

## Digital Learning Scholarship Application Form

Please complete the form below in full and return to:

Denise Mooney Human Resources Officer Prospects College of Advanced Technology Upper College Building Entrance  
B Southchurch Boulevard Southend on Sea Essex SS2 4XA

Please ask the Receptionist at your PROCAT campus to deliver through the internal mail.

### 1. Address and Contact Details

Surname:  Middle Name:

First Name:  Preferred Name:

Gender: Male  Female  Age: 16 - 18  19+  Date of Birth:

Home Address:

Post Code:

Phone Number:  Mobile Number:

Email Address:

### 2. Your Current Study

Current PROCAT campus:  Current course :

### 3. Which devices / apps / software do you use in and out of college?

#### 4. Why do you deserve a £1,200 Scholarship?

Please say why you are applying for this Scholarship and what activities have you previously / currently been involved in to support your application? We are looking for applicants who enjoy experimenting / working with technology and are willing to learn and have a passion to learn new skills and share their learning.

#### 5. What are your personal aspirations for the future?

#### 6. How will the Digital Learning Scholarship help you?

Please attach additional sheets, if you require more space.

**Deadline for Applications: 29<sup>th</sup> June 2015**

## Terms and Conditions

Please Note: Terms and conditions apply. Scholarships at PROCAT College are limited and are assessed on an individual basis against set criteria. Students will be required to attend an assessment interview and if successful a contract of agreement will be formed. If students leave the College against the advice of a member of College staff, they will be expected to return the scholarship payment to us.

On receipt of your application form, we will issue an acknowledgement letter within 28 working days of submitting your completed form.

Digital Learning Ambassadors will represent the students of the College on Committees, at focus groups and general College events. There may be a requirement to attend external events. Expenses will be covered if attendance is required away from your campus.

Scholarship payments will be paid in instalments periodically through the academic year and are subject to:

- ✓ Attendance
- ✓ Submission of Course Work
- ✓ Achievement of Target Grades
- ✓ Evidence of your continuous involvement in the Digital Learning Team
- ✓ Evidence of further development of digital skills

Attendance at Digital Learning review meetings is required to discuss the above, prior to instalment payments being made.

## Digital Learning Scholarship - Role Profile

**Role:** PROCAT Digital Learning Ambassador

**Location:** Your Campus / Apprenticeship Work location (Expenses will be paid, if you are required to attend a different location).

**Perks:** Digital Learning Ambassadors / Champions are a hardworking bunch, so it is really important that you are rewarded. That's why we are offering £1200 scholarships, paid in instalments over the academic year and your own Ipad for the duration of the Scholarship. You will gain valuable training and work experience. At the end of the year, you will receive a certificate for successful completion of the role and a letter of reference.

**In a Nutshell:** As an Ambassador of PROCAT, you'll need to be friendly, motivated, a good communicator and passionate about using devices, software, apps and social media for the purpose of learning. Ambassadors will support Staff and Students to develop new skills, gain confidence and trial new approaches to technology enhanced learning.

**About You:** We are looking for passionate and motivated candidates who have some experience in using technology, for example, devices, apps, software, websites, social media. We also require you to selflessly dedicate time and energy to working with staff and students. This may be by coming into college a little earlier to share the responsibility of running a digital learning breakfast club, or taking part in activities over lunch times or after college. You will also need to be active users of technology and test out the use of digital tools in your spare time, perhaps at weekends or in the evenings. Communicating with other Teaching Staff and Students will be key element to this role. A willingness to learn and share your learning is a must. You will work hard and show dedication to your success.

**Day to Day:** The Digital Learning Champions / Ambassadors will work with Katharine Jewitt, PROCAT's Digital Learning Fellow. Each week, you'll be working on a new digital learning challenge. You will be trained in the use of digital technology and as a team, the Ambassadors will roll out professional development on the use of technology for learning to both Staff and Learners.

You will support Staff and Learners to develop new skills, gain confidence and trial new approaches to technology enhanced learning. Ambassadors will be the Digital Champions to promote, offer advice and support in the use of digital tools in the classroom.

You will work as a team to develop a digital learning community to bring together all interested parties, from Staff, Students and other people from outside the college who are interested in using technology for learning.

Together The Digital Ambassadors Team will co-create toolkits and resources in a variety of formats.

Ambassadors will identify and trial new apps and digital tools, learning technologies and examples of best practice.

Ambassadors may be involved in hosting online webinars and breakfast clubs to share ideas, new skills and share best practice.

**You will be expected to:**

- ✓ Attend short briefing sessions each week to understand the weekly challenge. These are expected to last no more than 10 minutes and will take place either just before the start of the day / end of day or at a break or lunch time.
- ✓ Complete at least 3 hours of work as a Digital Ambassador each week.
- ✓ Be a point of contact at your campus for e-learning.
- ✓ Contribute to the production of communication, for example, newsletters, noticeboard updates, posters, face-to-face communication etc.
- ✓ Advise and guide instructors and staff on use of eLearning technology such as, use of Interactive Whiteboard, software and web 2.0, Development of interactive learning objects, Mobile technologies, Video/sound editing, Wikis, Blogs, Podcasts etc... as required.
- ✓ Help instructors and staff on your course by supporting their use of :
  - Electronic whiteboards (Promethean)
  - Laptops and Projection equipment
  - Electronic quizzes (when relevant)
  - Electronic communication facilities (Email, Forums, e-Portfolios and a virtual learning environment (VLE) )
  - Be part of a team to lead the college in creating innovative eLearning answers to teaching and learning problems
  - Collaborate with others to disseminate good practice
  - Peer support fellow students in using eLearning Technology
  - Act as a conduit for reporting IT faults to the helpdesk
  - Encourage fellow students to use the eLearning facilities on offer including web 2.0 tools
- ✓ Keep evidence of your work.
  - When you help somebody, you will ask them to sign a log to say they've been helped by an Ambassador.
  - Weekly sign-off of work by Katharine Jewitt (Ambassador Leader) at the weekly briefing sessions.
  - Contribute to the weekly website blog to record what went well and what did not go so well and how we can improve and ideas on skills to be acquired.
  - Training Certificates will be issued when you achieve training on a new digital skill