



**CONFIDENTIAL**

## **EMPLOYER'S FORM**

### **Application for admission to the Foundation Degree (Working with Children: Education & Well-Being)**

#### **Section A: Applicant's details**

Full name of applicant
Applicant's job title
How old are the children whom the applicant works with?
How long has the applicant been working in this role?

#### **Section B: Employer's details**

Name of employer or line manager
E-mail address
Name and address of organisation employing the applicant
Telephone number

#### **Section C: Employer's declaration**

I consider that the above applicant is capable of undertaking study at higher education level. 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 a week. In addition, I confirm that the employer will support the work-based element of the course (see details overleaf).

Signature of employer or manager
Date

Please return this form to: Registry (Foundation Degree), Institute of Education, 20 Bedford Way, London WC1H 0AL

## Information for employers and managers

**What is the Foundation Degree?** The Foundation Degree (Working with Children: Education & Well-Being) has been developed to meet the needs of practitioners working with children up to the age of 19 years, 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; to develop participants' skills in identifying and analysing links between experience, practice, theory and research; to develop participants' understanding of child development, children and families with additional needs, childhood and learning and inter-professional working; to develop participants' confidence in the use of study skills, independent learning and academic literacy; and to provide opportunities for participants to reflect critically on their own practice in working with children.

**How much time does the course take?** The Foundation Degree is classed a full-time course. Students spend one day a week at the Institute of Education and the other four days in their usual professional role. There are ten teaching weeks in each term, and 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 which the student is doing in his/her workplace, which might include, for example: making short (10- to 15-minute) observations in the workplace; trying out new approaches and strategies for working with children; and collecting documentation, such as policies, children's art or writing, copies of reports or Individual Education Plans. Please note that we 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 who will be able to support the student in his/her work-based study tasks. The staff member's 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 which mean that it is not possible to allow time for completion of the specified tasks for a particular week. However, if this were to happen regularly, it would cause some difficulties.

**Assessment of students' work.** The course is an academic qualification, and as such, 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 questions?** We hope that this information is useful. If, however, you have any other questions about the course, please contact the Foundation Degree Programme Leader, Dr Sue Walters, at the following e-mail address: [s.walters@ioe.ac.uk](mailto:s.walters@ioe.ac.uk). Alternatively, you may contact the Foundation Degree Programme Administrator, Mr Jonathan Howard, by phone on 020 7612 6327 or by e-mail at [j.howard@ioe.ac.uk](mailto:j.howard@ioe.ac.uk).