

Advanced Practitioners Pathway

PBA Accreditation application

Welcome to the application process! Before completing this online form, please be sure to have read the detailed information sheet on this particular Accreditation pathway.

To make an informed decision about whether to accept you on to the Accreditation Programme, we need to ask you a number of questions – for which there are no ‘right answers’ but rather how you respond will give us the insight we need into your experience and suitability.

If you would like a conversation with one of the Accreditation team prior to completing this form or assistance with the form itself please email accreditation@partnershipbrokers.org.

## ABOUT YOU

1. First + last name
2. Email
3. Mobile phone including country code
4. Country and city of residence
5. Location(s) of operation(s)
6. Are you employed? If so in what organisation?
7. Are you self-employed? If so, are you a sole trader or part of a consultancy?
8. Role / job title
9. Sector (business / government / civil society / academia / other) in which you operate
10. For this pathway you need to have EITHER completed the PBA’s Advanced Practice Course within the past 4 years OR to be able to demonstrate a strong partnership brokering track record and be willing to complete the PBA’s Accreditation Bridging Module as a pre-requisite for being accepted on to this Accreditation pathway. Please indicate which of these applies to you:
* I have completed the PBA’s Advanced Practice Course within the past 4 years
* I am able to demonstrate a strong partnership brokering track record and I am willing to complete the PBA’s Accreditation Bridging Module as a pre-requisite for acceptance
1. We currently operate using email, Zoom and WhatsApp -  do you have other communication preferences?
2. If accepted, what is your preferred starting date

## WHAT IS YOUR EXPERIENCE OF PARTNERING / MULTI-STAKEHOLDER COLLABORATION?

1. Please describe (300-400 words) some of your relevant experiences in this field. Kinds of partnership / collaboration as well as some of the achievements and challenges in your work to date.

## YOUR CURRENT PARTNERSHIP BROKERING SCENARIO & YOUR ASPIRATIONS

If you are accepted on to the Programme, we will use this information to match you to a mentor who will be sent the information your provide below to understand your context and to confirm that you and they will be a good ‘fit’. If we have any concerns, we will seek further clarification.

1. What partnering / collaborative activities will you be involved in during the Accreditation Programme?
2. Are there specific challenges do you expect to face during this time?
3. What attributes / skills / competencies would you like to develop during the Programme?
4. What are you hoping to achieve / change about your professional practice and impact through becoming a PBA accredited partnership broker?

## COURSE FEE

Please review the details of the sliding fee scales for both the BRIDGING MODULE and the ACCREDITATION COURSE in the INFORMATION SHEET for this pathway and indicate below what level of fee is possible for you/ your organisation:

**BRIDGING MODULE** (if applicable) – please indicate the level of fee you will pay:

If this is less than GB£600 please give more details about your / your organisation’s financial position:

Please indicate if you would need to pay in instalments.

**ACCREDITATION** – please indicate the level of fee you will pay:

If this is less than GB£1,000 please give more details about your / your organisation’s financial position:

Please indicate if you would need to pay in instalments.

## INVOICING INFORMATION

Contact name + email for invoicing

Full postal address (necessary for the invoice which will be sent by email)

# CANCELLATION POLICY

Once you have been accepted, your course fee has been paid and your mentor appointed, it will not be possible to refund the course fee if you decide not to continue with the programme. In exceptional circumstances only, and at the discretion of PBA, a partial refund may be considered.

You will have the option to defer part of your programme if you can provide a good reason why this should be considered. We will do our best to accommodate your needs, but it will be subject to your mentor being able to work with the new timelines. If this involves additional mentoring commitment and/or a significant delay in submissions an additional fee payment may be required.

## YOUR DATA

We are required by law to seek your consent for holding and processing your personal data. Your personal information will only be used to complete the application process and to prepare your participation in the programme. Unless you advise otherwise, we will also occasionally share information about other activities we think may be of interest to you.

We undertake to handle all your personal data, course work and assessment results in confidence – with **only necessary PBA programme personnel** (this means your Mentor, Examiner, Programme Manager, Chair of the Accreditation Panel and the Accreditation Programme Lead) having access to your submissions.

By submitting this application you are indicating that you understand that PBA will use your personal information in accordance with UK data protection legislation and PBA’s policy. You can change your mind at any time and withdraw your consent by emailing info@partnershipbrokers.org.

## KEY THINGS YOU SHOULD KNOW BEFORE YOU APPLY

The PBA Accreditation Programme is an **international standard-setter for the profession of partnership brokering**. To ensure these standards are upheld, PBA reserves the right to:

* Not accept an individual on to the Accreditation Programme if it is felt that they do not have the  requisite experience or there are questions around the integrity of their practice to date.
* Fail anyone who does not complete the programme’s requirements fully or within the specified / agreed time or whom the examiner(s) judge  are falling short of the necessary standard.
* Terminate the Accreditation process if the mentee is abusive or disrespectful to their mentor or any member of the PBA Accreditation team
* Decline to grant accreditation to those who complete the programme and are judged to have passed but who decline to sign up to the PBA’s 7 COMMITMENTS TO ETHICAL PARTNERSHIP BROKERING
* Withdraw accreditation at some future date if it comes to our attention that an individual is operating in breach of these PBA ethical commitments and / or has had a significant complaint upheld against them in their capacity as a professional partnership broker.

By signing and submitting this form you are confirming that you understand and agree to the terms and conditions noted above.

## PRE-ACCEPTANCE CONVERSATIONS

May we approach you for a conversation to discuss pathway options, financial arrangements or any other point that we may want to discuss in more detail?

## SUBMIT YOUR APPLICATION AS AN EMAIL ATTACHMENT TO:

accreditation@partnershipbrokers.org

## THANK YOU FOR ...

...for completing your first step towards PBA Accreditation.

You will receive an email from accreditation@partnershipbrokers.org confirming your next steps within the next 2-4 business days.

We look forward to helping you further your professional development in this important field!

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