



# International Professional Learning Community (IPLC)

Guidance for applicants

## Guidance for Applicants

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Please read all parts of this “Guidance for Applicants” carefully before completing your application. The Guidance contains essential information to enable you to decide if you are eligible to apply and to be able to complete the application form correctly.

### Contacting us

If you have questions about how to apply or any other queries please contact us on:

Telephone: 02920 924352

E-mail: [iepwales@britishcouncil.org](mailto:iepwales@britishcouncil.org)

### Submitting your application

Applications must be e-mailed to [iepwales@britishcouncil.org](mailto:iepwales@britishcouncil.org)

Please submit by **Friday 16th November 2018**

## Section 1: IPLC project

The Welsh Government’s agreed definition of a Professional Learning Community is:

*...a group of practitioners working together using a structured process of enquiry to focus on a specific area of their teaching to improve learner outcomes and so raise school standards.*

International Professional Learning Communities (IPLC’s) directly follow the PLC methodology but add an international element. Programmes are designed in conjunction with British Council offices overseas and other international Universities or educational organisations.

International Professional Learning Communities

- Must be data driven; specific; focussed around action enquiry and practitioner driven
- Enhance practitioners’ leadership skills through the sharing of expertise through other countries
- Provide an opportunity for practitioners to generate new professional learning, knowledge, and international understanding
- Encourage new ways of working and the implementation of the most effective learning and teaching solutions from their findings on return to their school.

## IPLC Programme

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The Integration of Refugees in Schools visit will take place in Berlin-Brandenburg, Germany and focus on how the German education system works to support children new to the country and school system.

The visit will consist of three main themes

Newcomers – how they are viewed and treated in Berlin, and practical ideas for Welsh teachers incorporating newcomers into their schools. (Welcome classes, soft skills, staff understanding, joined up approach from education/public services/social services)

Families – how they are included in all aspects of planning for inclusion and how aspects of this can be incorporated into Welsh schools. (support, removing barriers, empowerment, using parents as support staff, engaging the use of NGOs and the third sector to support disenfranchised groups)

Local children – how they are prepared/not prepared for newcomer children in their schools and how practice in Wales may be better suited to inclusion. (Understanding of other cultures, religious respect, mixed classes, integration)

The study visit will include visits to public authority institutions, volunteer organisations and school visits to discuss the issues with teachers and support staff, ensuring that every child has the right to education.

The dates for the visit are the week of **17-22<sup>nd</sup> February 2019**. Participants will travel to Berlin on Sunday 17<sup>th</sup> February and return on Friday 22<sup>nd</sup> February. The dates of the programme cannot be changed so please ensure that you can be released from school and travel on these dates.

## Section 2: Applying for funding

### Eligibility criteria

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To be eligible to apply for the IPLC Study Visit you must fulfil these criteria:

- Show evidence of an established or newly formed Professional Learning Community, either from a number of schools or from one school
- Be no more than 6 teachers per cluster

Applications from schools who have participated in previous IPLC visits are welcome, although priority may be given to new applicants.

### Funding

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British Council funding will cover:

- Return flights to Berlin
- Accommodation for 5 nights (Sunday 16<sup>th</sup> February to Friday 22<sup>nd</sup> February)
- Breakfast and lunch 17-22nd February
- Transport to schools and within the 5 day programme

Schools/individuals will be responsible for

- Travel to and from UK and Berlin airport
- Evening meals
- Hotel incidental expenses or accommodation outside the specified dates

## Support with your application

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If you need to contact the team with regard to your application, please e-mail [iepwales@britishcouncil.org](mailto:iepwales@britishcouncil.org) or call British Council UK on 02920 924352.

## Submitting your application

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Electronic applications must be received by the stated submission date.

## Application assessment

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The eligibility of applications will be determined before they are quality scored. Each question from sections 2 and 3 of the application form are assessed to determine the overall quality of the application and to the extent it meets the following criteria:

- Evidence of need
- Clear visit objectives
- Development of good practice
- Impact on improving teaching and learning
- Dissemination of findings

**The assessment panel will be looking for PLC's who can demonstrate, with evidence, how the PLC is improving the education of the learner and school, and who can demonstrate how this IPLC will add to that impact**

## Timings and communication

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You will receive an e-mail acknowledging receipt of your application within one week of it being received by the IPLC team.

You will be informed of the outcome of your application within 2 weeks of the application deadline.

The outcome of the selection process is final. More than one school cluster may be successful in their application, and these clusters combined for one visit.

Unsuccessful applicants will be given feedback on their application on request.

## Evaluation and reporting

Within one month of the visit individual teachers will be required to complete a brief Action Plan report regarding impact and potential changes to classroom or teaching practice. A fuller report on how the visit met the original objectives and outcomes state in the application may also be required from the Lead Co-ordinator.

Schools will also be contacted one year on from the visit to measure longer term impact and outcomes.

These reports will be used to measure the effectiveness of the study visit, to inform future visits, and will be shared with Welsh Government and other educational stakeholders in Wales if relevant.

You may also be asked to contribute to other monitoring and evaluation activity such as Welsh Government reviews of the IPLC and contributions/case studies for any IPLC conferences and workshops arranged by the British Council

## Lead Co-ordinator

The Lead Co-ordinator is responsible for finalising and submitting the application to the British Council on behalf of all members and so must work with all PLC members to ensure that the application submitted is as strong as possible and is representative of all individual members.

The Project Coordinator will be the point of contact for the British Council – Application decisions and any requests for information will be made through the Project Coordinator.

The Project Coordinator will ensure that all reporting is completed to schedule and, as with the application, reporting information is representative of all cluster members views and opinions.

## Section 3: Step by step guidance on completing the application form

### Introduction

Please read these guidelines carefully before applying.

Check that you have filled in the application form correctly before submission. Ensure that you have filled in every section and provided the information requested. Each question should be answered in no more than 300 words. Please complete all sections of the application form fully as it will be assessed as it stands. The British Council will not contact you for replacement/further information if parts of your form are missing or left blank (but **may** contact you over minor issues if these can be corrected quickly).

### Part 1: Partner information

Lead Coordinator – please complete all sections for all members

## Part 2: The PLC (max 300 words per section)

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Describe when and how your PLC was established and contact between the partners to date, including any joint activities or successful strategies

Describe how these engagements have benefited your school. Demonstrate impact on the school/learner with data measures if possible

## Part 3: Study Visit Project details (max 300 words per section)

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Applicants should consider the following questions when completing section 3 of the form

Outline the needs and demands of your PLC, relating to professional development, pupil attainment and/or curriculum reform and explain how your IPLC will contribute to meeting/addressing these. Include quantitative data if possible. Specify any particular aspect within the focus area of refugee integration you wish to focus on.

What changes do you hope to achieve through future activities? Include measurable starting and desired outcome points if possible.

How will you know that you have been successful? Please include simple, measurable indicators of success.

What will be the immediate results of the activities you will undertake?

What do you expect to be the level of project impact, (i.e. longer term effects) on the school, education practitioners and learners? Please include any impact the project might have on policy and at which level.

Indicate the numbers on whom the project will have an impact.

Explain how you will share outputs, good practice and experience gained from the project. In what way will the results be communicated to both your schools and to a wider audience? What is your target reach, (organisational, sectoral, national, etc.)?

## Part 4: Further information (max 300 words)

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Include any further details that you wish to include not covered by the specific questions. This section will not form part of the assessment.

## Part 5: Data Protection

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Please read the information on Data Protection which incorporate the new General Data Protection Regulation guidelines introduced in 2018 and provide your consent

## Part 6: Submission

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Input the Project Coordinators name and the date of submission. Original signatures are not required but the application must be submitted using an official school/college email address.