

Personal Professional Development Grant Guidance Notes for Applicants

You are advised to read these guidance notes before you begin your application.

Higher Education Institutions attended: Please list all higher education institutions attended with dates, subject and award received. *E.g. University of Birmingham, 2014-17 BA (Hons) Philosophy, Religion and Ethics*

Professional Development undertaken in the last 2 years: This might include online courses and webinars, as well as conferences or regional events.

Current role/position: For example, this may be as a teacher, headteacher, HLTA, student

Current Employer's name and address: You should include the full name of the organisation or school and the full postal address with a postcode.

Previous Employment: You may list here previous employment in for example, other schools.

Other voluntary experience relevant to this application: For example you may be Trustee or school governor.

Title of professional development course: For example MEd, MA, PhD.

Proposed Course provider: This would usually be the name of a University. However it could be another provider such as the Chartered College of Teaching.

Proposed modules and/or title of research: This should be a brief summary of the proposed study. There is space later in the application to write about this further.

Full time or Part time: Simply state one or the other.

Start date: This is your proposed or planned start date for the course. If you have already started your course please state this clearly with the date you began.

Duration: State clearly how long the course lasts. If you have already started please state how long you have left.

Overall cost of your course: This is the total amount of the course fees and any additional expenses. For example, this may be £2500 per year for three years, which would be a total overall cost of £7,500.

Amount for which you are applying to Culham St Gabriel's and purpose for which the grant is to be used. Please state clearly how much you are applying for. You may state this as a lump

sum e.g. £7500, or say you are applying for £2500 per year for three years. State clearly what the money will be used for e.g. tuition

Are you seeking any finance, including grants, from other sources? We look favourably on joint applications. Please state amount applied for and from which organisations. If you know the outcome of applications please state this, or state that applications are pending.

Grants awarded for course fees will be paid directly to the institution: Please provide a contact name and email for the Finance department. If you are not sure please give details of the main contact you have at the university/organisation you plan to study at.

Please write a clear, concise statement on the aims of your course/research, including proposed dissertation focus if appropriate (maximum 500 words): This is your chance to say why you wish to undertake this course/research and why it is important. Why have you chosen this particular focus? Is there a particular issue you plan to address or a hypothesis you wish to prove?

Please describe how your course will have impact on a) your own professional development b) Religion and Worldviews in your school c) the wider education community (maximum 500 words): What difference will this course/research make in these three areas? What impact might it have on your own career and professional journey? E.g. subject knowledge, expertise What impact might it have on Religion and Worldviews in your school? E.g. in terms of curriculum, standards What impact might your studies/research have on other schools, a MAT, local SACRE and so on?

Please describe how you intend to disseminate the findings and/ or outcomes of your work and to which audiences (maximum 300 words): Think carefully about your networks or potential networks. How will you share your findings? E.g. through a local or regional network or hub, through blogs...

In terms of your career, please describe where you see yourself in five years' time (max 300 words) This gives you a chance to share your ambitions and think about how your new learning might impact on your career path in the future.

Please identify the CSTG strategic objectives to which your course is connected and explain how your proposal is relevant to these: You should look at these on our website [here](#) This is an important aspect of your application as the Trustee's will consider the relevance of your course/research to their own strategic objectives and whether it furthers their own mission.

References: You should ideally have an academic reference e.g. University tutor or lecturer and someone from your school e.g. line manager or headteacher. Do not include a reference from a personal friend or member of your family.