# Nomination Form 201­9



**Programme Fees and Funding Contribution Arrangements 2019**

The Dublin Region Homeless Executive has put in place provision for a partial funding contribution towards the cost of student fees for agreed nominated sectoral Managers who secure a place on the ***Dublin City University “Effective Management in Homeless Services”*** module.

Approved nominated managers will be supported by way of a funding contribution ***of up to €500*** towards the total module fee (***the fee for those applying in 2018 for the 2019 course is €1,000 per student).***

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The following **nomination form** must be completed by a ***senior organisational manager*** and sent along with the applicant’s signed **consent form**in respect of all applications being made by organisational managers ***no later than 5pm on Friday, 7th December, 2018*** to:

***Colette Brennan***

***Training Administrator***

***Dublin Region Homeless Executive***

***Dublin City Council***

***Block 1 Floor 2***

***Civic Offices***

***Christchurch***

***Dublin 8***.

Organisations wishing to nominate a manager for partial funding consideration must ensure that the applicant is aware of the following funding requirement conditions:

Managers applying for partial funding consideration must:

* Be actively managing a team, project, service etc. within the homeless (or related) sector
* Be engaged in the line management and supervision of key workers/case managers who are engaged in best practice in assessment and support planning/case management in the course of their sectoral role
* Commit to full attendance on the module (including the Half-Day Orientation session) (Please see the course dates on Page 3 and the “Training Participation and Attendance Policy” for further information on Pages 3-5 of this form). **Overall module non completion without extenuating circumstances/valid reason will result in recoupment of the full funding contribution**
* Commit to completion of all required module requirements/assignments
* Complete the *consent form*. The consent form *must* accompany this nomination form

By completing this form the nominating organisation/manager is endorsing this criteria/commitment

**Nomination Details**

# Organisational Details

|  |  |
| --- | --- |
| 1. Organisation Name
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|  |  |  |  |
| 1. Organisation Address
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| Nominating Senior Managers Details |
| 1. **Managers Name**
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|  |  |  |  |
| 1. **Managers Address**
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|  |  |  |  |
| 1. **Managers Contact Number**
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|  |  |  |  |
| 1. **Managers Email address (please ensure the email address is accurate )**
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|  |
| Nominated Managers Details |
| 1. **Name**
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|  |  |  |  |
| 1. **Contact Number**
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|  |  |  |  |
| 1. **Contact Address**
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|  |  |  |  |
| 1. **E-mail Address (please ensure the email address is accurate )**
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 **Signature of Nominating Senior Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE DATES – 2019**

**The dates for the 2019 “Effective Management in Homeless Services” module are:**

|  |  |
| --- | --- |
| **Effective Management in Homeless Services Module**  | **Dates** |
| **Orientation** | (Tuesday) 5th February 2019 (9.30am – 1.00pm) |
| **Block 1: Caring for Self/Caring for Staff** | (Monday and Tuesday) 11th and 12th February 2019 (9.15am – 5pm) |
| **Block 2: Project Management and Strategic Management**  | (Monday and Tuesday) 25th and 26th March 2019 (9.15am – 5pm) |
| **Block 3: Supporting Effective Practice in Socio-Political Contexts** | (Monday and Tuesday) 29th April and 30th April 2019 (9.15am – 5pm) |

**PARTICIPATION AND ATTENDANCE POLICY**

**Training Participation and Attendance Policy for Dublin Region Homeless Executive (DRHE) Funded Students Participating in Dublin City University (DCU) Accredited Courses**

The ***Training Participation and Attendance Policy*** has been developed as part of the DRHE’s commitment to providing funding support towards student fees for frontline services staff and managers from DRHE funded services to participate in the ***“Undergraduate Certificate Programme in Homeless Prevention and Intervention****”* and the “***Effective Management in Homeless Services***” module in Dublin City University’s School of Nursing and Human Sciences.

Funding provision is conditional on students committing to full attendance on all course/module days in order to successfully complete their chosen course. Students are notified of all course dates at the nomination and application stage and are required to declare their commitment to full attendance on their application form and the nomination form completed by their line manager endorses this commitment. Students being nominated for funding support are considered by the DRHE to be free to attend all aspects of the course with their employer/line manager ensuring they have been released from their work commitments to attend DCU on lecture days and that no other training, meeting or work commitment will be allowed to impact on the student’s attendance.

The DRHE expects full attendance from funded students and any non completion or absence where there are no extenuating circumstances or valid reason, students will be invoiced by the DRHE for the funding refund via their employer.

**Applicants/Students are required to:**

* Only submit an application if they genuinely intend to take up a place offer should they be successful in passing the application review process and ensure that they are free to attend the set course dates (i.e. that there are no other training courses or work commitments or any personal commitments or holidays/events which will conflict with the lecture days).
* Complete the Consent Form and forward to their line manager to send with the Nomination Form (to be completed by the line manager) to the DRHE Training Administrator
* Attend all timetabled lectures punctually
* Report any absence due to illness or other reason to the DRHE Training Administrator and DCU Modules Coordinator on the first and any subsequent day of absence via email/telephone call (E: colette.brennan@dublincity.ie Ph: 01 2226889)
* Do everything possible to avoid unnecessary absences by making appointments outside course time unless it is an emergency
* Avoid booking/going on holiday during the course duration
* Contact the DRHE Training Administrator and DCU Modules Coordinator for advice/supports if they are experiencing difficulty with attendance at lectures (Contact details as above).

**Line Managers/Employers are required to:**

* Complete a Nomination Form and submit it along with the applicant’s completed Consent Form to the DRHE Training Administrator and ensure that the applicant is free to attend the set course dates (i.e. that there are no other training courses or work commitments or any personal commitments or holidays/events which will conflict with the lecture days).
* Support staff to attend lectures in DCU and ensure that no other training/meeting/work commitment that may arise after course commencement will impact on the staff member/student’s attendance.

**Please note** that the application process is a formal selection process whereby application forms are reviewed by a selection panel consisting of representatives from the DRHE and DCU School of Nursing and Human Sciences. Place offers are based on the information provided in the application form where applicants are required to demonstrate how they meet the application criteria, their personal suitability and relevant academic and work experience.

Where an applicant has not successfully secured a place on their chosen course, feedback for professional development purposes will be provided upon request via the DRHE Training Administrator to the applicant only. Managers are respectfully asked not to canvass on behalf of applicants as the panel’s decision is final and DCU does not operate a “Waiting List” for places.

**DCU/DRHE Responsibilities are as follows:**

* In order to ascertain the levels of attendance of all students, a complete register check is carried out at morning and afternoon lectures each day of the programme/module and employers/ line managers will be notified of the attendance details.
* Students’ progress will be monitored to help students successfully complete their chosen course, where students are experiencing difficulty or failing to engage with the course, DCU and the DRHE will advise students of the support available to them.
* Applicants should, under normal circumstances, make a commitment to completing their chosen course within the scheduled timeframe. However, in special cases, a deferral may be granted due to personal or unforeseen circumstances. Approval in writing must be sought from the DRHE and a formal deferral will be sought from DCU Registry on the student’s behalf.

**Please note** that an official Deferral Process with DCU Registry must be adhered to, to ensure that a place is available for a student on a subsequent course and to ensure that the student does not lose their allocated funding support from the DRHE.

* Should students fail or be unable to complete an assignment they will have an opportunity to resubmit their assignment at the end of the summer at no extra cost. If students do not avail of this opportunity or fail the assignment on this repeat attempt they will be required to re-sit the module and a re-sit fee of €750 will be applied by DCU which is the responsibility of the student to meet.