

Leadership Exchange Programme Application Form: Guidance Notes for UK Institutions

These Guidance Notes should be used to complete the [Leadership Exchange Programme Application Form](#). They provide detailed advice on completing each section of the form as well as an overview of the programme.

Leadership Exchange Programme Overview

The British Council's Leadership Exchange Programme funds reciprocal visits between leaders and senior managers from skills institutions in the UK and overseas. The programme pairs each UK organisation with a suitable counterpart overseas, providing a grant of £2,000 to each partner to facilitate one visit to the other's institution. Together, the partners will develop programmes for these visits focused on exploring and showcasing innovative approaches to the leadership and management of skills institutions. Supported by British Council, the hope is that participants will be empowered to build cross-cultural solutions to mutual challenges in this field.

Eligibility

Our Leadership Exchange Programme is open to college principals and members of senior management teams working in skills institutions in the UK and overseas.

Eligible skills institutions include:

- Further Education Institutions
- Training Providers
- Sector Skills Councils
- Employers (eligible participants: Training Leads)
- Skills Agencies
- Quality Assurance Agencies
- Government Ministries
- Higher Education Institutions
- Awarding Bodies

If you have any questions regarding eligibility, please contact skills@britishcouncil.org.

Grant Funding

Each pair of skills institutions will receive £4,000 in total, £2,000 of which will be granted to the UK institution and £2,000 of which will be granted to the overseas institution. This grant will be subject to the terms of the grant agreement entered into by successful applicants but, in short, the grant should only be used to cover the costs of economy travel, accommodation, subsistence and any visa fees incurred for one visit to their partner institution. Grantees will be expected to match fund staff time.

Completing the Application Form

1. Institution Profile

In order for the assessment panel to match leaders from similar institutions, it is important for us to be provided with an overview of the institution and its area(s) of expertise. This section will ask for a 'lead contact'; please provide details for the member of staff who will be responsible for coordinating communication with British Council if different from the Principal/Senior Leader who will participate in the programme.

2. Principal/Senior Leader

In this section, you can provide up to three members of staff who would be interested in being involved in the Leadership Exchange Programme and available on the dates identified by the British Council (please see below). Note that the profiling need not be in any particular order. Professional experience in education should include roles occupied in the past 10 years, duration and a short description of leadership and management achievements in each role. If the application is successful, the British Council will make a recommendation regarding which staff member would be most suitable. As we are particularly keen to encourage the participation of women in our activities, we request that the gender of each applicant be indicated.

3. Project Proposal

3a. Problem statement (250 words)

Please identify a key challenge(s) relating to leadership and management faced by your institution which you would like to address, at least in part, through your involvement in the Leadership Exchange Programme. Please be as specific as possible, citing data, studies and/or institutional targets. Over the course of the exchange, you will be expected to develop a programme focused on the issues discussed in this section as well as complete an Action Plan describing your plans to tackle the challenge in the future.

3b. Why are you interested in participating in the Leadership Exchange Programme? (500 words)

We expect the following points to be addressed in your answer to this section:

- How will the Leadership Exchange Programme help you address the problem(s) described above?
- What are the links between the UK skills sector and that of your partner country? How will these similarities and contrasts affect the exchange?

- What are the benefits of international collaboration? Please indicate any learning from your previous International Skills Partnership experience that you can bring to the Leadership Exchange Programme.

3c. How would you describe your leadership style? (250 words)

Please describe your approach to leadership and management. Each applicant should consider how they provide direction, motivate people and deliver plans; which personal attributes they bring to their role and why; and whether their style has evolved over time or in changed in response to different experiences. This section will help us match applicants with suitable overseas counterparts.

Please provide an answer (250 words) for profiled applicants, indicating clearly which answer belongs to which applicant.

3d. What changes do you hope the Leadership Exchange Programme will deliver? (500 words)

Delivering impact is a key driver of the British Council's work in skills and should also be a focus within the Leadership Exchange Programme. Broadly, this section should explore the changes which will result from the programme (both the long and short-term benefits stood to be gained in the UK and overseas by individuals institutions involved in the programme).

4. Compulsory Activities

Once matched, all partnerships will need to develop and submit programmes for their exchange visits. These programmes will be assessed by a British Council panel and must be approved before the visit takes place. A template programme and guidance will be provided.

All participants must also submit a Visit Report and a Finance Report upon completion of their visit overseas.

Successful applicants will also be expected to adhere to the suggested travel dates provided by the British Council unless significant extenuating circumstances can be cited:

- For applicants matched with a South African institution, the travel dates are as follows:
 - **South Africa to visit UK:** 21 – 30 April 2018
 - **UK to visit South Africa:** 2 - 11 June 2018

Successful applicants will also be expected to attend orientation meetings and, where possible, de-briefing workshops hosted by British Council at the beginning and the end of each visit (including when overseas institutions travel to the UK). These will be held in the following locations on the following dates:

- For applicants matched with a South African institution, the orientation and de-briefing dates are as follows:
 - South Africa visit to UK: orientation meeting on 23 April 2018 and de-briefing workshop on 30 April 2018, both held in the British Council office in Spring Gardens, London
 - UK visit to South Africa: orientation meeting on 4 June 2018 and de-briefing workshop on 11 June 2018, both held in the British Council office in Johannesburg

In this section of the form, please confirm that you have read and understood the compulsory requirements. Please also indicate whether you are likely to have any difficulties travelling on the dates listed above.

5. Signature

Please provide a signature from your institution's Principal or a Senior Manager, confirming their agreement with the information provided in the Application Form.