

6 Training day

Please select the dates of the training days you would like to choose if your application is successful.

2004-05 academic year		1st	2nd	3rd choice
Tuesday 26 October 2004	London (MEN24)	Fully Booked		
Tuesday 11 January 2005	Manchester (MEN25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday 3 May 2005	Birmingham (MEN26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday 28 July 2005	Edinburgh (MEN27)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training event places are allocated on a first come first served basis.

How did you FIRST hear about the AUA Postgraduate Certificate? Please tick one box.

- AUA Conference
- newslink/perspectives
- email bulletin from the AUA National Office
- own Staff Development Manager/event at own organisation
- AUA PG Cert leaflet
- AUA web pages
- mailshot from AUA

7 I declare the information given above is correct

Signed

Date

Please return to:

PG Certificate Programme Manager, The AUA National Office,
University of Manchester, Manchester, M13 9PL Tel: 0161 275 2063 Fax: 0161 275 2036

For more information see www.aua.ac.uk

AUA data processing policy. Use of data (PG Certificate)

AUA's membership database is administered in the AUA National Office based in Manchester, UK. The data controller is the AUA. We use the data recorded on this form for operational purposes including the facilitation of communications between participants and mentors. We do not pass personal data to third parties unless they are acting as agents on our behalf e.g. mailing house.

Application form and guidelines 2004-05

postgraduate certificate in
**professional
 practice**
 (higher education administration
 and management) (OUVA)

Please ensure that you have read and understood these guidelines before completing your application form

AUA's Postgraduate Certificate in Professional Practice has been developed and will be delivered by AUA. The programme has been validated through a process of external peer review, by the Open University Validation Services, as being of an appropriate standard and quality to lead to the Open University Validated Award of Postgraduate Certificate in Professional Practice (higher education administration and management).

Provision of information

It is important that you complete all sections of the application form in full, providing as much detailed information as you can. This will enable your application to be assessed accurately and quickly. If for any reason you do not provide complete details of any aspect of your qualifications or experience, the Association may need to write to you to request further information. This will mean that your application will take longer to assess.

Selection criteria

The standard criteria for selection to act as a mentor on the AUA Postgraduate Certificate in Professional Practice (higher education administration and management) (OUVA) are:

- possession of a postgraduate qualification
- and
- AUA membership (if you do not already hold AUA membership you will need to join)

However, the Association is committed to enabling as many colleagues as possible to take advantage of the opportunities offered by involvement in the programme, and if you do not hold a postgraduate qualification you may also be selected to act as a mentor if you can demonstrate possession of:

- substantial relevant professional experience – in mentoring, coaching or developing other members of staff (this experience does not necessarily have to have been gained within the workplace)
- and, or
- comparable professional and/or other qualifications

If you are making an application on the basis of experience/other qualifications

please take extra care to ensure that you provide as much information as possible and ensure that you demonstrate the relevance of your experience/qualifications to the Programme.

Assessment of applications

All applications to the AUA Postgraduate Certificate are assessed by members of the AUA Postgraduate Certificate Admissions Team. Applications are assessed against the criteria stated above. Where applicants do not appear initially to meet the criteria above, they will be given the opportunity to provide further relevant information to support their application.

Assignment of mentors

Please give details of any experience you have that may be relevant to the mentoring relationship at section 4. This may include the following: formal experience of a mentoring relationship in your current or previous organisation, informal experience of encouraging/developing more junior members of staff or other colleagues, experience gained within the voluntary sector.

While AUA will do as much as possible to assign a participant who matches your preferences we cannot guarantee an exact match. It is AUA policy to allocate participants to mentors from a different institution/organisation, and where possible, to a mentor from a different type of institution/organisation. This process is designed to encourage a breadth and depth of experience across the sector.

Questions?

If you have any questions about the applications and selection processes associated with the AUA Postgraduate Certificate please email Jean York, Postgraduate Certificate Manager jean.york@manchester.ac.uk

Mentor application form

I would like to apply to be trained as a mentor to support the AUA Postgraduate Certificate in Professional Practice (higher education administration and management) (OUVA).
Please supply any additional information on a separate sheet.

1 Personal details

Title (Mr/Ms/Mrs/Dr)	First Name(s)	Surname
Date of birth	AUA Membership Number AUA Member (Yes / No)	

Please note that AUA membership is a requirement. If you are not already a member you will be sent an application form.

2 Professional details

Current job title		
Organisation	Date of appointment	
Address for correspondence		
Postcode	Telephone	Email

Principal work areas - please tick up to three boxes which most clearly describe your current responsibilities

<input type="checkbox"/> Academic administration	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Quality	<input type="checkbox"/> Other: please state
<input type="checkbox"/> Estates	<input type="checkbox"/> IT/Data/Voice communications	<input type="checkbox"/> Registry	
<input type="checkbox"/> Faculty/School/Department	<input type="checkbox"/> Marketing/External relations	<input type="checkbox"/> Research	_____
<input type="checkbox"/> Finance	<input type="checkbox"/> Planning	<input type="checkbox"/> Student Services	

Main professional interests

Please include any additional areas of interest or responsibility (e.g. membership of external/national committees), membership of other professional bodies and associated activities, research interests.

Previous roles/professional experience

Please give details of all previous roles starting with the most recent first. Please also account for any periods of time not spent in full or part time employment.

Title and organisation	Dates appointed	Function of role and main responsibilities

3 Education and qualifications

Please indicate all levels of qualifications gained (please tick all boxes that apply)

- | | |
|--|--|
| <input type="checkbox"/> 'A' levels/GNVQ/BTEC National (highers) | <input type="checkbox"/> Masters degree |
| <input type="checkbox"/> Degree | <input type="checkbox"/> Doctorate |
| <input type="checkbox"/> Postgraduate Certificate/Diploma | <input type="checkbox"/> Professional qualifications (e.g. CIPD) |

Please give full details of all education and training including school, college, university and professional courses, in chronological order

School/college/university/other course provider	Dates attended	Qualifications obtained with date of award

4 Supporting statement

Please give details of your reasons for wishing to act as a mentor for the AUA Postgraduate Certificate in Professional Practice (higher education administration and management) (OUVA) and details of any relevant experience

5 Assignment of your mentee

Do you have any preferences in terms of the participant you will mentor?

For instance:

Location e.g. same city etc.	Professional activity e.g. same role, similar professional backgrounds etc.
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Other

Please complete this section if you require any special facilities which will enable you to participate fully in the Training Day and any Development Days e.g. dietary requirements etc.