

## For office use only



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

## Application Form: Foundation Course Online – Museum Learning

Thursday, 6 May 2021  
Thursday, 13 May 2021  
Thursday, 20 May 2021

Thursday, 27 May 2021  
Thursday, 3 June 2021  
Thursday, 10 June 2021

Thursday, 17 June 2021  
Thursday, 24 June 2021  
Thursday, 1 July 2021

Thursday, 8 July 2021  
Thursday, 15 July 2021  
Thursday, 22 July 2021

**The latest date for receipt of bookings and payments is 2 weeks before the first virtual lecture. Save 20% by booking on or before 5 March 2021!**

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](mailto:office@gem.org.uk)

### A. DELEGATE DETAILS

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

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	
Are you happy to share your email with other participants for group discussions?	

**B. PAYMENT DETAILS – Full 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.

**Early bird rates of £520.00 for GEM members and £625.00 for non-members are available to participants who book on or before 5 March 2021.**

- I am sending a payment of £650.00/£780.00 or £520.00/£625.00 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 or £520.00/£625.00.  
An official purchase order must be attached. No: \_\_\_\_\_.
- I would like to make the payment of £650.00/£780.00 or £520.00/£625.00 by card. (Can provide 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 museum/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 workplace on agreed dates: and	
c) Allow the applicant to undertake a work-based assignment, agreed with the course director, over the period May – July 2021.	
Manager's name:	
Job title:	
Organisation:	
Manager's signature:	

**E. PERSONAL STATEMENT**

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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