

**APPLICATION – Springboard**

***IN CONFIDENCE***

*Please note that Springboard is intended to enable participants to gain skills and confidence in both their personal and professional lives. Demand for places is high, and successful applicants are likely to have given this application careful thought, in discussion with whomever they formally report to. Please refer to the selection criteria and programme outline in completing this form.*

**Section A: to be completed by the candidate**

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| --- | --- | --- | --- | --- |
| Your name |  | | | |
| Your job title |  | | | |
| Your department or college |  | | | |
| Your email address |  | | | |
| Your current grade |  | | | |
| Please indicate if you are in a role that can be defined as: | Administrative | Technical | Professional | Research |
|  |  |  |  |
| Your employee number (University staff) so that we can identify you correctly on the HR database |  | | | |
| We ask that you provide a supporting statement (below) detailing what you wish to achieve by attending the Springboard programme. You do not need to reveal personal or confidential information in your statement. Springboard is designed to help participants address the topics below, so please tell us how you have considered the topics when you write your statement.   * How you have gone about identifying areas in which you are/may not be fulfilling your potential * What tells you that you may need to develop your confidence at work/outside of work or both * How you have gone about identifying your current strengths * How you have you identified any challenges in your personal life/your work life/you career that might be holding you back * How you feel about working in a group/with others to identify your aspirations and work towards them * How you feel about undertaking some self-directed/independent learning in order to achieve your goals * Your ability to commit the time to the programme, to attend all workshops and complete work in between workshops | | | | |
| Supporting statement: | | | | |
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| The Institute is committed to providing accessible courses. Please let us know if you have any individual needs; we will endeavour to ensure that these are met should your application be successful. | | | | |
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**Programme Dates**

The dates for each of the four cohorts of Springboard (Michaelmas and Hilary terms) are set out below. Each cohort will comprise four, one day workshops and a fifth half day workshop six months later. Each day will start at 09.30 and finish by 15.30. Please indicate your preferences by assigning a number (1, 2, 3 or 4) to each cohort. If you are unable to attend one or more cohorts, please indicate this by entering X in the *cannot attend* box.

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| --- | --- | --- | --- |
| **Michaelmas Term 2016** | **Michaelmas Term 2016** | **Hilary Term 2017** | **Hilary Term 2017** |
| ***Preference:*** | ***Preference:*** | ***Preference:*** | ***Preference:*** |
| ***Cannot attend:*** | ***Cannot attend:*** | ***Cannot attend:*** | ***Cannot attend:*** |
| Workshop 1: 21 September | Workshop 1: 22 September | Workshop 1: 19 January | Workshop 1: 25 January |
| Workshop 2: 19 October | Workshop 2:  20 October | Workshop 2:  16 February | Workshop 2: 22 February |
| Workshop 3: 16 November | Workshop 3: 17 November | Workshop 3: 16 March | Workshop 3: 22 March |
| Workshop 4: 14 December | Workshop 4: 15 December | Workshop 4: 6 April | Workshop 4: 26 April |
| Workshop 5: 14 June 2017 | Workshop 5: 15 June 2017 | Workshop 5: 12 October | Workshop 5: 18 October |

**Please note:** We will do our best to allocate you to your preferred choice of programme; however, as the programme is likely to be oversubscribed, we cannot make any guarantees. **If a place is allocated, participants must be committed in advance to attending all five workshops and completing all the self-directed work.** *If possible, please hold the dates for all courses until we are able to contact you with an outcome to your nomination.*

**Section B: to be completed by candidate if this is a self-nomination**

Where possible, Section C, which comprises a supporting statement, should be completed. We are aware that some candidates are in a situation where is no clear line-manager or route to a line-manager who can submit a supporting statement. In these circumstances, Section C may be left uncompleted and this self-nomination section completed instead.

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| Please explain the reason for your self-nomination |
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**Section C: to be completed by the nominating line-manager (whomever you formally report to)**

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| Name of manager: |
| Managers email address: |
| **1.** Please describe the benefit that you anticipate would result from the candidate participating in Springboard and if there are any specific reasons as to why their attendance would be most beneficial at this time. |
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| **2.** Please confirm that you will be able to help the candidate to identify relevant opportunities to put their learning into practice. |
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| **3.** Any other comments or anything else you think the panel should know. |
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| **4**. Please confirm that you will allow the candidate to attend all the workshops (y/n) |
|  |

**PLEASE RETURN by 5.00 pm on Monday 4 April 2016 to Liisa O’Brien** at [pdadministrator@learning.ox.ac.uk](mailto:pdadministrator@learning.ox.ac.uk) Tel (2)86820

Please email [pdadministrator@learning.ox.ac.uk](mailto:pdadministrator@learning.ox.ac.uk) if you have any questions.

***PLEASE NOTE:***

* *Applications will be submitted as a gathered field to a selection panel.*
* *Applications will be prioritized and places will be allocated to one of the four programmes; preferences for choice of programme will be taken into account as far as possible.*
* *The decision of the panel is final.*