



PROFESSIONAL DEVELOPMENT BOARD FOR PHYSICAL EDUCATION – APPLICATION FORM

The Process:

There will be one initial submission for approval and then you will be expected to complete a brief annual review in order to retain your approved status.

- Please supply information under the headings provided and use the questions as a guide.
- You are encouraged to make your application electronically but can if you wish send some examples of resources by post.

All applicants must complete pages 1 and 2:

COMPANY OR ORGANISATION NAME:			
CONTACT NAME:			
PERSON COMPLETING THIS APPLICATION:			
EMAIL ADDRESS:			
POSTAL ADDRESS:			
TELEPHONE NUMBER:			
FAX NUMBER:			
COMPANY TYPE: (PLEASE TICK AS APPROPRIATE)	SOLE TRADER	PARTNERSHIP	A LIMITED COMPANY
	PUBLIC LIMITED COMPANY	HEI OR OTHER EDUCATIONAL INSTITUTE	OTHER – (PLEASE SPECIFY)



COMPANY REGISTERED NUMBER:		REGISTERING AUTHORITY:	DATE OF REGISTRATION:
CHARITY REGISTRATION NUMBER:		REGISTERING AUTHORITY:	DATE OF REGISTRATION:
VAT REGISTRATION NUMBER:			

REFERENCES	NAME AND ORGANISATION	NAME AND ORGANISATION
PLEASE PROVIDE REFERENCES FROM THREE RECENT CLIENTS/CONTRACTS	CONTACT DETAILS	CONTACT DETAILS
	BRIEF DESCRIPTION OF CONTRACT/SERVICES PROVIDED	BRIEF DESCRIPTION OF CONTRACT/SERVICES PROVIDED



Please use the headings and questions to review your provision. Remember that the questions listed under each heading are those that we will use to help us to consider your submission. You should provide evidence and examples to support your answers to the questions where appropriate.

Your self-review should be totally honest. The Professional Development Board is not looking for perfection but for your ability to self evaluate effectively and demonstrate your ability to identify areas for development, and most importantly your capacity to improve.

What are you applying for:

- Section A:** Approved status as an individual or organisation (please complete section A only)
- Section B:** Approval of a stand alone resource, e.g. DVD, book, web-based material, etc. (please complete section A and B)
- Section C:** Approval of resource with accompanying direct delivery, e.g. course to help practitioners deliver gymnastics supported by a resource (book, DVD, etc.) (please complete section A, B and C)

INITIAL SELF REVIEW

AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
A. Introduction			
A1. Purpose, aims, values, and philosophy			
A1.1 – Please provide a synopsis on you or your organisation, including purpose, aims, values and philosophy (no more than 200 words).			
A2. Management structure and qualifications of individual key personnel			
A2.1 – Please outline the management structure within your organisation and provide details of the appropriate qualifications and professional credentials of key personnel			
A3. Accountability			
A3.1 – Are you or the organisation regulated (national body, association, Government, etc.)? If so, by whom and if not why not?			
A3.2 – Where you or the organisation is regulated, what accountability systems are in place?			



AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
A3.3 – If you or the organisation is not regulated, what internal systems of accountability do you have in place?			
A3.4 – Please provide details of any accreditation you or your organisation has from an HEI			
A4. Management process			
A4.1 – What processes do you have in place to recruit and select key personnel?			
A4.2 – What performance management processes and systems do you have in place for key personnel?			
A4.3 – What processes do you have in place to monitor, evaluate and review the performance of your organisation?			
A4.4 What (if any) additional information would you like to provide to support your application? (no			



AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
more than 200 words)			



AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
B. Design and development of the stand alone resource			
B1. Content			
B1.1 – How is the content of the resource relevant to the clients for whom it is provided?			
B1.2 – What recent and relevant policy research and theory under pins the resource?			
B1.3 – How does the resource address inclusivity issues?			
B2. Staffing and recruitment			
B2.1 – How do you determine the competence required of the staff involved with the design, development and review of the resource?			
B2.2 – How do you recruit these staff against these competencies?			
B2.3 – What knowledge skills and understanding do you or your staff have that are specific to the resource?			



AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
B3. Impact			
B3.1 – What impact do you expect this resource to make (or is already making)?			
B3.2 – How will you or do you evaluate the impact?			
B3.3 – What strategies are employed to disseminate the impact?			
B3.4 What (if any) additional information would you like to provide to support your application? (no more than 200 words)			

AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
Section C: Direct Delivery – such as courses, coaching and mentoring			
C.1 Content			
C1.1 – What are the aims and learning outcomes of this training provision?			
C1.2 – How do you adapt the training provision to relate to the learners needs:	Pedagogy		
	Learning content		
	Learners with special needs		
C2. Staffing			
C2.1 – How do you determine the competence required of the staff involved with the design, development and delivery of this training provision?			
C2.2 – How do you recruit these staff against these competencies?			
C2.3 – What knowledge skills and understanding do you or your staff			



AREA	STATEMENT	EVIDENCE	SIGNPOSTING TO EVIDENCE
have that are specific to this training provision?			
C2.4 - What systems do you have in place to assure the quality of direct delivery of this training provision?	Delivery personnel		
	Venue and Facilities		
	Administration and management		
C3. Outcomes and impact			
C3.1 - What are the processes in place or will be in place to measure impact on practice?			
C3.2 - What strategies do you use to enable clients to measure and record evidence of impact of their learning on practice?			
C3.3 - How do you or are you going to gather this information from the clients?			
C3.4 - How will you disseminate the impact?			



Area	Statement	Evidence	Signposting to Evidence
C3.5 - How will the evidence be used to improve or develop the direct delivery?			
C3.6 What (if any) additional information would you like to provide to support your application? (no more than 200 words)			

Where to send your completed application

Please ensure that you have completed pages of 1 and 2 of this application, without it your application will not be considered..

Completed applications should be sent (by the closing date – see below or visit www.afpe.org.uk/pdb) electronically to Helen Chadwick at: helen.chadwick@afpe.org.uk and any supporting literature emailed or posted to the following address:

Helen Chadwick
 PDBfPE (c/o afPE)
 17 Cawdell Drive
 Long Whatton
 Leicestershire
 LE12 5BW

Please note that you may be called for an interview by the Professional Development Board to support your application.

You will be notified in writing following the Professional Development Board meeting.