**PLACED ACADEMY 2019 / 2020 - TASTER SESSION**

Thank you for your interest in taking part in PLACED Academy.

Enclosed is:

* A registration form to attend a taster day to find out more about the programme
* The full application form for PLACED Academy
* **If you would like to register to attend the** **taster session** before applying for PLACED Academy, please just fill out the form on this page, below, and return to [info@placed.org.uk](mailto:info@placed.org.uk)
* **If you would like to apply now for on PLACED Academy**, please continue to the FULL APPLICATION FORM on page 2 onwards and return to [info@placed.org.uk](mailto:info@placed.org.uk) by the closing deadline, **24th May 2019**
* If would like to attend both the taster session and apply for PLACED Academy, please fill out all pages of this document

**Taster Session**

We will hold an optional 3 hour taster session on **Saturday 18th May** which will give the opportunity to:

* Meet the team
* Find out more about the programme
* Try out some of the practical design skills that will be part of the programme
* Q&A session about the programme

**Please tick if you would like to attend the taster session in May 2019**

**Please write any questions below which you have about the PLACED Academy. We will address these questions now if urgent, or at the taster session in May.**

**PLACED ACADEMY 2019 / 2020 - FULL APPLICATION FORM**

* Please be aware that if you are successful you will be expected to commit to attendance and completion of the programme.
* Please complete all sections of the application form below and return to [info@placed.org.uk](mailto:info@placed.org.uk) You will receive a confirmation email within a week. **If you do not receive this please resend**.

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| **Section One – information about you** | | | | | |
| First Name |  | | | | |
| Last Name |  | | | | |
| Home Address |  | | | | |
| Postcode |  | | | | |
| Home telephone number |  | | | | |
| Mobile number |  | | | | |
| Email address that we can contact you on |  | | | | |
| Gender | Male  Female | | | | |
| Date of Birth |  | Age |  | Year group starting Sept 2019? |  |
| Current school/college |  | | | | |
| Where did you hear about PLACED Academy? |  | | | | |

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| **Section Two: Application Questions:**  Please answer the following questions to support your application in no more than 100 words for each answer: (This can be attached on a separate sheet if preferred) |
| **Why would you like to take part in PLACED Academy?** |
| **How do you think you will benefit from taking part? (100 words)** |

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| **Below is an overview of what to expect in the Academy. Please tick the most interest to you below, so we can understand what you would most like to get out of the programme.**  Please note the following are essential to completing the PLACED Academy:   * Launch Event, July 2019 * Four-day holiday programme, July 2019 * Graduation event, May 2020 | |
| 1-2-1 support | Meeting like-minded people your age |
| Design workshops | Model making |
| Skills development | Intro to photoshop |
| Presentation skills | Site / project visits |
| Social media group | Meeting industry professionals and students |
| CV building | SketchUp software |
| Interview skills | Researching an interesting topic for a project |
| Work experience | Working as a team |
| Sketching  Portfolio advice | Presentations from industry professionals  Other, please specify in the box below |
| **Please note the Academy will not be a technical programme, it is focused on design and professional skills. We will not be specialising in technical design software.** |  |

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| **Section Five: Additional information about you** | |
| Please tick the box below which best describes your ethnic background. Please note this will not be used to inform the selection process. | |
| White – British | Asian or Asian British – Bangladeshi |
| White – Irish | Chinese |
| Other White background | Other Asian Background |
| Black or Black British – Caribbean | Mixed – White and Black Caribbean |
| Black or Black British – African | Mixed – White and Black African |
| Black or Black British – Somali | Mixed – White and Asian |
| Black or Black British – Sudanese | Other Mixed background |
| Other Black background | Asian or Asian British – Indian |
| Other Ethnic background | Asian or Asian British – Pakistani |
| I prefer not to provide this information |  |
| Please tick any box which describes any additional needs you may have:  (All additional needs should be disclosed to make sure that they are met.) | |
| No, I don’t have any additional needs |  |
| I have a mobility difficulty | I use a guide or hearing dog |
| I use a wheelchair | I am dyslexic |
| I have a visual impairment | I am dyspraxic |
| I have mental health difficulties  I require a sign language interpreter | I have a hearing impairment  Other – please give details: |
|  | |

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| **Section Six: Declaration** | |
| **Emergency details**  Name and contact telephone number of parent / carer in case of emergency |  |
| **Additional information**  Details of any other information that workshop staff should be aware of |  |
| **Declaration – Applicant**  If successful I commit to attendance and completion of the equivalent of 10 days of activity across the 12-month duration of PLACED Academy between June 2019 – May 2020  **Priority will be given to those who can attend the four-day holiday programme in July 2019. Please tick the relevant box below**:  Yes, I commit to attending the four-day holiday programme in July 2019  No, I cannot commit to the holiday programme, and understand that I will therefore go on a reserve list for PLACED Academy because of this | |
| Print name (Applicant) |  |
| Date |  |
| **Declaration – to be completed and signed by a parent or carer**  I give my permission for my son / daughter to participate in the PLACED Academy  Photographs may be taken during the event. I give my permission for these to be used in future promotional material by project partners. They will not be given to any third party.  If you would like to be added to the PLACED mailing list so you hear of future opportunities directly please provide an email address: | |
| Print name (Parent or carer if under 18) |  |
| Date |  |

**Data protection**

Personal data will be collected and retained by PLACED. It will only be shared with project partners. Information will not be used in any way that would affect you individually and will not be taken into consideration on selecting applicants. We are passionate about supporting diversity in professions, and information will be used to monitor how well we are doing in this. It is for our records and to support future funding applications only.

If you have any concerns about the use of the data or would like a copy of the data you have supplied please contact PLACED at [info@placed.org.uk](mailto:info@placed.org.uk)

**FAQs**

**Why are the dates and times not all confirmed?**

Exact dates and times are currently not confirmed as dependent on venue availability. We will provide information with plenty of time for our students to make arrangements to attend the sessions

**Can I attend if I'm in a different year group?**

Unfortunately, no. You must be in year 9, 10, 11 or 12 from September 2019

**Will lunch be provided and/or will any travel expenses be covered?**

With a tight budget for PLACED Academy, we are currently unable to provide lunch for students or cover any travel expenses. However, if we receive some extra funding then providing lunches will be a priority for us. In the meantime, we hope this does not discourage students from enrolling

**I have dyslexia, can I attend?**

PLACED workshops are accessible for any young person, regardless of any learning difficulties or disabilities. We have had students at previous workshops with dyslexia, ADHD, autism for example, and encourage anyone interested in the built environment to enroll no matter what

**Do I need any previous skills to participate in the workshops?**

You do not need previous experience of these skills to participate in the workshops. We will teach you all you need to know. All we ask is that you have an active interest in learning new skills

**Does an adult need to come with me?**

PLACED Academy will be for just young people, and parents or guardians may not attend

**Where will the various workshops be taking place? Will they all be in the same place, will they be easy to access via public transport?**

Most of our workshops will be taking place in Liverpool city centre and will all be easily accessible via public transport. We have no confirmed locations as of yet, however, we will be sure to provide more information in plenty of time for you to arrange travel. Workshop venues may vary depending on the nature of the workshop, and if we notice we have a significant intake of students from elsewhere; Greater Manchester, Preston for example, we may organise workshops in those areas

**How many other young people will be at the workshops?**

The size of groups will vary from 3 to 30 depending on the workshop with a mix of students from years 9 to 12. The one day/half day workshops are likely to be smaller groups than the longer four-day sessions, which all participants will attend

**What if I can't attend the summer programme? Can I still graduate?**

The summer programme is necessary for you to attend in order to graduate and when we choose our students from the pool of applicants, we will give priority to those who can attend the summer programme. However, we may run a four-day October programme for new applicants and students who are not able to attend the summer programme. This will not be confirmed before applicants have been offered their places

**Is this an official qualification?**

No, you will not receive any official qualifications per say, however, PLACED Academy will be a valuable addition to your CV and further education applications

**If I have completed work experience prior to my application for PLACED Academy, can I still use this towards my graduation? How many days must I complete?**

Previous work experience will not be valid as part of PLACED Academy. You must arrange work experience after you have officially enrolled. Any work experience counts as two days towards your graduation, and we will request you to provide a short presentation about what you have learnt during your work experience.