

# *The Student Associates Scheme*



## **APPLICATION FORM (2009 – 2010)**

The Student Associates Scheme at Newman University College is a Training & Development Agency for Schools (TDA) initiative. It is designed for university students wanting to make career decisions.

The main aims of the Scheme are:

- To encourage current students to consider teaching as a possible career
- To encourage young people in schools to raise their aspirations and enter higher education
- To support schools in challenging circumstances by providing student assistance

The Scheme provides you with 15 hours' training and a 15 day placement, alongside a teacher, in a school of your choice. It is planned to work around your studies and to give you a real insight into teaching and learning. Upon full, satisfactory completion of the Scheme, you will receive a bursary payment of £600.

As the Scheme involves work with children and young people, all new recruits are required to apply to Newman University College for a CRB Enhanced Disclosure.

You are particularly welcome to apply if you study an under-represented subject, (e.g. maths, the sciences, ICT, RE, D&T, food technology, music and modern foreign languages). Students on courses leading to Qualified Teacher Status (QTS) are ineligible.

Although recruitment is ongoing throughout the year, the number of places is restricted, so you are advised to apply early. To apply, please complete and return this application form. Successful applicants will be contacted, (usually by email), and invited to an Initial Meeting and interview session. We apologise that we cannot respond to all applicants due to numbers of applications received.

The application form should be completed with the following pointers in mind:

- Each section of the form must be completed clearly in black ink
- Applicants will only be considered for their chosen phase unless 'either' is selected
- Your 13-digit HUSID number must be obtained from the Student Records Department at your university. Please note, this is unavailable to students in their first year of study, in which case, please write '*1<sup>st</sup> Year Student*' in the relevant space
- All qualifications and grades should be included, with definitions of any 'equivalent' qualifications
- If returning by email, insert your name in place of your signature, where needed, as this may be added later

Your completed application should be sent to [student-associates-scheme@newman.ac.uk](mailto:student-associates-scheme@newman.ac.uk) or posted to:

**The Student Associates Scheme  
Newman University College  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT**

Before applying, you are advised to visit our website at [www.newman.ac.uk/sas](http://www.newman.ac.uk/sas) for further information. If you have any queries, please contact us or for more general information about the provision of the Scheme throughout the UK, you should contact the TDA at [www.tda.gov.uk](http://www.tda.gov.uk).

Thank you for your interest.

*The  
Student Associates  
Scheme*

**The Student Associates Scheme Application Form 2009-2010**

<b>Surname or Family Name:</b> (capital letters)			
<b>Personal Forename:</b> (capital letters)			
<b>Home Address:</b>	<b>Term Address (with dates where possible)</b>		
<b>Telephone No (s):</b> (home & term time)			
<b>Mobile no(s):</b>			
<b>E-mail Address:</b>			
<b>Country of Birth:</b>		<b>Nationality:</b>	
<b>Date of Birth:</b>		<b>Male (M) or Female (F):</b>	
<b>Higher Education Institution:</b>			
<b>Degree Type:</b> (e.g. BA, BSc, MSc etc.)		<b>Year of Study:</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , Final, etc)	
<b>Degree Title:</b>			
<b>Preferred Phase:</b> (please underline/circle)	<b>Primary</b>	<b>Secondary</b>	<b>Either</b>
<b>HUSID Number:</b> (13 digits; see cover sheet)	-----		
<b>Have you previously been recruited to a Student Associates Scheme?</b> (please underline/circle)	<b>Yes</b>	<b>No</b>	
<b>Have you previously studied on any course leading to Qualified Teacher Status?</b> (please underline/circle)	<b>Yes</b>	<b>No</b>	
<b>Please provide the name and contact details of your current Personal or Subject Tutor. This should be someone who will be able to vouch for your suitability to the Scheme.</b>			
<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NO.</b>



**Describe any experiences you have had and skills you have developed which could be relevant to The Student Associates Scheme. Where appropriate, provide background information.**

**With reference to your own experience of education, list 3 qualities of an effective or inspiring teacher. Explain why you think these qualities are important.**

**DISABILITY**

Please complete the section below using the definition of disability as "A physical or mental impairment, which has a substantial or long term adverse effect on a person's ability to carry out, normal day-to-day activities (Disability Discrimination Act 1995).

(please tick appropriate box below)

No known disability	<input type="checkbox"/>	Deaf/hearing impairment	<input type="checkbox"/>
Literacy/communication issues e.g. Dyslexia	<input type="checkbox"/>	Wheelchair/mobility difficulties	<input type="checkbox"/>
Blind/partially sighted	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>
Other long term or unseen (please specify)			

If appropriate, detail any special help you may need:

**ETHNIC ORIGIN**

To which of the groups stated below do you belong (please tick one box only)

White – British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Other white background	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	Other black background	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>	Do not wish to answer	<input type="checkbox"/>
Other ethnic background (please specify)					

**In order to improve our future recruitment, please tell us how you discovered The Student Associates Scheme**

(please tick appropriate box below)

Leaflet	<input type="checkbox"/>	Poster	<input type="checkbox"/>	Newman website	<input type="checkbox"/>
TDA Website	<input type="checkbox"/>	Lecturer	<input type="checkbox"/>	Drop-In Session	<input type="checkbox"/>
Careers/Employment Fair	<input type="checkbox"/>	University Careers Service	<input type="checkbox"/>	Recommended by friend	<input type="checkbox"/>

**Other** (please state)

**DECLARATION:**

**I declare that the information given in this form is true and complete.**

**I understand that in accordance with the Data Protection Act my information will also be held electronically.**

**I understand that information on this form may be used for evaluating The Student Associates Scheme.**

**Name:**

**Signature:**

**Date:**

## **Student Associates Scheme SCHOOL PLACEMENT CODE OF CONDUCT**

Whilst working in school or college, you will observe the established policies and practices in respect of child protection, equal opportunities and diversity, health and safety. This Code of Conduct is designed to protect you, the young people with whom you will be working and your placement school or college.

### **Child Protection**

You have a responsibility to ensure that young people are treated with respect and are free from abuse. This means:

- You must work in a place which is accessible to others and in which you can be observed working with the young people.
- You must be sensitive to the needs and feelings of young people and maintain confidentiality at all times.
- You must never take, or arrange to meet, young people outside school premises without a teacher present.
- You must never make any unnecessary physical contact with young people.
- If you suspect that a young person is being abused, you must report it to the named person at the school or college. This will usually be the head teacher or principal unless you have been informed otherwise.

### **Equal Opportunities and Diversity**

All young people must be treated appropriately with regard to gender, ethnic origin, religion or disability. This means:

- Providing for all young people, regardless of gender, race, ethnicity, religion, disability, etc.
- Being mindful of the difficulties that some groups can face and making sure any obstacles are removed.
- Being aware of personal prejudices and stereotypical views and avoiding labels related to these
- Valuing each person's worth.

### **Health and Safety**

You have a duty to safeguard your own health and safety and that of the young people with whom you may come into contact during your working day. This means:

- You should make sure that you are familiar with the health and safety policy and practices of the school or college in which you work (including guidance on smoking, alcohol, illegal substances and weaponry). This should include knowledge of where the first aid box is, who is in charge of first aid arrangements, and the emergency evacuation procedures.
- You should also make sure that the place where you work and the equipment you use is safe for you and the young people.
- If you or a young person in your care has an accident while on the school or college premises, you must ensure that a report is made to the appropriate person at the school or college.

### **Finally**

You should always be as positive as possible and ensure that good behaviour and hard work are brought to the teacher's attention so that the pupil can be rewarded.

This Code of Conduct will help to make your time with local young people as effective and pleasant as possible.

### **Declaration**

**I confirm that I have no criminal convictions, bind overs, cautions or other findings, or orders of a criminal nature, spent or unspent, and that I am of good character.**

**I confirm that I agree to abide by this Code of Conduct.**

**Signed:**

**Name:**

**Date:**