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Institute of Education
University of London

EMPLOYER'S FORM

**Application for admission to the Foundation Degree
In Professional Practice in the Lifelong Learning Sector**

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| Section A | Full name of applicant <hr/> | FOR OFFICE USE From: Registry To: Date: |
| Section B | To be completed by the employer. Name of Employer <hr/> Period of applicant's employment <hr/> i) I consider the above applicant to be capable of undertaking study at Higher Education level; ii) I agree to permit the above applicant to be absent from work to participate in seminars and workshops as part of the Foundation Degree course. I understand that this absence will normally amount to one day per week. In addition I confirm that the employer will support the work based element of the course (see details overleaf). Signature _____ Date _____ | |
| | Name and address of employer <hr/> <hr/> <hr/> Tel No. _____ Fax _____ Email _____ Please return this form to Registry (Foundation Degree) Institute of Education 20 Bedford Way London WC1H 0AL | |

Foundation Degree Professional Practice in the Lifelong learning Sector



Information for Employers

What is the Degree?

The Foundation Degree in Professional Practice in the Lifelong Learning Sector has been developed to meet the needs of practitioners working in the Lifelong learning Sector and to enable them to use their work-based experience to gain a higher education qualification.

The aims of the programme are to:

- Acknowledge and develop participants' existing knowledge and experience
- Develop participants' skills in identifying and analysing links between experience, practice, theory and research relevant to their everyday professional practice
- Develop participants' confidence in the use of study skills, independent learning and academic literacy
- Consistently provide opportunities for participants to reflect critically on their own practice in working with staff and students in the Lifelong Learning Sector

How much time does the course take?

The Foundation Degree is a full-time course. Students spend one evening a week based in the Institute to allow them to continue their commitment to their usual professional role. There are twelve teaching weeks in each term. The course lasts for two years.

Work-Based Learning

The course involves work-based learning. This involves the completion of set tasks related to the work the student is doing in their workplace, which might include, for example:

- Making short (10 to 15 minute) observations within the workplace.
- Trying out new approaches and strategies for working with students or staff.
- Collecting documentation such as policies, students' work, copies of reports or Individual Learning Plans. (N.B. we would always remind students to delete names on sensitive documents.)

Named Workplace Link

It is very helpful if the employer can provide a named staff member able to support the student in their work-based study tasks. Their role would involve ensuring that other staff members understand the requirements of the Foundation Degree and helping students to arrange the time and access they need to complete the tasks. We are very grateful for this contribution from the employer. We also recognise that at times there may be constraints within the workplace that mean that it may not be possible to provide time for completion of the specified tasks for a particular week. However, if this were to happen on a regular basis, it would cause some difficulties.

Assessment

The course is an academic qualification and all assignments are assessed by the University. No assessments take place in the workplace and employers are not asked to play any role in the assessment of students' work.

Any other questions

If you have any other questions about the course, please contact the course leader, Cary Whitworth: 0207 612 6751, c.whitworth@ioe.ac.uk.