
LEARNING LINKS

MENTORING, POCKET AND RECIPROCAL PLACEMENTS

APPLICATION FORM ROUND 3

How to fill out this form

This PDF form can be completed electronically on your computer by opening the PDF in Adobe Acrobat Reader (this is a standard programme and can be found on all computers). To fill the required fields click on the text field and enter your response, or click a tick box.

Once completed, please save a copy of the entire document for your own records.

If you would like to download the latest version of Acrobat Reader, follow the link below
<http://get.adobe.com/uk/reader/>

How to return this form

- 1 Please e-mail completed form to: learninglinks@mmla.gov.uk
- 2 Print off Section 5 (Declarations) of your application form and send signed declarations by post to:
Learning Links, MLA, Grosvenor House,
14 Bennetts Hill, Birmingham, B2 5RS
- 3 Completed forms must be returned no later than
12 noon on Wednesday 23 June 2010

If you have any problems using this form, please email:
learninglinks@mmla.gov.uk

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1 – PLACEMENT PARTNERS

1A – LEAD ORGANISATION (This is the organisation that will manage the funding)

Name of Museum / Archive / School / Other Lead Partner	
Contact Name	Job Title
Address	Email
	Telephone
	Mobile
	Postcode

We are applying for a (tick box)

Pocket Placement (3 days)
 Reciprocal Placement (up to 5 days)

Additional 2 days mentoring time

1B – PARTNER ORGANISATION

Name of Museum / Archive / School / Other Partner Organisation	
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 Inclusion Literacy

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

Early Years Primary Secondary 14-19
 Families NEETS* SEN* Other

*NEETS: Not in employment, education or training *SEN: Special educational needs

Please outline what skills or knowledge you and your partner hope to develop through a Learning Links placement, that would support your offer to these children and young people? (Max 200 words)

MLA's Self Assessment Framework supports museum, library and archive staff to develop the skills, knowledge and understanding needed to work in partnership with organisations and agencies working with children and young people. Learning Links is framed around the Self Assessment Framework. You can find out more online <http://www.mla.gov.uk/what/programmes/commissioning/Self%20Assessment%20Framework>

If you are applying for a Mentoring placement, please outline what specific skills and or knowledge your mentor partner is bringing to the partnership. Please also highlight the benefit to your mentor partner in joining this partnership. (Max 200 words)

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3 – PROJECT OVERVIEW

Following conversation with your placement partners

Working Title

How are you going to use your Learning Links placement?

You may have a detailed plan or you may have a concept that you wish to explore, Learning Links is an opportunity to challenge yourself and develop partnerships through experiencing new working environments and practice.

When thinking about your placement, please consider:

- What do you want to do?
- How this supports your chosen placement theme (Citizenship, Literacy, Inclusion)
- How you will use your reciprocal placement time in your partners setting

(Max 400 words; bullet points are fine)

A simple placement planning framework is available on the Learning Links pages of the MLA web site.

This may be useful to help you think about the practicalities of your placement in more detail.

Just go to http://www.mla.gov.uk/what/programmes/commissioning/Learning_Links_2009-11

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4 – BREAKDOWN OF EXPENDITURE

How much funding can you apply for?

Pocket Placement up to £1,000

Reciprocal Placement up to £1,250

Mentoring allowance with a Pocket Placement up to an additional £500

Mentoring allowance with a Reciprocal Placement up to an additional £250

4A – MUSEUM / ARCHIVE STAFF – BACKFILL COSTS & TRAVEL

Details	Estimated Amount

4B – RESOURCE PRODUCTION / PILOT COSTS

Details	Estimated Amount

4C – TEACHER SUPPLY COSTS & PARTNER EXPENSES

Details	Estimated Amount

4D – OTHER INC MENTORING ALLOWANCE BREAKDOWN (if applicable)

Details	Estimated Amount

4E – TOTAL PLACEMENT COSTS

£

4F – HOW WILL YOU & YOUR PARTNER SUPPORT THIS PROJECT?

e.g. staff time, resources, coach travel

4G – TOTAL FUNDING REQUIRED FROM MLA

£

**LEARNING
LINKS****APPLICATION FORM
ROUND 3****5 – DECLARATIONS**

PRINT OFF THIS PAGE ONLY & RETURN TO:

LEARNING LINKS; MLA, GROSVENOR HOUSE, 14 BENNETTS HILL, BIRMINGHAM, B2 5RS

THIS PAGE FORMS AN AGREEMENT BETWEEN YOU AND YOUR PLACEMENT PARTNER(S).

THE MUSEUM/ ARCHIVE IS THE LEAD PARTNER IN THE LEARNING LINKS PLACEMENT PROGRAMME.

BY SIGNING THE AGREEMENT BELOW, ALL PARTNERS ARE AGREEING TO TAKE PART IN A LEARNING

LINKS PLACEMENT AS OUTLINED IN THIS APPLICATION FORM AND IN RESPONSE

TO RECOMMENDATIONS MADE BY MLA.

DECLARATION (MUSEUM / ARCHIVE PARTNER)

- I have read and agree to the stated terms and conditions of the placement (Programme Information & Grant Criteria in the Information Pack)
- I confirm that the information provided in my Learning Links application 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 the stated terms and conditions of the placement (Programme Information & Grant Criteria in the Information Pack)
- I confirm that the information provided in my Learning Links application 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 the stated terms and conditions of the placement (Programme Information & Grant Criteria in the Information Pack)
- I confirm that the information provided in my Learning Links application 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 page (section 5)
- 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 12 Noon on Wednesday 23 June 2010

E-mail applications to:

learninglinks@mla.gov.uk

Post signed declarations to (please only print and return section 5 of your application form to MLA.

Your full application should be submitted electronically):

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@mla.gov.uk