

Information card 8 How to review and sign off applications	
<p>Completing a PET application form correctly is the first stepping stone for a learner to start their distance learning journey.</p> <p>Completing an application is teamwork. The PET application form consists of 10 sections. We ask that learners complete Sections 1 to 7 and a distance learning coordinator (DLC) or other prison staff member complete Sections 8 and 9. The overall application form is reviewed and signed off by an authorised staff member in the Staff Declaration in Section 10.</p> <p>This Information card will be useful for DLCs and other prison staff members who support learners to complete an application, as well as authorised staff members who can sign the Staff Declaration.</p>	
<p>How to complete Section 8 - Staff Endorsement and Section 9 - Risk Management</p>	<p>There are two sections for the DLC or another prison staff member to complete on the application:</p> <p>Section 8 - Staff Endorsement In this section we ask you to:</p> <ul style="list-style-type: none"> • Confirm that the applicant is not currently studying a PET course. If they are, please check with their course provider whether the course has been completed before submitting a new PET application. • Confirm that the academic level of the course is appropriate for the applicant. We'd like the applicant to be able to enjoy and complete the course. • Indicate what resources will be available for the applicant to make sure they can complete the course. <p>You can find more detailed guidance on the Staff Endorsement section on page 21 of the Distance Learning Handbook for Prison and Education Staff. Download the handbook from the Prison Staff Resources area on our website: prisonerseducation.org.uk/login-area/prison-staff</p> <p>Section 9 - Risk Management In this section, we ask you to check the applicant's suitability for the course with regards to the nature of their offence. Discuss with the applicant any issues that may arise if the course subject matter is directly related to their offence. If you are unsure, please consult your prison's Offender Management Unit (OMU) for support.</p>
<p>How to complete Section 10 - Staff Declaration</p>	<p>Section 10 - Staff Declaration The Staff Declaration - signing off the overall application form - can only be signed by an authorised staff member.</p> <p>By signing the Staff Declaration, the authorised staff member declares that the information regarding the applicant's educational achievements and risk suitability is accurate and that the applicant</p>

	<p>is permitted by the prison to study the course. They also agree that the prison will pay PET 10% of the course cost if the application is successful (Open University Access courses are exempt from this).</p> <p>Finally, the authorised staff member declares that they will inform PET about the applicant's progress and if the applicant is transferred or released.</p> <p>Before you sign off an application, please check all sections for accuracy. Please ensure that the applicant is ready for distance learning, that they meet the PET entry criteria, and that they have completed sections 2 to 7.</p>
<p>How to become an authorised staff member</p>	<ul style="list-style-type: none"> • If you need a new or an additional member of staff to become an authorised signatory, please email PET and explain who the person is and what role they hold. • If you need to find out who the authorised signatory in your prison is, please contact PET.
<p>What happens when an application form is incomplete?</p>	<ul style="list-style-type: none"> • It is important that all sections of the application are completed correctly and signed off before it is submitted to PET. • Otherwise, PET may contact you and ask for clarification or additional information. This may cause delays which can affect the applicant's motivation to study or they may no longer be eligible due to the sentence length remaining.
<p>Complete the application form checklist</p>	<ul style="list-style-type: none"> • You can use the checklist at the end of this document to ensure you have covered everything before submitting an application.
<p>How to submit the application</p>	<ul style="list-style-type: none"> • When an application has been reviewed and signed off by an authorised prison staff member, it can be submitted to: accesstolearning@prisonerseducation.org.uk • You can also post it to: Prisoners' Education Trust, The Foundry, 17 Oval Way, London SE11 5RR
<p>Contact us</p>	<p>If you have any questions or would like any advice, you can:</p> <ul style="list-style-type: none"> • Email us on accesstolearning@prisonerseducation.org.uk • Call us on 020 3752 5680

Application form checklist			
Name of applicant:			
Date when you received the application :			
Action	Progress	Date	Completed (tick)
Give information, advice and guidance regarding course selection			
Check learner is prepared for distance learning			
Check learner is over 18 years old and has six months or more left to serve on their sentence			
Check learner has gained level 2 English, and meets the course's other entry requirements, if this applies (e.g. level 2 Maths)			
Check learner has completed their previous PET course, if this applies			
Check the course is suitable for the learner with regard to the nature of their offence			
Encourage the learner to consult the "Hints and Tips" guide at the front of the application form			
Check learner has completed Sections 1-7 of the application form			
Complete sections 8-9			
Proofread application form			
Sign off Section 10			
Submit application form to: accesstolearning@prisonerseducation.org.uk			