**NSHGGC AHP HCSW Education Fund Applications 2023/24 - Guidance for Managers**

Applications for funding for the Exploring Practice & Practices: Learning at Work Module must be submitted by **9.00am on Monday 30th October 2023.**

**Considerations prior to supporting an application**

* 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
  + 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.

**AHP Education Fund application form**

* Applicants must 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.
* As line manager you must complete sections 4 & 5 of the application form.
* By completing and signing the application form, you as line manager are agreeing that all information is correct, the Module links to applicant’s PDP&R, and the required time, study leave and Module class attendance will be supported.

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

* Applicants should submit the completed application 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.**
* Late applications cannot be considered, no matter the reason.
* The line manager must be cc’d into the email. Applications without the line manager being copied in will not be accepted.
* Unsuccessful applicants will have the opportunity to receive 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** of the outcome.
* Successful applicants will require to enrol with Glasgow Caledonian University. Instructions on how to do this will be included in this email.