

Dear Colleague,

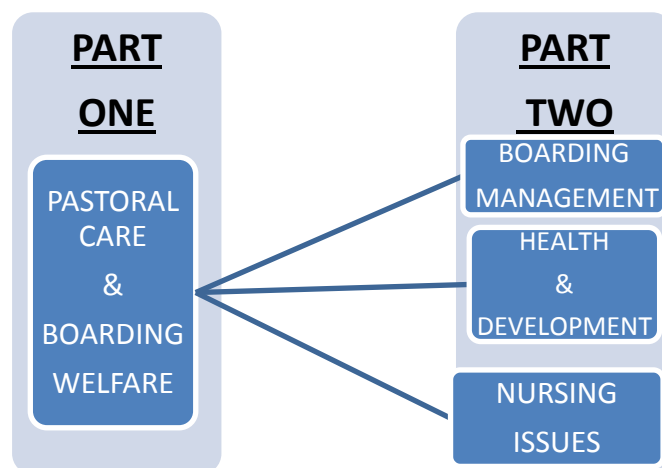
BSA Professional Development Certificate
&
Professional Practice Certificate

Step by Step Guide to Applying for a place on the 2010 - 2011 Programme

This letter explains how to complete and submit your application for a place on one of the BSA/Roehampton University Certificate courses which are set out in the accompanying the Certificate Course Programme document and the information sheets associated with each Part of the programme.

Step 1

1. Get agreement from school for participation on the Certificate Programme ie agreement to funding, time off for attending the Study sessions and support from a Mentor.
2. Read the supporting documents and identify which level you will enrol at; ie HE1 for Non Graduates and HE3 for Graduates.
3. Refer to the Course Programme for 2010 -2011 and identify which course suits your needs ie the dates and location are most suitable. **Note** it is expected that the majority of students will commence the programme on a Part 1 Module ie Pastoral Care and Boarding Welfare.



Step 2

1. You need to complete two forms for enrolment on the BSA/Roehampton Certificates for Boarding Staff:

- a. The **application form** enrolls you onto the Certificate training programme. It is essential that you complete each section – failure to provide information may mean that you cannot be enrolled. This form is used by **both** BSA and Roehampton University to enrol you on the programme.
 - b. The **School Support form secures** your participation and indicates the name of the mentor who will provide you with the necessary support and encouragement.
2. **Completing the Application Form:** Instructions on how to complete each section follow.
- a. **Section 1:** complete all details; the email address is key and will be used for all future correspondence.
 - b. **Section 2:** Use the Course Matrix to identify the BSA Course Code and Title and the University Registration Code. E.g. if you have decided to enrol on the **South of England Pastoral Care Course** at **HE3 level** then you are need to insert the following:

10/9	Regional Course (South)	Downe House, Newbury			
			HE 3	Management Issues in Boarding Schools	EDS015X715

Please indicate complete for both of your Modules.

- c. **Section 3:** make sure to insert your education qualifications as Roehampton use this to confirm that you are enrolling at the correct level.
- d. **Sign and date** your application.
- e. **Complete** the School Support Form.

Step 3

Return the two forms as soon as possible, to BSA with the fee of £690¹ (payable to Boarding Schools' Association Ltd) Ensure that the School is arranging payment as this is needed before your application can be accepted.

And then:

1. **BSA will immediately send** you an acknowledgement
2. Roehampton university will write to you with instructions for their on-line registration.
3. BSA will send a course module booklet for the course you will be joining shortly before the start of the course. This will contain full details of the course programme, the assessment arrangements, the reference book list, and details of each session including the self-study tasks.
4. BSA will also send you Joining Instructions a few weeks before the start of the course.

A J THOMSON OBE

BSA Director of Training

¹ If you are attending the House Masters & Mistresses Course or the Matrons & Medical Staff Conference then the fee is reduced to (£585) as one Study Day is included in the Conference Fee; if you are attending the Easter Residential then the fee is reduced to £480 as the residential fee covers 2 Study Days.