

**Programme Endorsement**

**Application Form**



**For Scotland**

**’**

**s learners, with Scotland**

**’**

**s educators**

**Insert Learning Provider Name**

**Insert Programme Title**

**March 2021**

## Important Information

Please refer to the **Application Guidance for Learning Providers** when completing this application form.

Completed application forms should be sent to [edspll@educationscotland.gov.scot](mailto:edspll@educationscotland.gov.scot).

**Please note that incomplete forms will be returned.**

Before you complete this application form, you should consider if the programme meets the minimum requirements for endorsement:

* learning is sustained over a period of time e.g. not a single twilight session or a one-off course
* the programme is aligned to the national model of professional learning
* the programme is delivered within the Scottish education and policy context
* the programme is aligned to the relevant professional standards
* there is sufficient evidence to support the information provided within the application.

**Choosing your endorsement pathway**

|  |  |  |
| --- | --- | --- |
| Standard Pathway |  | This pathway is suitable for a programme new to endorsement. You must complete all sections within this application. |
| GTC Scotland Pathway |  | This pathway is suitable for a programme that has been awarded GTC Scotland Professional Recognition within the last 3 years. You must complete all sections within this application. |
| Education Scotland Pathway |  | This pathway is suitable for an eligible programme funded by Education Scotland as part of a successful grant application. You must complete all sections within this application. |
| Re-Endorsement Pathway |  | This pathway is suitable for a programme that has been previously endorsed by Education Scotland. You must complete all sections within this application. |

Note: for programmes applying via the GTC Scotland pathway, you must also send us a copy of the report of professional recognition.

|  |  |
| --- | --- |
| 1. **1. Professional learning provider details** | |
| Name of the learning provider / organisation |  |
| Lead contact name |  |
| Job title |  |
| Address |  |
| Postcode |  |
| Email |  |
| Phone number |  |
| Website |  |
| We will display your organisation name, website, email address and phone number on our website. If you wish to provide alternative details, such as a shared mailbox address, please state them here. |  |

|  |
| --- |
| **2. Professional learning provider background information**  Provide an introduction to your organisation. (max. 300 words) |
|  |

|  |  |
| --- | --- |
| **3. Professional learning programme to be endorsed** | |
| Programme title |  |
| Is this a new programme seeking first time endorsement? | Yes, it is a new programme  No, the programme was endorsed previously |
| Only to be completed by programmes previously endorsed by Education Scotland | Date of Endorsement:  Refer to the **Application Guidance for Learning Providers** for further information on the re-endorsement of programmes. |
| Does the programme have GTC Scotland Professional Recognition? | Yes  No |
| Only to be completed by programmes already holding GTC Scotland Professional Recognition | Date of Award:  Refer to the **Application Guidance for Learning Providers** for further information on the endorsement of programmes holding GTCS Professional Recognition. |
| Is the programme funded by an Education Scotland grant? | Yes  No |
| Only to be completed by programmes funded by an Education Scotland grant | Date of Award:  Refer to the **Application Guidance for Learning Providers** for further information on the endorsement of programmes funded by Education Scotland. |
| **Programme descriptor**  Provide a brief overview of the programme. What is the aim and focus of the learning? (Max. 100 words) | |
|  | |
| **Detailed overview of programme**  Provide a detailed overview of the programme that will help participants know if the programme is for them, for example, programme content, structure and delivery methods. (max. 300 words) | |
|  | |
| **Benefits of the programme**  Describe the benefits of the programme to potential participants, who it is for and the duration, including any key dates. (max. 300 words) | |
|  | |
| **The learning outcomes**  State the intended learning outcomes. (max. 200 words) | |
|  | |
| **Funding and costs**  Please provide any information regarding funding and costs that will be passed to programme participants. | |
| Free (includes programmes funded by the Scottish Government, Education Scotland or national bodies etc.)  Up to £500  £500 to £1000  £1000+ | |
| **Equality and diversity monitoring**  Please tell us how you will manage equality and diversity monitoring during recruitment and delivery of the programme. (max. 300 words) | |
|  | |

|  |
| --- |
| **4. Content, design and programme delivery**  Refer to the application guidance and programme criteria when completing this section. The programme must demonstrate clear articulation with the national model of professional learning. It would be helpful to indicate aspects of your programme and explain how they align to the model. |
| **The education professional as a learner** (max. 200 words) |
|  |
| **Leadership of and for learning** (max. 200 words) |
|  |
| **Professional standards and policy context** (max. 200 words) |
|  |
| **Learning-as-collaborative** (max. 200 words) |
|  |
| **Learning by enquiring** (max. 200 words) |
|  |
| **Learning that deepens knowledge and understanding** (max. 200 words) |
|  |

|  |
| --- |
| **5. Quality assurance processes**  Describe your internal (and any external) quality assurance processes. (max. 300 words) |
|  |
| **6. Impact of learning**  Provide one to three examples of positive impact resulting from the programme. If the programme is new, tell us how you will measure the impact in the future. (max. 300 words) |
|  |
| **7. Professional profiles**  Please provide brief professional profiles of the key staff responsible for programme delivery (max. 200 words) |
|  |
| **8. Data Protection Policy and Privacy Notice**  Please provide details of your organisation’s policy. You may provide a URL, or a supporting document if relevant. |
|  |
| **9. Declaration**  The person named as the Lead Contact in section 1 should complete the declaration below.  Before submitting this application, please ensure that you have:   * Read the Application Guidance for Learning Providers * Completed all relevant sections * Not exceeded the indicated maximum word count in any section * Read the Education Scotland Privacy Notice (<https://education.gov.scot/privacy-and-cookies>). |
| I certify that all information provided is accurate and could, upon request, provide additional clarification to the endorsement panel if required.  I agree to keep Education Scotland updated with any changes to programme delivery in writing.  **Printed name:**  **Signature:**  **Date:**  Education Scotland takes your privacy seriously and is committed to responsible handling of personal information in accordance with our Information Charter. By signing this declaration, you confirm that you have read the Education Scotland Privacy Notice and that you are happy for us to process the data submitted within this application. |

**Do not send supporting documents with this application.**

**We will request these from you if they are needed.**

**Completed applications must be emailed to edspll@educationscotland.gov.scot**

**Document Control**

**V**

Version 3

March 2021

Email:

edspll@educationscotland.gov.scot

Professional Learning and Leadership Directorate

Education Scotland

The Optima, 58 Robertson Street,

Glasgow, G3 6NH

Scotland

