoringnetwork.co.uk/assets/downloads/resources/Mentoring%20guidance.pdf>

Designated Mentor Information			
Name		Position	
Organisation			
Address:			
Telephone:		email:	
<b><i>The mentor should agree to and sign the following</i></b>			
<ol style="list-style-type: none"><li>1. I am prepared to support the student in the setting.</li><li>2. I am prepared to mentor throughout the course.</li><li>3. I will give regular feedback to the student named above on their performance in a constructive manner.</li><li>4. I will provide feedback to the college when necessary.</li></ol>			
<b>Signed by Mentor</b>			
<b>Date</b>			

## Employer Agreement

The course requires you to be in a suitable role to gather work based evidence. This includes access to work based products and support from your employer and workplace, therefore we need to ensure that your employer can support your application and assist and support you during your time on the course.

<b>Workplace Information and declaration</b>			
<b>Employer/Line Manager Name</b>		<b>Position</b>	
<b>Organisation</b>			
<b>Address:</b>			
<b>Telephone:</b>		<b>email:</b>	
<b>I agree to support the candidate in the setting by:-</b>			
<ol style="list-style-type: none"><li>1. Releasing the candidate from the workplace to attend classes where necessary.</li><li>2. Allowing the candidate to use materials and work based product and practice throughout the course.</li><li>3. Regularly asking the candidate to discuss their learning and assessment activities with the team, encouraging reflective practice.</li><li>4. Giving regular feedback to the candidate on their performance in a constructive manner.</li><li>5. Giving guidance and support on planning for evidence gathering.</li><li>6. Encouraging the candidate to make suggestions for change and improvement in the workplace and supporting them to implement this.</li><li>7. Providing opportunities for the candidate to carry out research in the workplace e.g. carrying out surveys or observations</li><li>8. Providing feedback to the college and stakeholders when necessary.</li><li>9. When there are issues of misconduct or a concern that a candidate is not working to the SSSC Codes of Practice, I am aware of my responsibility and the college's responsibility to report this.</li></ol>			
<b>Signed by Employer/Manager</b>			
<b>Date</b>			



## References

You must supply two references that we can contact to help ascertain your suitability and competence for the course. The referees should complete the following information:

<b>Referee 1</b>					
Name					
Position					
Address					
Contact Number		Email			
Reference statement detailing why you feel the candidate is suitable for course					
Areas you feel the candidate may need support in.					
<i>Grading on applicants ability</i>		Excellent	Good	Fair	Poor
Honesty					
Reliability					
Commitment to study					
IT Skills					
Use of initiative					
Signature		Date			

<b>Referee 2</b>					
Name					
Position					
Address					
Contact Number		Email			
Reference statement detailing why you feel the candidate is suitable for course					
Areas you feel the candidate may need support in.					
<i>Grading on applicants ability</i>		Excellent	Good	Fair	Poor
Honesty					
Reliability					
Commitment to study					
IT Skills					
Use of initiative					
Signature		Date			

## Placement Information

As part of the course you are required to undertake a work placement in another service or sector relating to Childhood Practice. The Protecting Vulnerable Groups Scheme ensures that those who have contact with vulnerable groups have no known history of harmful behaviour. As a result you may be required to renew your current PVG in order to ensure you are in line with current guidance and meeting the legal requirements for your placement.

## Declaration

I am aware of this requirement and agree to ensure that my PVG is discussed and approved by my placement supervisor.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## Information Sharing

I am aware that the college may need to share information with stakeholders on several aspects of the course, these include

1. Discussing progress with the mentor
2. Discussing progress with the employer
3. Discussing progress with the funder

I give permission for information to be shared.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## Pre-Interview Task

Applicants should complete **one** the following tasks before interview for the PDA Childhood practice at SCQF 9. Please read the guidance notes at the foot of the page before completing the task.

### Task 1

The Standard for Childhood Practice specifies what is expected of a worker seeking registration with the SSSC as a manager/lead practitioner in the early years and childcare service in Scotland. It consists of outcome statements that set out what learners must know, understand and be able to do to achieve the qualification.

Consider the outcome statement below:

‘4.1 Managers/lead practitioners co-ordinate and lead the provision of environments that are safe, secure, caring and nurturing, and inclusive.’

<http://www.gaa.ac.uk/Publications/InformationAndGuidance/Documents/earlyYears.pdf> [accessed 29/10/13]

Critically evaluate how you currently integrate this into your work practice, making reference to appropriate theory. Your task should be between 800-1000 words and include details of any sources used.

Or

### Task 2

Consider the following extract:

‘Children need to be active and for most children it’s easiest to be active outdoors. Children love to play outside. Given the chance, they are drawn to the environments of parks, woodlands, river banks and beaches as if by magic. There they can explore the elements – usually earth, air and water, with the occasional bit of fire – make and destroy empires, sit and watch the clouds go by, run and jump, roll and balance, test the current or climb a tree, whisper, talk, shout or scream – and every day is different. However for many children being active is fitted around the constraints of modern living.’

Else, P (2009), *The Value of Play*. Continuum International Publishing Group, p 50

Critically evaluate the extract, making reference to your work practice and appropriate theory. Your task should be between 800-1000 words and include details of any sources used.

### Guidance notes

This task is designed to reflect the standard of work required for the PDA Childhood Practice and will therefore give us (and you) guidance on your suitability for the course and any support you may need. Acceptance decisions will not be made on this alone.

I have attached my completed task

*tick if a copy is included*

## Declaration and application

I would like to be considered for a place on the course.

I have completed all areas of the form

I have included copies of the following:

- SSSC Registration Certificate
- Relevant Qualification Certificates showing I meet the entry requirements
- Funding Agreements
- Pre-Interview Task

Signed by \_\_\_\_\_

Date \_\_\_\_\_

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