

**For office use only**

Date Rec'd	Delegate No.	Invoice Date
Amount Received	Cheque No	Date Fee Received

Application Form: Foundation Course Online – Museum Learning

Thursday, 8 October 2020
 Thursday, 15 October 2020
 Thursday, 5 November 2020

Thursday, 12 November 2020
 Thursday, 19 November 2020
 Thursday, 26 November 2020

Thursday, 3 December 2020
 Thursday, 10 December 2020
 Thursday, 14 January 2021

Thursday, 21 January 2021
 Thursday, 28 January 2021
 Thursday, 4 February 2021

The latest date for receipt of bookings and payments is 2 weeks before the first virtual lecture.

All delegates should complete a booking form and return it (with payment if possible) to: **GEM, Joiners Shop, Historic Dockyard, Chatham, Kent, ME4 4TZ.**

Tel: +44 (0) 1634 816 280 Email: office@gem.org.uk

A. DELEGATE DETAILS

Forename:			Surname:		
Job title:					
Organisation:					
GEM Membership No.					
Address1:					
Address2:					
Town:	Postcode:			Country:	
*Mobile:	Email:				

**Mobile phone numbers will be shared with GEM Course Directors for emergencies.*

All correspondence will be sent by email, so please ensure you have provided your email address clearly above.

Access requirements	
What social media platforms do you use? Ex. Twitter, Facebook, LinkedIn, Instagram	

B. PAYMENT DETAILS – *First payment must be made two weeks prior to the first lecture.* The course fee is £650.00 for GEM members, £780.00 for non-members.

GEM is happy to offer flexible payment plans to meet the needs of each individual. Please get in touch with office@gem.org.uk to find out more.

- I enclose a cheque (in Pounds Sterling made payable to GEM) for £650.00/£780.00.
- I am sending a payment of £650.00/£780.00 directly into GEM’s CAF Bank account:
Sort code: 405240; Account number: 00018119. (If overseas, please contact the GEM office.)
- Please invoice me (or authorised payer) for £650.00/£780.00.
An official purchase order must be attached. No: _____.
- I would like to make the payment of £650.00/£780.00 by card. (Please note you can provide this by phone.)
Card no: _____ Expiry date (MM/YY): _____
Name: _____ SIC: _____
Signed: _____ Date: _____

Refunds for cancellations, which cannot be accepted 2 weeks prior to the workshop date, are subject to a £15 admin charge.

C. DETAILS OF APPLICATION

Outline your career to date (in no more than 200 words) highlighting your heritage learning and any related career experience. In addition, you may attach a CV (no more than two sides of A4).
What does your current paid or unpaid role involve? (100 words max)
What are you hoping to gain from attending this course? (250 words max)
In what ways will your organisation benefit from your participation in this course? (200 words max)
Name and address of employer or volunteer organisation

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D. MANAGER'S (EMPLOYER OR VOLUNTEER) SUPPORTIVE STATEMENT

I support the applicant named in Section A and agree that I will:	
a) Give the applicant time off to attend the course virtually during the twelve half-day sessions.	
b) Allow the applicant's mentor to connect with and possibly visit the applicant in their work place on agreed dates: and	
c) Allow the applicant to undertake a work-based assignment, agreed with the course director, over the period October 2020 – February 2021.	
Manager's name:	
Job title:	
Organisation:	
Manager's signature:	

E. PARTICIPANT AGREEMENT

I agree to attend all of the sessions, work with my assigned mentor to successfully complete a work-based assignment and adhere to all the other requirements of this course. I accept that my email will be shared with the course director, my mentor and my peers on the course.

Signature:		Date:	
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