

Nomination Form 2022

Programme Fees and Funding Contribution Arrangements 2022 - 2023

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 key workers/case managers workers who secure a place on the Dublin City University ***Undergraduate Certificate Programme in Homeless Prevention and Intervention***.

Approved nominated key workers/case managers will be supported by way of funding contribution of **up to** €1,000 towards the total programme fee (the fee for those applying in 2022 is €2,037 per student).

This **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 key workers/case managers no later than **Friday 10th June 2022 at 5 pm** to:

Archana Colgan
Training Coordinator
Dublin Region Homeless Executive
Dublin City Council
Block 1 Floor 2
Civic Offices
Fishamble Street
Dublin 8.

Organisations wishing to nominate a key worker/case manager for partial funding consideration must ensure that the applicant is aware of the following funding requirement conditions - key workers/case managers applying for partial funding consideration **must**:

- Be actively engaged and committed to 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 and the "Training Participation and Attendance Policy" on the nomination form)
- 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

1. Organisational Details

a) Organisation Name

b) Organisation Address

2. Nominating Managers Details

a) **Managers Name**

b) **Managers Address**

c) **Managers Contact Number:**

d) **Managers Email address:**

3. Nominated Key Worker/Case Managers Details

a) **Name**

b) **Contact Number**

c) **Contact Address**

d) **E-mail Address (please ensure the email address is accurate)**

Signature of Manager: _____

Date: _____

PROGRAMME DATES – 2022 - 2023

The dates for the 2022-2023 Undergraduate Certificate Programme in Homeless Prevention and Intervention are as follows: (These dates are subject to change):

Undergraduate Certificate Programme in Homeless Prevention and Intervention: Modules	Dates	
<i>Orientation</i>	Tuesday 20th September 2022 (10.00 am -12.00 noon)	
Module 1: NS459 Effective Engagement: Assessment and Support Planning: Process and Practice	(Mondays and Tuesdays, 9.30 am – 2 pm) 26 th and 27 th September 2022 24 th and 25 th October 2022 28 th and 29 th November 2022	
Module 2: NS460 Housing & Socio-Economic Needs of People Experiencing Homelessness	(Mondays and Tuesdays, 9.30 am – 2 pm) 16 th and 17 th January 2023 20 th and 21 st February 2023 27 th and 28 th March 2023	
Module 3: NS461 Support interventions: Health, Illness, Addiction and Homelessness	(Mondays and Tuesdays, 9.30 am – 2 pm) 25 th and 26 th September 2023 23 rd and 24 th October 2023 27 th and 28 th November 2023	
<i>Graduation</i>	<i>March 2024</i> <i>Date and time will be advised in late 2023</i>	

PARTICIPATION AND ATTENDANCE POLICY

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. Employers/line managers are required to ensure that students 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 affect the student's course attendance.

The DRHE expects full attendance from funded students. In the case that there is non-completion or absence, where there are no extenuating circumstances or valid reason, students will be expected to refund the DRHE, Dublin City Council the funding contribution provided (€1,000 for the Certificate Programme in Homeless Prevention and Intervention students OR €500 for the Effective Management in Homeless Services module students). 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.
- 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 Coordinator
- Attend all timetabled lectures punctually
- 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 Coordinator 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 Coordinator
- Ensure that the service can support the number of applicants nominated and that applicants are motivated to take up a place **prior** to completing nomination forms. Withdrawal of applications at a late stage deprives other applicants from availing of the limited number of

places on the course. DCU does not operate a waiting list. Additionally, in the case of late withdrawals, DCU may charge an administration fee or the full student fee depending on the date of withdrawal.

- 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 affect the staff member/student's attendance.
- Contact the DRHE Training Coordinator ONLY (contact details as above) with any queries who will liaise as necessary with DCU on behalf of organisations/students.

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, Psychotherapy and Community Health. 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 Coordinator 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 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.