

TRADITIONAL BUILDING SKILLS[®] BURSARY SCHEME

www.buildingbursaries.org.uk



PLACEMENT NOTIFICATION FORM

Use this form to notify the Bursary Scheme that you have a placement opportunity under the Traditional Building Skills Bursary Scheme.

Your notification is not a firm commitment by you to provide the placement notified by you, or by the Scheme to place a Trainee with your organisation.

Once the completed form is received, it will be assessed by the Bursary Scheme Manager who will then contact you to discuss the Placement further. Once final details are agreed, you will be asked to sign a letter formally committing your organisation to providing the placement.

Please be as detailed and accurate as you can in the information you provide, since this will form the basis of the advertised Placement Specification and any changes to this could jeopardise the Placement.

1. Placement details

Building Skill:

Address/ location of proposed placement:

Will this be the only location for the placement? If elsewhere e.g. organisations' workshop, please give details

What are the unique features of this placement location?

What are the range of dates within which the placement could start and finish?

If dates are not yet fixed, please state this.



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Earliest/latest start date?.....

Earliest/latest end date?.....

Any comment.....

.....

Please specify frequency of trainee attendance within the placement period, (e.g. number of weeks/months, 1 day per week, 2 days per month, 3 continuous weeks, 12 continuous months):

2. Training details

Please provide the type of work experience and details of the learning experience and you are offering a bursary holder:

The Bursary Scheme aims to link placement training objectives with activities and learning targets in National Vocational Qualification (NVQ) and National Occupational Standards (NOS) of the particular craft. Are you familiar with either of these systems?

Yes No

If yes, please provide details:

3. Accommodation and Transport details

Are you able to help a bursary holder find details of local accommodation if necessary? Yes No
If yes, please provide details:

Please provide details of local transport links to enable travel to the main location where the bursary holder will be based in case they do not have access to their own vehicle:

4. Placement Provider objectives

Why do you want to offer this placement?

What will it help you achieve?

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5. Placement Provider contact details

	Main contact at Placement Provider	Proposed Supervisor of Bursary Holder
Name:		
Job Title:		
Telephone No:		
Mobile No:		
E-mail address:		
Are you a qualified NVQ Assessor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a qualified NVQ Assessor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details on your qualifications and/or experience related to this placement:		

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6. Agreement

Your organisation is offering to provide a Placement under the Placement Provider's Terms and Conditions of the Traditional Building Skills Bursary Scheme.

Please confirm by signing below that the information given is as complete and accurate as possible at this time.

Please confirm by signing below that you agree to adhere to the terms and conditions of the Scheme as set out in the Placement Provider's Terms and Conditions Document.

	Main contact at Placement Provider	Proposed Supervisor of Bursary Holder
Name:		
Signature:		
On behalf of (organisation):		
Date:		

For office use:

Date notification received:		Date notification assessed:					BSM		BSMG	
Region:	NW	NE	Y&H	WM	WM	E	GL	SE	SW	
Building Skill:	Blacksmith	<input type="checkbox"/>	Flint knapping			<input type="checkbox"/>	Roofing - metal		<input type="checkbox"/>	
	Brickwork	<input type="checkbox"/>	Ironwork			<input type="checkbox"/>	Roofing – stone/slate/tile		<input type="checkbox"/>	
	Carpentry and Joinery	<input type="checkbox"/>	Leadwork			<input type="checkbox"/>	Stone masonry		<input type="checkbox"/>	
	Dry stone walling	<input type="checkbox"/>	Lime mortar			<input type="checkbox"/>	Thatching		<input type="checkbox"/>	
	Earth buildng	<input type="checkbox"/>	Lime plaster			<input type="checkbox"/>	Wheelwrighting		<input type="checkbox"/>	
	Electrical	<input type="checkbox"/>	Painting and decorating			<input type="checkbox"/>	Other		<input type="checkbox"/>	
Decision (approve/decline):		Date decision confirmed to organisation:								