**NHSGGC AHP HCSW Education Fund Applications 2023/24 for Exploring Practice & Practices: Learning at Work Module, Glasgow Caledonian University**

**Guidance for Applicants**

Thank you for your interest in the AHP HCSW Education Fund. Your application must be submitted by **9.00 am on Monday 30th October 2023**. Please find guidance below on the completion and submission of your application for the Exploring Practice & Practices: Learning at Work Module.

**Considerations prior to applying**

* Ensure that you have discussed this opportunity with your line manager and that you will be supported with the required study leave to attend classes.
* Ensure that you understand the commitment and time required to complete the module.
* There will be an induction session on campus at GCU on Wednesday, 17th January 2024 from 1-3pm.
* The Module will commence on Monday 31st January 2024 and will run for a period of 12 weeks.
* Attendance at GCU is required on 4 dates for teaching
  + 31st January – 10-4pm
  + 28th February – 10-4pm
  + 27th March – 10-4pm
  + 24th April – 10-1pm
* The Module is a 20 credit Level 8 work-based learning module, giving the opportunity to develop knowledge and skills in an area of health and social care through the compilation and implementation of a negotiated learning plan. The content of the module will be determined by students' own specific learning requirements. Learning will be undertaken predominantly in the workplace.
* Students will require access to the internet and a device to access Module materials. GCU offers a [digital inclusion IT equipment loan scheme](https://www.gcu.ac.uk/currentstudents/fundingandfinance/fundingyourcourse/digitalinclusionitequipmentloanscheme). Applicants require to provide evidence of earnings for the last 3 months as this support is means-tested, but do not need to provide any SAAS details which the form suggests.

**Completion of the AHP HCSW Education Fund application form**

* Please complete all sections of the application form. If any question in sections 1 or 2 is answered “no” or not completed, the application will not be considered.
* To support completion of section 3, please see the “Assessment Criteria” document in this pack.
* Your line manager must complete section 4 and both of you must provide a signature at section 5 at the end of the application form.

**Submission of Application to the AHP HCSW Education Fund**

All parts of your application should be completed and submitted, along with the completed Equality Monitoring form, by email to [Sharon.Dempsey@ggc.scot.nhs.uk](mailto:Sharon.Dempsey@ggc.scot.nhs.uk) by **9.00 am on Monday 30th October 2023.**

* Please put “Exploring Practice & Practices: Learning at Work Module” in the **email subject line** and ensure your line manager is cc’d into the email. Applications without the line manager being copied in will not be accepted.
* Applications must be submitted by the deadline date. Late applications cannot be considered, no matter the reason.
* Unsuccessful applicants will have the opportunity to request brief feedback on why their application was unsuccessful.
* The panel decision is final and applicants will be notified of the outcome by email week beginning **Monday 20th November 2023.** Successful applicants will require to enrol with Glasgow Caledonian University. Instructions on how to do this will be included in the email.