**Appendix 1 UCLan and University Centre Myerscough**

**Part 1 of 2 Initial Teacher Education Programmes Allocation of Teaching Hours and Mentor Nomination**

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| Applicant name: |  |
| Applicant email address: |  |
| Applicant signature: |  |
| Centre of Attendance | University Centre Myerscough |

**Part 1: Agreement of teaching hours**

To be eligible, applicants must have teaching practice within the FE & Skills Sector for:

|  |  |
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| **Programme** | **Teaching Hours (academic year)** |
| Part time Post Graduate Certificate in Education (Education & Training) | 75 |
| Part time Certificate in Education (Education & Training) | 75 |
| Intermediate Certificate in Teaching, Learning and Assessment | 75 |
| Introductory Certificate in Education and Training | 30 |

This form sets out the agreement of teaching hours and must be authorised by a Senior Manager from the institution where the teaching is carried out. If teaching is taking place in more than one centre, please obtain the signature of a manager in the Institution where the majority of the teaching is being undertaken**.** You may be employed as a teacher/trainer or on a voluntary placement. All teaching must provide appropriate opportunities for you to achieve the award.

This form should be completed even if your teaching is agreed only in principle or is dependent upon short term contract/s which will not be finalised until shortly before commencement. In this case, the form should detail anticipated teaching and should be returned with the application form.

**Please include below full details of teaching you will be undertaking during the academic year.** Once your teaching is confirmed, this form must be completed **by 30 September** at the latest, to enrol on the programme.

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| --- | --- | --- | --- | --- |
| Name & Type of Institution | Subjects Taught | Levels taught | No. of Students | Number of hours year long period (most recent academic year) |
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Institutional support: signature required from a Senior Manager at the Institution, where employed as a teacher or working on a voluntary basis. This application has my full support and I am able to **confirm / agree in principle** (delete as appropriate) that the above will be **employed / working on a voluntary basis** (delete as appropriate) at this college /school/centre in a teaching capacity:

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| --- | --- |
| Signature of Senior Manager: | Name (please print): |
| Email address: | Date: |
| Position: | Institution: |

**Part 2 of 2 Confirmation of mentor arrangements**

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| **Details of proposed Subject Specialist Mentor (who must be PGCE/Cert Ed/DTLLS qualified) at your place of employment or placement setting.**  *Your mentor must be willing to undertake mentor training, which includes observation training. Please note that we will contact your mentor to check that they are willing to take on this role and are suitably qualified. A subject specialist mentor is required for all students undertaking Initial Teacher Education.* |

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| --- | --- |
| Name of mentor |  |
| Job role |  |
| Teaching qualification ✓ | PGCE 🞏 Cert Ed 🞏 DTLLS 🞏 |
| Experience of teaching mentee’s subject area and level of qualifications being taught |  |
| Organisation/place of work |  |
| Full work address |  |
| Tel. |  |
| Email  (please write clearly – for use University Centre Myerscough or UCLan |  |

I agree to undertake the mentoring role for this trainee teacher. I understand that my contact details will be shared with UCLan and associates and used to communicate with me regarding mentoring and mentor training. Please see the Myerscough’s and the [university's privacy notices](https://www.uclan.ac.uk/data_protection/privacy_notices.php) for details.

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| **Signature of mentor:** |  |
| **Date:** |  |

**Notes for mentors**

Initial Teacher Education programmes require that every trainee teacher is supported by a subject specialist mentor. This includes setting regular times to work with your mentee and carrying out a minimum of two observations of the mentee during their teacher training. You will need to attend training if you are a new mentor. We very much appreciate your contribution to your mentee’s development as a teacher and hope that you find it a mutually beneficial arrangement.

What does being a mentor involve?

1. Participate in mentor training and subject specialist observation training at the college.
2. Work with your mentee during their course to support their induction into the institution /department and advise them on materials, lesson planning, schemes of work and assessment.
3. Discuss subject specific issues and teaching strategies.
4. Set times for regular meetings with your mentee. Your mentee will keep a record of these meetings in their log.
5. Carry out one subject specialist observation per year for part time trainees, or two for full time trainees.
6. Attend mentor meetings during the year to support the process.