

## LEARNING LINKS

## MENTORING, POCKET AND RECIPROCAL PLACEMENTS

### APPLICATION FORM

This Application Form can be completed electronically.

Please e-mail completed form to [learninglinks@mla.gov.uk](mailto:learninglinks@mla.gov.uk)  
by 5pm on 31 July 2009

Please save a copy for your own records

Print off your completed application form to sign and send by post to:

Learning Links  
MLA  
Grosvenor House  
14 Bennetts Hill  
Birmingham  
B2 5RS

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**1A – PLACEMENT PARTNERS**

Name of Museum / Archive	
Contact Name:	Job Title:
Address:	Email:
	Telephone:
	Mobile:
	Postcode:

**We are applying for a (tick box)**

<input type="checkbox"/> Pocket Placement (3 Days)	<input type="checkbox"/> Reciprocal Placement (up to 5 Days)
<input type="checkbox"/> Additional 2 days mentoring time	<input type="checkbox"/> Additional 2 days mentoring time

**1B – SCHOOL / EDUCATION PARTNER**

Name of School / Education Partner	
Contact Name:	Job Title:
Address:	Email:
	Telephone:
	Mobile:
	Postcode:

**1C – IF APPLYING FOR A MENTORING PLACEMENT, PLEASE COMPLETE THEIR DETAILS HERE**

Name of Mentor Museum / Archive	
Contact Name:	Job Title:
Address:	Email:
	Telephone:
	Mobile:
	Postcode:

Mentor partner not identified, please tick box

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**2 – PLACEMENT AUDIENCE & THEME**

Following Consultation with your Partner School / Teacher

**What theme would you like to focus on? (please tick box)**

Citizenship       Locality       Identity       Supporting Transition

**What audience would you like to focus on? (please tick box)**

Early Years       Primary       Secondary       14-19       SEN

**Please outline why you have chosen this audience & theme in no more than 150 words**

**If you are applying for a Mentoring Placement, please outline how mentoring support will add value to your Learning Links placement in no more than 200 words**

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### 3 – PROJECT OVERVIEW

Following Consultation with your Partner School / Teacher

#### Working Title

Brief description of project (no more than 250 words, bullet points are fine),  
this is your chance to sell your project to us. Please consider:

- What do you want to do?
- Possible outputs (classroom resources / pre & post visit activities / on-line resources / museum sessions)

In no more than 100 of your own words, how does your project fulfil the aims of the Learning Links programme.  
Please consider:

- Placement aims (skills & CPD for both partners; organisational & personal)
- Placement themes (Citizenship; locality; identity; supporting transition)
- Specific audience development

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**4A – PROJECT PLANNING**

This grid has been filled with some questions and prompts to help you plan your Learning Links placement

**Project Planning Partner – Summer Term 2009**

**Considerations**

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**4B – PROJECT PLANNING**

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**Initial Placement Activity – Autumn Term 2009**

**Considerations**

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### 4C – PROJECT PLANNING

This grid has been filled with some questions and prompts to help you plan your Learning Links placement

#### Further Placement Activity – Spring Term 2009

#### Considerations

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### 4D – PROJECT PLANNING

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#### Resource Production & Pilot – Spring Term 2009

#### Considerations

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**4E – PROJECT PLANNING**

This grid has been filled with some questions and prompts to help you plan your Learning Links placement

**Sustainability of Projects**

**Considerations**

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**4F – PROJECT PLANNING**

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**Project Close – Autumn Term 2009**

**Considerations**

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**5 – BREAKDOWN OF EXPENDITURE**

Please complete relevant boxes; other expenditure can be filled into the blank spaces

Pocket placement allowance – £1,000

Reciprocal placement allowance – £1,500

Mentoring placement additional allowance – £500

\*Average teacher supply cover is based on £150 per day. This is variable.

\*\*Costs for attending regional Learning Links workshops are additional to the placement allowance (this includes teacher supply cover & transport costs).

**5A – MUSEUM / ARCHIVE STAFF – BACKFILL COST & TRAVEL**

Details	Estimated Amount

**5B – RESOURCE PRODUCTION COSTS**

Details	Estimated Amount

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**5C – SUBSIDISING PILOT VISIT**

Details	Estimated Amount

**5D – TEACHER SUPPLY COVER & TRAVEL**

Details	Estimated Amount

**5E – OTHER INC MENTORING ALLOWANCE BREAKDOWN (IF APPLICABLE)**

Details	Estimated Amount

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**5F – TOTAL PLACEMENT COSTS**

£

**5G – MATCH FUNDING (IN-KIND)**

Details

Estimated Amount

**5H – TOTAL FUNDING REQUIRED**

£

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### 6 – DECLARATIONS

The following forms the memorandum of agreement between the placement partners. The museum / archive is the lead partner in the Learning Links Placement Programme. By signing the agreement below, both partners are agreeing to fulfil the project as described in this application form and in response to recommendations by MLA.

#### DECLARATION (MUSEUM / ARCHIVE PARTNER)

- I have read and agree to stated terms and conditions of the placement (Programme Information and Grant Criteria; APPENDIX A)
- I confirm that the information provided above is correct to the best of my knowledge
- I agree to advise MLA of any variation which may affect our ability to deliver the project

Signed:

Name (Please Print):

Position

Date

#### DECLARATION (EDUCATIONAL PARTNER)

- I have read and agree to stated terms and conditions of the placement (Programme Information and Grant Criteria; APPENDIX A)
- I confirm that the information provided above is correct to the best of my knowledge
- I agree to advise MLA of any variation which may affect our ability to deliver the project

Signed:

Name (Please Print):

Position

Date

#### DECLARATION (MENTORING PARTNER)

- I have read and agree to stated terms and conditions of the placement (Programme Information and Grant Criteria; APPENDIX A)
- I confirm that the information provided above is correct to the best of my knowledge
- I agree to advise MLA of any variation which may affect our ability to deliver the project

Signed:

Name (Please Print):

Position

Date

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### CHECKLIST

- We have answered all the questions on the application form
- Both placement partners have signed the declaration
- Representatives from the school and the museum / archive can attend the meeting dates outlined in the terms and conditions of the placement
- We have made a copy of this form for our reference

The electronic version of this application must be returned to MLA no later than 5pm on Friday 31 July 2009

#### E-mail applications to:

learninglinks@mmla.gov.uk

#### Post signed copies to:

Learning Links  
MLA  
Grosvenor House  
14 Bennetts Hill  
Birmingham  
B2 5RS

#### Please direct queries to:

Jennifer Bone  
Strategic Commissioning Project Manager  
MLA  
Grosvenor House  
14 Bennetts Hill  
Birmingham  
B2 5RS  
jennifer.bone@mmla.gov.uk