

# HACKNEY YOUNG PEOPLES UNIVERSITY

## PROPOSAL FOR SHORT COURSES & PROJECTS

For students aged 11-13 and 14-25 years

Tutors are invited to submit proposals for short courses in a broad range of subject areas: Maths, Sciences, English language and literature, Languages, Information Technology, Digital Graphics, Journalism, Performing & Visual Arts, Fashion & Style, Sports & Outdoor Pursuits, Personal Development & Employability.

This is not an exhaustive list and suggestions are welcome.

Courses can serve as curriculum enhancement, as revision, or as a taster for higher study or employment. All courses will be delivered in the London Borough of Hackney.

***Hackney Young Peoples University aims to promote independent learning, and to raise achievement. It also aims to promote racial tolerance and good community relations.***

Course length should be contained within one week if possible, so students can plan a varied timetable over the 4-week period. We are looking for courses of between 10-25 hours length. All courses will be certificated by HYPUP for the use in National records of Achievements. Proposals for nationally accredited units & courses e.g. NVQ's are welcome. We are interested in courses that employ interactive teaching methods & short project work. Proposals for seminars, master classes & other events are also welcome.

**Hourly tutor rate of pay: £18.00 per hour (gross)  
resources fees & partnership arrangements are agreed on an individual basis.**

If you require more information, please contact Maxine Boyce  
Tel: 020 7249 4542, Fax: 020 7923 9530, E-mail: Hackneyuniversity@yahoo.co.uk

***Proposals should be written on the form enclosed and sent to:***

**Hackney Young Peoples University  
Unit 25, The Forum, Independent Place, Shacklewell Lane, London E8 2HE.**

Please do not send CVs or further information until this is requested

# **Tutor proposal for hackney Young Peoples University 2010**

Please type or write clearly and please use additional sheets if necessary

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Course Title:

Course Aims & Objectives:

Course Contents: (please complete the attached Scheme of Work form)

Learning Outcomes: (please list the practical & personal skills as well as the knowledge the student will gain) **(please complete the attached Lesson Plan form)**

Length of Course (hours per day & numbers of days)

Is there any time within the four-week period that you **cannot** deliver this course?

Please describe the nature of the course. Curriculum enhancement/revision for *GCSE/GNVQ/A LEVEL/ACCESS* or taster in a subject/non curriculum exploration/vocational:

Will your course be targeted at a specific group e.g. Pre *GCSE* and/or 'A' level, students with disabilities or other? Include age range if appropriate (11-13, 14-16, 17-25). (If no age group is specified it will be assumed that the course is aimed at 14-25 year olds.)

Minimum number of students:

Maximum Number of students:

What Facilities & equipment are needed for the course? Please include type of room required, any computer equipment, stationary etc.

Please list any additional **costs** of materials, field trips, visits etc.

We may wish to discuss your proposal with you. What would be the best time to telephone?

**Proposals should be accompanied by the names of two referees including a recent or current employer.**

Name of first Referee:

Address & Post Code:

Telephone:

In what capacity do you know this person?

Name of second Referee:

Address & Post code:

Telephone:

In what capacity do you know this person?

Are you self-employed?

Have you ever taught at Hackney Young Peoples University?

(Circle as appropriate)      Yes                  No

If yes:

When was it?

What was the title of your course?

Have you got any comments on this experience?

Please give a brief description of your experience of teaching/working with young people (continue on a separate sheet if necessary)

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## EQUAL OPPORTUNITIES MONITORING

Please note that sections 1 & 2 are optional; all applicants should fill in section 3 as the work applied for involves access to persons who have a disability or are under 18 years of age.

### 1. Ethnic Origin

White	British	
	Irish	
	Any other White background	
Asian	Indian	
	Bangladeshi	
	Pakistani	
	Asian British	
Black	Caribbean	
	African	
	Black British	
Chinese or other Ethnic group (please specify)	Chinese	
	Any other group	

### 2. Health Record

Do you have a disability?

Yes

No

If yes, please explain \_\_\_\_\_

If you have any requirements to aid you at work please specify \_\_\_\_\_

### 3. Home Office Circular HOC 102/88

**Protection of children:** disclosure of criminal background of those with access to children. In accordance with the above circular you are required to provide the following information, which will be passed on to the police authorities to check the existence and content of any criminal record.

**Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended.**

You do not generally have to disclose details of a spent conviction. However, if the work you are applying for is exempt from **Rehabilitation of Offenders Act** by virtue of the **(Exceptions) order** because it involves access to persons who are disabled, or addicted to drugs or alcohol or under 18 or over 65, you must reveal details of all convictions, spent or otherwise. Please note that information will only be provided to and checked with the police authorities after a recruitment interview has taken place.

Have you any convictions? **Yes**  **No**

If yes, please specify on a separate sheet and attach to the tutor proposal form.

<b>Children's Act Registration:</b>	
Has a recent employer (School, College, Voluntary Organisation)	
Required you to undergo a Police Check?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the Employer:	<input type="text"/>
Contact Details:	
Telephone Number:	
Email:	

**DECLARATION**

I declare that the information contained in this application is accurate to the best of my knowledge.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**If untrue or inaccurate information is recorded any employment contract may be invalidated and the employee subject to dismissal.**