

## FPSA guidance notes for applicants – September 2016

Before you start, please have your documents ready for uploading. Attaching files – there must be no special characters or spaces in the file names. Files must be Word or Pdf.

Example of file name: joebloggs\_CV (you can use underscore but not hyphens).

### The documents you will need:

- A website link, a brochure or a flyer relating to the course/conference etc. (if the amount you are applying for does not match the amount on the website link, brochure or flyer please explain why. i.e. 'The conference fees are £300 and the train fare is £70.00, hence my application is for £370.00.' Please state where you found your estimated travel costs from, i.e. National Rail etc.
- An up-to-date CV.
- Brief supporting statement from the applicant and further information if needed, where applicable. **What's this?** A short statement from you explaining why you want to do the training or attend the conference together with any additional explanation needed on the amount applied for.
- Statement of support from professional referee. **Who's this?** This can be a peer/colleague – somebody who can vouch for you and your integrity. This must be signed and on headed paper.
- Written confirmation of support from employer, line manager, professional body or organisation. This must indicate support from your manager/workplace. This must be signed and on headed paper.
- What the trustees look for in a **reference**: how long the referee has known/worked with you for, skill level, professional integrity, why they support your application, what are the benefits to young people following the training, do they believe you can give the commitment to the training etc.
- Age range (**11-15**) please state the contact time you have with this group.
- **How does it work?** The secretariat will look through your application to check that it is complete before sending it to the trustees. The trustees meet 4 times per year, normally the first Friday after the current 'window' closes.
- **When will I receive a response?** During the month following the end of the 'window', for further details Please see this link <http://foundationpsa.org.uk/page.asp?ID=17>
- **What is the written report for?** This is your feedback on the course/training/conference and its benefits. This will be emailed to the trustees and added to the FPSA website. You can look at previous reports listed on the website to give you guidance on what to write.

Should you need any further help, please contact Katy Thorne (Secretariat) on tel: 01295 750 182 or [secretariat@foundationpsa.org.uk](mailto:secretariat@foundationpsa.org.uk)