

Education, Sport and Culture

Parenting Support Services

The Bridge

Le Geyt Road, St Saviour,

Jersey, JE2 7NT

Tel: +44 (0)1534 449481

Email: parentingadmin@gov.je



Welcome:

The Bridge is an independent training provider, assessment centre and education consultancy, specialising in tailor-made and nationally recognised qualifications for those managing, training or practicing in Work with Parents/Families. We have produced this handbook for all who are involved or interested in the activities of The Bridge, including candidates (students), assessors (tutors) and customers. Please take a little time to read through it; we hope that it will answer most of your queries about who we are and what we do. No written document can cover everything, however, and we invite you to contact us if you need any further information or if you have any questions.

The handbook is arranged into various sections, covering the following topics:

- Page 1. *Welcome page*, including this list of contents
- Page 2. *Introduction*: we've included the objectives/vision of The Bridge ("the centre") here, as well as who "we" are and how you can contact us
- Page 6. *Qualification*: this gives you an overview of the course you are enrolled on or have expressed an interest in, as well as the arrangements for inducting candidates and assessors on all courses
- Page 11. *Centre policies and procedures*: this section includes the equal opportunities and fair assessment policies, the appeals and complaints procedures and an explanation of the ways in which the quality of the work of the centre is monitored. It also contains the enrolment form for new candidates
- Page 20. *Documentation*: here you will find a brief explanation of each of the forms used to track the achievement of candidates and check the quality of teaching and assessment. You may not need to complete these yourself, but it's important that you know what records the centre keeps. If you are a candidate, you can see any records held about you at any time – just ask!
- Page 21. *Resources, course review and the centre delivery model*: this final section lists the learning resources the centre has access to, and the ways in which the candidates participate in reviewing and evaluating their experiences with the centre.

Please now read on to discover more about the centre...

Introduction:

The Bridge is a City & Guilds approved training and assessment centre specialising in vocational qualifications developed for practitioners, individuals, trainers and managers. The centre is managed by Patricia Tumelty, an experienced practitioner and trainer with a background in Family Therapy and Mental Health with many years experience in counselling and psychotherapy training.

The aim, quite simply, is to offer high quality training and assessment leading to both nationally recognised and in-house qualifications for continuing professional development (CPD). To this end, The Bridge offers qualifications developed and accredited by City & Guilds, a well-established and highly respected national awarding body, as well as short non-accredited courses suitable for CPD purposes. City & Guilds have confirmed that the centre meets all their requirements to offer these vocational qualifications, and they have also approved Patricia Tumelty as competent to assess and verify the awards.

Patricia Tumelty has primary responsibility for all of the teaching, assessment and quality assurance within the centre. However, she also has access to a principal training officer in UK based company "Thought Creative Ltd." and local access to a number of additional experienced practitioners and trainers in related subjects. These colleagues are also approved by City & Guilds and may be involved in the teaching or assessment of a particular course.

Organisation:

"As usual the management of this centre although small is very good."

External Verifier's report, 2011.

Being a small organisation, we have a simple organisational structure!

- Patricia Tumelty may teach, assess or verify on courses offered by the centre, and she may become involved in the appeals and complaints procedures where she is not involved in the reason for the appeal or complaint. Patricia has overall responsibility for the organisation and management of The Bridge.
- She works as part of a team including Pat Sabey, Christine West, Sarah Walker, Tiffany Newbald, and Emma Sterry, who may also teach and assess on courses.
- The team are dedicated to exploring with candidates the essential skills and knowledge they need to support parents in their parenting role. The course will build on a candidates understanding of children's and parents social, emotional, intellectual and physical needs within the context of family life.
- Patricia has overall responsibility for developing and marketing the programmes that lead to achievement of the awards. Patricia will become involved in the appeals and complaints procedures where she is not involved in the reason for the appeal or complaint. In the event that she is she has enlisted the help of a Tutor at Highlands College. For contact details please ask Parenting Administration.

- City & Guilds appoint a UK based External Verifier for the centre. They will externally audit the centre on a regular basis and ensure that it is complying with awarding body requirements. They may ask to interview candidates, assessors and verifiers, and will also look at candidates' assignments in order to ensure that they are being assessed and internally verified fairly and consistently. If a candidate needs advice from the awarding body s/he should contact the regional office, as External Verifiers work independently and should not be contacted directly:

City & Guilds Southern Regional Office
1 Giltspur Street
London EC1A 9DD
Tel: 020 7294 2677

- As mentioned above, there are also other trainers and assessors that may be involved in a course, and candidates will receive information about them separately.

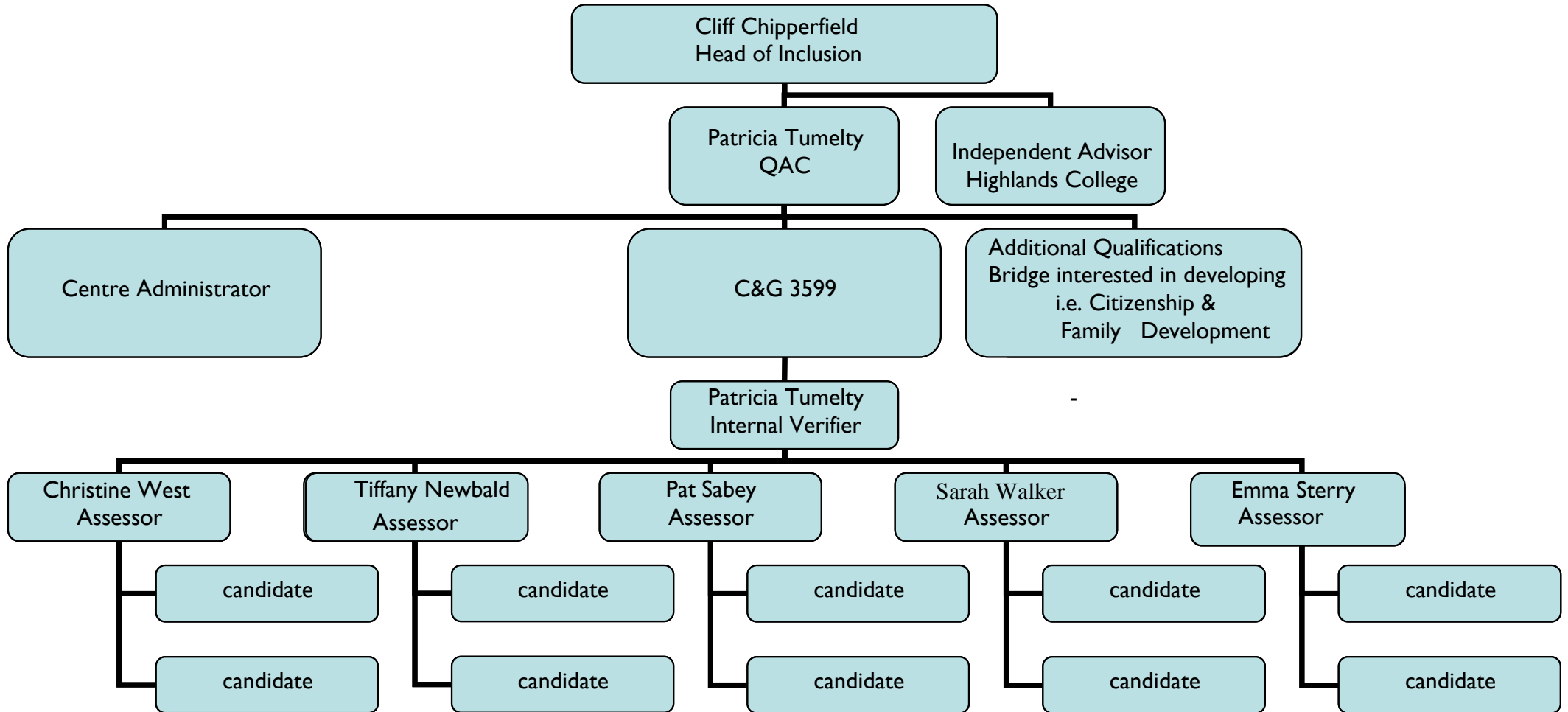
Contacting us:

Please feel free to telephone, write to or email us at any time. Full contact details are as follows:

Patricia Tumelty
The Bridge
Le Geyt Road
St. Saviour
JE2 7NT
Tel: +44(0)1534 449495
p.tumelty@gov.je

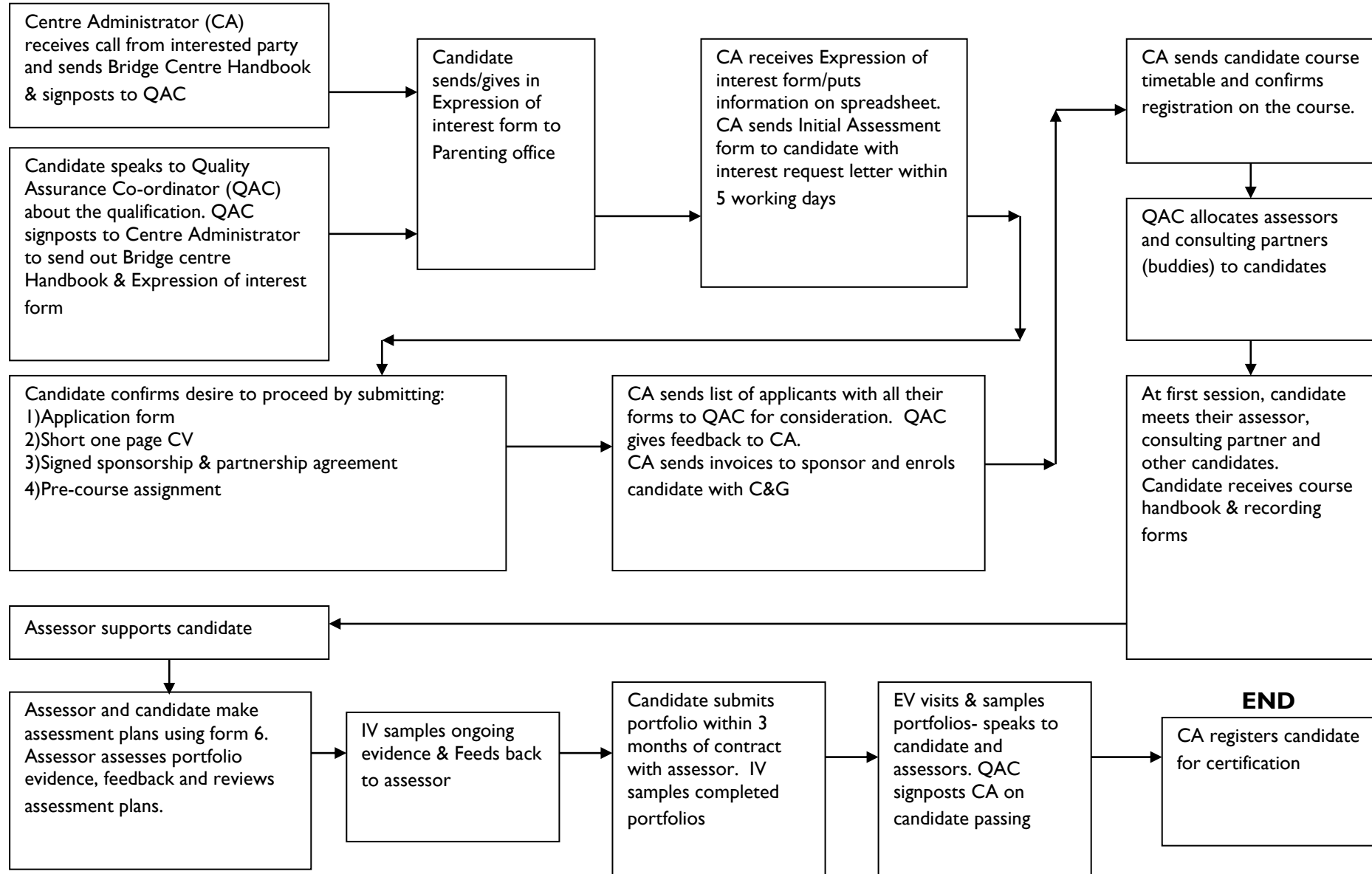
Please now read on to find out more about your qualification...

Organisation of the Centre



Journey of an applicant for the qualification

START



Qualification:

This section gives an overview of the structure of the course you are concerned with. If you are a candidate studying with us, comprehensive information will be provided when you are enrolled onto the course. As a candidate, you will also receive workbooks with details of their assignments and all necessary associated paperwork.

Also included here is a brief summary of the arrangements for inducting assessors and candidates into the centre and the qualifications. Materials developed by City & Guilds are used during the actual induction sessions.

Level 3 Award & Certificate in Work with Parents (3599)

Information for prospective candidates

This qualification has been developed to equip individuals working with parents with the essential skills and knowledge required to support parents in their parenting role. The course will build on a candidates understanding of children's and parents' social, emotional, intellectual and physical needs within the context of family life.

The qualification aims to give a clear framework from which to establish evidence based outcomes for engaging and working with parents.

The qualification sits at Level 3 Award and Certificate.

Level 3 is aimed at learners who work as:

Family Support workers

Family School Champions

Parenting facilitators

Nursery staff

Nursery nurses

And ANY staff currently working with parents where collaborative working is crucial to developing family well being in Jersey.

The differences between the Award and the Certificate are shown below:

<u>CERTIFICATE</u>	<u>AWARD</u>
<u>All 8 Units mandatory:</u>	<u>4 units mandatory:</u>
300 Build and maintain relationships in work with parents	300 Build and maintain relationships in work with parents
301 Work with Parents to meet their child's needs (attend 'Ready Steady Toddler' 0- 5yrs course 6 x 2hrs)	304 Effective communication with parents
302* Enable parents to develop ways of handling relationships and behaviour that contribute to everyday life with children	306 Reflect on and update own knowledge of practice
303* Enable parents to reflect on the influences in parenting and the parent/child relationship (attend 'How to Talk so Kids will Listen' 5-10yrs course 6 x 2hrs)	311 Engage parents in their children's early learning
304 Effective communication with parents	
306 Reflect on and update own knowledge of practice	
308* Work with groups of parents (attend 'Blame my Brain' course 6 x 2hrs)	
311 Engage parents in their children's early learning	
* These credits gained by attending programmes delivered by Parenting Support Services. For more information and to reserve a place on these, please tel. 449481.	

Core Units of the qualification

Principles and values underpinning work with parents (level 3)

Enable parents to understand and meet their children's needs (level 3)

Reflect on and update own knowledge and practise (level 3)

Enable parents to reflect on the influences on parenting and the parent/child relationship (level 3)

How will the qualification be assessed?

The units and qualifications are assessed by a learner portfolio of evidence. Types of evidence include: witness testimonies, reflective accounts, work products and professional discussions. Learners need to have access to working with parents in an informal or formal setting. Each unit has been broken down into specific learning outcomes and assessment criteria.

How much does it cost?

The qualification costs £600 (including GST).

Two full bursaries are available from the Jersey Child Care Trust for those working and fully employed within the private childcare sector with a Level 3 Childcare qualification. Your employment could be the regulated provisions of a Day Nursery, a Pre-school, a Play Care provision, as a Family Child Carer or an Accredited Nanny. For more information, please contact the JCCT on 629901.

A bursary is also available from the Jersey Association of Family Therapy (JAFT). Please contact Patricia Tumelty on 449152 for more information.

How can I find out more about these qualifications?

Visit City & Guilds dedicated web pages to find out more:

www.cityandguilds.com/childrenandyoungpeople

You can also contact The Bridge Parenting Support Services local registered City and Guilds approved centre to deliver this qualification Le Geyt Road, St Saviour JE2 7NT Tel; 449481.

Assessor and Candidate Induction

It is very important that candidates and assessors receive a proper and thorough induction into both the Centre and the award(s) they are working on. This handbook is issued as part of the induction process, which takes place over a half or full day for candidates and assessors. Candidates are inducted by their tutor, and assessors by their internal verifier.

Assessor Induction

The programme covers some or all of the following topics, depending on the specific contract for services of the assessor:

- Centre policies on appeals and complaints
- Health and Safety issues
- Centre policy on equal opportunities and fair access to assessment
- Structure of the qualifications
- Role and responsibilities
- Induction and foundation frameworks for the States of Jersey
- National occupational standards that relate to NVQs and Qualification Credit Framework (QCF) qualifications
- Key skills mapping as required
- Evidence gathering and assessment practice
- Assessment planning and learner agreements
- Internal verification policy (as informed by City & Guilds requirements)
- Course evaluation
- Management of course materials

Candidate Induction

Candidates will be subject to an initial assessment process that matches their job role to the appropriate qualification. This will be conducted by centre staff in conjunction with employers or sponsors. Selected candidates will then receive a one day induction to the qualification. That will comprise the following:

- Centre policy on appeals and complaints
- Health and safety issues
- Centre policy on equal opportunities and access to fair assessment
- Who's who in the assessment centre
- The structure of the qualification
- Course materials and workbooks
- Learning contracts
- Learning group contracts
- Evidence gathering and assessment practice
- Portfolio production
- Assessment process
- Recording responsibilities

Centre policies and procedures:

This is where you will find policies and procedures concerned with equality of opportunity and access to fair assessment, appeals and complaints. These have been developed by the Centre to be clear, structured and fair. They comply with both City & Guilds' requirements and applicable law and States of Jersey policy such as the Human Rights (Jersey) Law and the Jersey Anti-Discrimination Promise. Centre policies also take account of and include important areas such as discrimination on the basis of age or sexual orientation.

Also included in this section is a copy of the Initial Learning and Assessment Agreement between the candidate and the assessor. This will be completed at the beginning of the learning programme when the candidate is inducted into the award and the Centre. It can be amended and updated with the agreement of both parties at any time, and will often be added to during review and action plan sessions.

Finally, the Sponsorship and Partnership Agreement is an important part of the contract between the Centre and the candidate's employer / sponsor. It is designed to ensure clarity and transparency around each party's role and responsibilities, and it will normally be completed prior to the candidate enrolling with the Centre.

Equal Opportunities Policy & Statement of Practice

The Bridge (the Centre) is committed to policies, procedures and practices which do not discriminate on grounds of culture, race, disability or health status, age, gender, sexual orientation, marital status, religion, political beliefs, trade union activities or language. Access to NVQs & QCF qualifications will discourage practices relating to social exclusion, in that the Centre will ensure:

- 1 There is equality of opportunity in relation to access to NVQs, QCF & CPD courses, providing the candidate:
 - Has attained the minimum age required by States of Jersey Government policy and legislation for enrolment on the qualification
 - Has access to an appropriate workplace and role, where required, for the purposes of evidence gathering
 - Has sufficient funding or sponsorship available to cover fees
- 2 Training programmes and assessment procedures will reflect commitment to equality and opportunity and recognise the cultural diversity of our society.
- 3 Positive steps are taken to ensure all those involved in the learning and assessment of candidates will promote equal opportunities.
- 4 There are no unreasonable barriers to prevent progression by giving attention to time, place, methods of delivery and provision of support systems.
- 5 The candidate has information on procedures for complaints relating to unfair assessment/discrimination.
- 6 Those involved in training and/or assessment are provided with development opportunities to update their practice and to extend their skills.

It is a requirement of The Bridge that all establishments working in partnership with it promote equality of opportunity.

Language Policy

Arrangements will be made to ensure that NVQ / QCF candidates wishing to be assessed in their language are provided with an appropriately qualified speaking assessor whenever possible; although – given the size of the Centre and available resources – this cannot be guaranteed. National standards in candidates' language will be requested from the relevant standards setting body if required.

Complaints

Candidates who are not satisfied with the quality of service for any reason – including discrimination issues – can complain to the Centre through the normal complaints procedures: see the complaints and appeals policies below.

Complaints Procedure

Complaints related to any aspect of the running or activities of the Centre, with the exception of matters covered by the appeals procedure, should be delivered – ideally in writing – to either Patricia Tumelty at the Centre address or Suzie Marett-Crosby at same address.

Examples of possible grounds for complaint are given below:

- **Candidates:**
 - access to assessment
 - process of assessment
 - access to internal verification
 - the handling of an appeal
 - administrative issues (i.e. failure to register or apply for certificates)
- **Assessors:**
 - access to support and guidance
 - access to internal verification
 - administrative issues
 - insufficient time to undertake the function
- **Internal Verifiers:**
 - access to support and guidance
 - insufficient time / authority to undertake the function

Written complaints will receive a prompt written acknowledgement (i.e. usually within five working days).

The decision to investigate will be taken by the senior managers within the Centre and complainants will receive a written report of the outcome of any such investigation. An independent adjudicator may be asked to contribute to the process.

The Centre will not divulge the origin of any complaints without the express permission of the complainant, subject to the overriding principles of natural justice.

If complainants are dissatisfied with the results of any internal investigation they are at liberty to contact City and Guilds' Southern Regional Office.

Contact details for the Centre are as stated on the front cover and page 3 of this handbook.

Contact details for City & Guilds Southern Regional Office are as stated on page 3 of this handbook.

Appeals Policy & Procedure

Policy

Candidates have the right to appeal if they disagree with an assessment decision. The appeals procedure will allow candidates who are registered with the awarding body (City & Guilds) through the Bridge (the Centre) to challenge the outcomes of their assessment if they consider that the assessment has not been carried out properly.

Grounds for appeal include:

- The conduct of assessment
- The adequacy of the range, nature and comprehensiveness of the evidence when set against the qualifications standards and evidence requirements
- The adequacy of the opportunities offered to provide evidence
- That the assessor did not plan the assessment according to the candidates individual assessment requirements
- That the assessment contravened equal opportunities e.g. discrimination

The outcomes of appeal may be:

- Confirmation of the original decision
- An instruction that the work be reassessed by the same or a different assessor
- A judgement that the work presented meets the qualification criteria and a recommendation that the assessment decision be reconsidered

Procedure

Candidates are encouraged to query assessment decisions with their assessor in the first instance. Should the circumstances make this inappropriate, an appeal can be delivered verbally or in writing to the candidate's named Internal Verifier within 20 working days of the original decision. Extensions to this timescale will be considered on an individual basis.

The decision of the Internal Verifier will be communicated to the candidate and assessor within 10 working days of the receipt of the appeal.

In the event that the Internal Verifier's decision is queried by the candidate or the assessor, then the appeal can be referred to the Independent Adjudicator.

This further appeal should be lodged with the Centre, again verbally or in writing, within 10 working days of the Internal Verifier's decision.

The Centre agrees to abide by any decision delivered by the Independent Adjudicator.

If the candidate remains dissatisfied with the resulting decision then they can refer the matter to the City and Guilds Southern Regional Office (address on page 3 of this handbook).

Decisions of the Awarding Body are final and binding, notwithstanding the right of the candidate to seek legal advice and to pursue an action in law.

I have read the above document.

Name of candidate:

Signature of candidate:

Date of signature:

Health & Safety Statement of Practice

The Bridge (the Centre) complies with the provisions of health and safety legislation and policy and endorses its principal aims:

1. To secure the health, safety and welfare of persons at work, and
2. To protect persons, other than persons at work (i.e. candidates), against risks to health or safety arising out of, or in connection with, the activities of persons at work.

This short practice statement has been prepared in line with legislation and policy requirements.

The Bridge acknowledges its responsibilities to candidates and independent contractors, and will ensure that:

1. Training venues under the control of the Centre comply with the relevant provisions of health and safety legislation and any applicable regulations
2. Where the training venue is provided by a sponsor / employer, the Centre will obtain confirmation that the premises are safe and without risk to health.

Candidates and independent contractors are asked to inform a responsible person in control of the training venue immediately, if they suspect a risk to health or safety whilst they are present on the premises. A senior manager of The Bridge should be notified as soon as practicably possible, and in any event within 24 hours.

The Bridge carries Public Liability, Employer's Liability and Professional Indemnity insurances. Any enquiries regarding these should be referred to the Manager at the address given on the front page and page 3 of this handbook.

The Bridge Training & Assessment Centre Initial Learning and Assessment Agreement

The following sets out essential information for assessment within the Centre. This agreement is flexible and may be reviewed by both assessor and candidate.

Candidate's Name: NVQ/QCF Title and Level:

Date of Birth:

Home address:

Telephone:

Personal tutor's name:

Telephone:

Mentor's name:

Telephone:

Internal Verifier's name:

Telephone:

Candidate's induction date:

Special assessment requirements:

I have been given a copy of the centre handbook containing the Equal Opportunities Policy, Appeals and Complaints Procedures. I agree to build a portfolio of evidence and this will be kept intact and available at any reasonable time up to 3 years following certification, for quality auditing purposes. I understand that should I withdraw from the programme any fees already paid will not be refunded.

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal Verifier's signature (on behalf of the Centre):

Date:

The Bridge; Training & Assessment Centre

Sponsorship & Partnership Agreement for Vocationally Related Qualifications

The following agreement is made between The Bridge (the Centre) and the candidate's employer / line manager (the Customer), where the customer is sponsoring the candidate. This agreement forms part of the terms of contract between the Centre and the Customer, and is governed by States of Jersey law.

Customer:

Address:

The Customer agrees to the following:

1. To ensure the candidate's fees are paid to The Bridge, as per the agreed tender / terms of contract.
2. To support and enable candidates to attend underpinning knowledge workshops as appropriate to their learning needs.
3. To enable and encourage the candidate to prepare their portfolio of evidence within the practice setting.
4. Where appropriate, to ensure the candidate can have access within their practice setting to an appropriately experienced and qualified mentor.
5. To support the candidate by considering requests for time to study and to receive tutor support, in line with the candidate's scheme of study.

The Bridge agrees to:

- Register candidates with City and Guilds and comply with all centre and scheme approval requirements and quality assurance processes, as described in "Providing City & Guilds Qualifications".
- Claim for certificates for successful candidates from City & Guilds, including certificates of unit credit where requested by the candidate or deemed necessary by the Centre (i.e. where a candidate withdraws from the programme after having achieved one or more units).
- Provide learning opportunities for QCF candidates to support identified individual learning needs. Approaches to learning may include:
 - Access to workshops.
 - Distance learning materials.
 - Practice and experience (work-based learning).
- Support and promote collaborative approaches to assessment, by offering induction and support training to workplace mentors where appropriate and agreed between the Centre and the Customer.
- Promote equal opportunities for access to fair assessment and ensure non-discriminatory practice, including assessment in the Welsh language.

- Liaise with the customer to ensure assessment of standards includes all relevant organisational policies and procedures.
- Keep the organisation up to date with new developments relating to the QCF and NVQs in their sector.
- Keep employers informed of the candidate's progress.
- Ensure all the Centre's assessors and internal verifiers are occupationally competent and maintain current continuing professional development files.

The Customer:

Name:

Position in organisation:

Signature:

Date:

The Bridge

Name:

Position:

Signature:

Date:

Documentation:

The Centre needs to be able to accurately keep track of the progress and achievements of candidates, as well as monitor the arrangements for ensuring fair and consistent assessment. There's a list of these below, with explanations of each of them:

- Candidate assessment record – candidates, assessors and internal verifiers complete one of these for each unit achieved. The format will depend on the course being studied, although they all contain similar information. This record is held by the Centre, although candidates receive copies for their portfolios.
- Internal verification feedback sheet to assessors – it is very important that assessors receive advice, support and guidance on the work they do for the centre. This form enables IVs (internal verifiers) to give this advice and support in a way that ensures the requirements of the awarding body are met. This feedback is of course for the assessor, and candidates do not receive a copy.
- Verification sampling grid – this is a record of the units sampled by the internal verifier. S/he uses this to determine the projected sample for the group, and then shows the work that has actually been sampled. Internal verification is not second-marking; it is a quality check against all the characteristics of the centre (the candidates, assessors and units etc...) and it is focussed on the performance of the assessor rather than the work of the candidate.
- Candidate achievement grid – as the title implies, this is a record of the units candidates have achieved and the dates they achieved them.

We have not included copies of all these various forms in this handbook, although blank copies are available on request.

An explanation of the centre delivery model, including the details of assessment and internal verification, can be found in the next and final section.

Resources, course review and the centre delivery model:

As the title suggests, this is where you can find various miscellaneous pieces of information, which don't fit easily into the other sections of the handbook!

As a relatively small training and assessment centre, The Bridge isn't able to hold a huge amount of learning resources. We do, however, keep various books and journals which we are happy to lend to candidates, and we also use the teaching and learning materials recommended by City & Guilds for the qualifications we offer. Additionally, tutors are able to recommend sources of information such as internet sites and particularly good libraries, and employers / sponsors sometimes have their own resources which they make available to their candidates.

The Bridge takes its responsibilities to provide high quality training and assessment very seriously, and to this end we regularly monitor and review what we do. Both sponsors and candidates are asked to help us in this. Candidates are asked to complete evaluation forms at the end of each unit and then at the end of the programme (copies of these forms are contained in this section.) Sponsors will be contacted by a senior manager of the Centre during & at the end of the programme and asked for their written comments.

Finally, there is also a brief description of the various roles within the centre. This gives a summary of what you can expect from the various people involved with a candidate's progression through their award. It is by no means exhaustive, but it does seek to clarify the sometimes confusing titles that go with vocational qualifications!

On behalf of The Bridge, we would like to thank you for your interest in our Centre and for reading this handbook. Please do not hesitate to contact us at the address on the first page of this handbook if you have any queries. If you are reading this as a candidate, welcome once again and good luck with your studies!

Patricia Tumelty
January 2009

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Session / Course Evaluation

Please take a few minutes to complete this short evaluation. Your comments are welcome and will help us to continually review the quality of our training.

Name (optional)

Title of session / course

Date(s) of session(s)

Identify one piece of learning/idea you will take back to your workplace to make a change in how you work with parents

Any other comments?

Thanks for your help.

Centre delivery model – roles and responsibilities:

Quality Assurance Coordinator

Usually referred to as the QAC, this person has overall responsibility for the quality management of awards offered by the Centre. This role is carried out by Patricia Tumelty, who liaises directly with the City & Guilds Regional Office and their External Verifiers, and ensures that the requirements for both centre and scheme approval continue to be met.

Head of Training

This internal Centre role is carried out by Patricia Tumelty, who ensures that programmes of study for the awards meet all the various learning outcomes and awarding body requirements. She manages the contracts of assessors and works closely with other managers in the centre.

Internal Verifier

Sometimes known as ‘the guardian of the standards’, the internal verifier (IV) acts for the Centre in making sure that assessments are fair and safe and that assessors are developed and supported in their role. The IV for an award will ‘sample’ assignments produced by the candidates and will feed-back to the assessor on the quality of the assessment process and their performance. This is not reassessment; rather it is a quality check to ensure that assessment is consistent, takes account of candidates’ specific requirements and is correctly recorded. The IV will never verify evidence that s/he has assessed.

Assessor / Tutor

Assessors are responsible for assessing candidates’ evidence (assignments etc.) against the national standards. In the case of nationally accredited awards, the national standards are defined in scheme handbooks, and successful achievement of practical activities and associated underpinning knowledge will meet these standards. Every unit in these awards will be assessed by an assessor, irrespective of who has contributed to the training of the unit. Candidates may have one or more assessor on their award, but there will always be one assessor who takes overall responsibility for their support and tuition.

Trainer

The trainer on a unit may well also be that unit’s assessor, although this is not always the case. Sometimes, units have highly specialised content, in which case a specialist trainer may be asked to contribute to delivery of underpinning knowledge. He or she may then also comment on the requirements for successful achievement of the unit, but assessment would always be carried out by an approved assessor.

At induction, candidates will meet their tutor and will be given names and contact details of all assessors and internal verifiers involved in their award. The names of the assessor and internal verifier for each unit will be clearly indicated, but candidates should always feel free to contact their tutor directly if they have any queries.

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Candidate Application / Enrolment Form

Your name:		Home address:			
Telephone (home):					
Telephone (work):		Date of birth:			
E-mail address:		Work address:			
Name of sponsor:		Name & address of Mentor (if applicable):			
Telephone:					
Course applied for:					
Current practice setting:					
Description of main duties & responsibilities:					
Relevant previous experience:		Date & details of last period of study:			
Do you consider yourself to be disabled? YES / NO		If yes, please give the nature of your disability / impairment:			
Please give details of any special requirements you wish to bring to the attention of The Bridge (i.e. access to training venue, family or carer commitments, work hours etc)?					
Have you completed the pre-course assignment? (500 words "Confidence gained by parents needs to be carefully nurtured")					
Please write the code for your Ethnic origin here:		White European:(1)	Black Caribbean:(2)	Pakistani:(3)	Asian(specify)(4)
		Black African:(5)	Portuguese: (6)	Polish: (7)	Bangladeshi: (8)
		Indian:(9)	Chinese:(10)	Other(specify): (11)	
		Refusal:(12)			

I apply for a place on the above course. I agree to The Bridge making contact with my current practice setting in order to obtain a reference and to confirm the provision of a practice-based mentor. My sponsor is paying my fees – please contact them directly or I agree to pay the course fees and attach my remittance (*please delete as appropriate*): *Please return this form to the above address.*

Applicant's signature:

Date of signature: