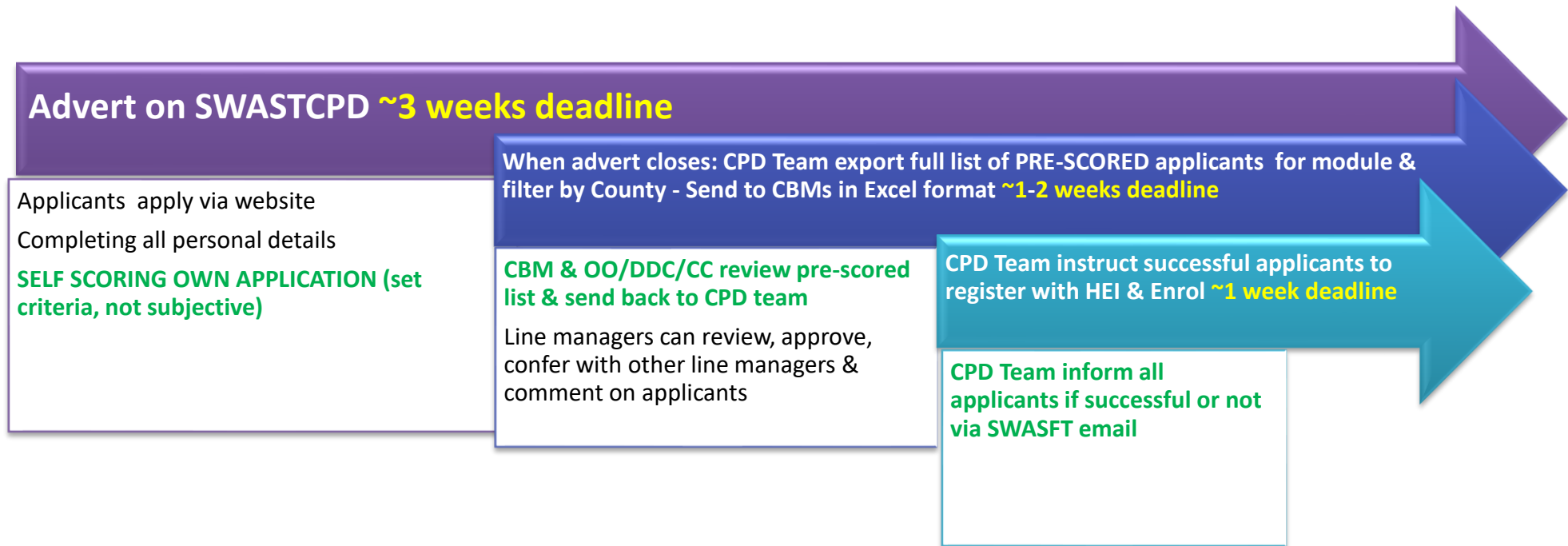


These are our planned timetables. We will stick to these as closely as possible.

This process is specific for the BSc Top Up. General scoring still stands for other modules.



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These are the questions on the self-scoring form, and some explanations around them in **blue**.

	Application question	YES	NO	Why are we asking this question
1	<p>Have you been <u>unsuccessful</u> gaining CPD funding for a module within in the last 6 months? This includes any university module including the BSc Top Up.</p> <p>CPD team will check this against previous successful funding allocations</p>	1	0	To ensure allocation of funding is as fair as possible, staff who have not had funding for an HEI (university) module within the last 6 months will be prioritised. In addition, this means that staff are less likely to be completing concurrent modules which is not recommended (and in the case of some HEI's, not allowed).
2	<p>Are you a PEF/CTM/Operational Manager with a specific development need that this module would fulfil?</p> <p>This development need should be recorded on a performance & well-being conversation (appraisal) or similar Trust document.</p>	1	0	Staff in these roles are in a position to cascade learning for the benefit of the wider workforce and therefore are scored higher.
3	<p>Do you have a specific development need that has been identified by a Line Manager or EL that this module would fulfil?</p> <p>This development need should be recorded in writing & evidence of this may be required. You can discuss this with managers prior to applying if you want to check if it's appropriate or remind the manager of one previously recorded and show evidence.</p>	1	0	A development need has already been identified and therefore scored higher.

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4	<p>Do you have a substantive contract with SWAST? Staff who hold a substantive contract will be prioritised above staff who hold a bank contract only. If you have a substantive <u>and</u> bank contract, please select yes (score 1).</p>	1	0	<p>Staff who hold a substantive contract must be prioritised above staff who hold a bank contract only, regardless of total score. This is due to funding restrictions. This means bank staff total score will be applicable in instances where there are multiple bank staff applications.</p>
5	<p>You have NOT previously enrolled as a student on the BSc Top Up with University of Cumbria (any time/year)? YES = I have NOT been enrolled. NO = I HAVE been enrolled as a student. Failure to disclose this, will mean your application will be rejected. CPD team will check this against previous successful funding allocations.</p>	1	0	<p>Previous enrolment as a student after the course had commenced, means that funding was used. Staff who have not previously enrolled as a student will therefore score higher. However, further questions will establish if there was a reason for non-completion (e.g. extenuating circumstance) that we need to understand more and if applicable may cancel out the lower score.</p>
PREVIOUS TOP UP STUDENTS				
6	<p>Why were you unable to complete the BSc Top Up? (Drop down menu) If Extenuating Circumstances (EC) is selected as the reason, this must fall under University of Cumbria's (UoC) definition: <u>Extenuating Circumstances MyCumbria</u></p>	Extenuating circumstance (EC)	<p>This question is unscored but is included to help us understand the reason for non-completion. However, we do ask about extenuating circumstances in a later question, and this is scored. N.B. Extenuating Circumstances (EC) are defined as "serious, exceptional events outside your control that have negatively affected your academic performance. E.g. serious illness or injury; accidents; bereavement or serious family difficulty". If extenuating circumstances as listed as a reason - they must fall within this category. Please click here for further information about ECs.</p>	

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		Other reason	
		No reason given	
7	<p>Please give a brief summary of what the Extenuating Circumstances (EC) were & any action you took with the university UoC.</p> <p><i>N.B. this information will be shared with the management teams, so please only share what you are comfortable with. Alternatively, if you prefer you can email us separately about this, so that further information is only shared with line managers as required.</i></p>		<p>This is an open clarifying question & is unscored. However, we do ask about Extenuating Circumstances (EC) in the next question, and this is scored.</p> <p>ECs must fall under the UoC definition (see above). For example, unfortunately, lack of time to complete, although may be a valid reason, isn't considered an EC alone.</p> <p>As the next question is scored, we do need a bit more information on the EC.</p> <p>This question also helps us to understand a bit more about potential reasons for withdrawal/noncompletion.</p>
8	<p>Did you discuss your extenuating circumstances (EC) with the university?</p>	1	0
			<p>Students are made aware of how to manage extenuating circumstances when they first enrol. As an adult learner, it is the student's responsibility to have discussions with the university as early as possible if there are any issues.</p> <p>If scored "yes", this will cancel out the lower score relating to question 5, so that you are not disadvantaged because of an EC.</p>

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9	What was the outcome of submitting EC?		<p>This is an open clarifying question and is unscored. However, if the outcome was that UoC felt your situation was not considered to be EC, we would need to change the score in question 8 to zero, as by definition, it was not an EC.</p> <p>Depending on the outcome of your discussion with UoC it may be that we have additional options available.</p>
10	When did you commence the programme? (month/year)		<p>These are open clarifying questions and are unscored. Understanding the timescales and credits may be helpful to establish what the requirement is and what options are available.</p> <p>These are open clarifying questions and are unscored. Understanding the timescales and credits may be helpful to establish what the requirement is and what options are available.</p>
11	When did you commence your last module on the programme? (month/year)		
12	How many credits did you achieve before withdrawing?		

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I have understood and agreed to the following:

1. I have checked my availability on the start dates (where available) & can confirm that if successful, I am available or can make myself available for all dates (most of the teaching is distance learning but there may be some live introductory sessions).
2. I am able to fully commit to the full programme should I be successful in securing a place.
3. If I need to cancel my place PRIOR to the course commencing due to unexpected circumstances out of my control, I will contact both the university AND SWASFT CPD team with as much notice as possible (minimum of 4 weeks is requested).
4. If I have any concerns or difficulties post-enrolment & post commencement of the course, I will raise these as early as possible with my UoC module lead/tutor.
5. If I need to cancel my place post-enrolment & post commencement of the course, the Extenuating Circumstances (EC) process must be followed.
6. I am aware that if I am successful, but do not engage post enrolment & do not have extenuating circumstances, a colleague will not be able to use my place & funds spent.
7. I am aware that if monies are lost because of my non-attendance or lack of engagement (without extenuating circumstances), SWAST reserves the right to recover course fees directly from my salary.

Not scored, but non-adherence may impact score for future funding applications.

8. I am aware that my line manager can be contacted if I do not complete module(s) due to lack of engagement without extenuating circumstances.
9. I am aware that lack of engagement after enrolling may impact future applications for CPD funding.
10. I am aware that UoC are in regular contact with the team and will share student progress.
11. I am aware that retakes are not included as part of this funding application.

12. If I need to cancel my place due to unexpected circumstances out of my control, I will contact both the university AND SWASFT CPD team with as much advance notice as possible.
13. I am aware that if I am successful, but do not attend & have not informed anyone of my absence, a colleague will not be able to go in my place & the place will be lost.
14. I am aware that my line manager can be contacted if I do not attend after enrolling.
15. I am aware that my line manager can be contacted if I do not complete the module due to lack of engagement without extenuating circumstances.
16. I am aware that non-attendance after enrolling may impact future applications for CPD funding.
17. I am aware that retakes are not included as part of this funding application.
18. I am aware that if monies are lost because of my non-attendance (without extenuating circumstances), SWAST reserves the right to recover course fees directly from my salary.

T&Cs here: [How to Apply For Funding \(Higher Education\) - SWAST CPD](#)

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<p>I confirm that I am aware that my scores WILL be checked AND approved by my County Business Manager & my County Commander (or delegated to my Line Manager) before being approved & returned to SWASTCPD.</p> <p>They may alter my score if they believe them to be incorrect & raise this with me.</p> <p>I am also aware they are able to apply a priority score of 20 points to 2 applicants, per module, per county at their discretion.</p>	YES	N/A
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