|  |  |
| --- | --- |
|  |  |

**Application Form and Training Needs Assessment (TNA)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your details** | | | | |
| **Surname/family name** | |  | | |
| **First name** | |  | | |
| **Mr/Mrs/Miss/Ms/Dr/other** | |  | | |
| **Gender (Male/Female)** | |  | | |
| **Nationality** | |  | | |
| **Institution name and full postal address** | |  | | |
| **Telephone number** | |  | | |
| **E-mail address** | |  | | |
| **Academic Qualifications (degree, diploma, etc.)** | | | | |
| **Date** | **Name of University/Institute** | | **Name of course** | **Qualification and grade** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **Professional Experience - current** | | | | |
| **Current position/job title** | |  | | |
| **Years in current position:** | |  | | |
| **Responsibilities**: | |  | | |
| **Other previous professional experience relevant to this course** | | | | |
| **Job or volunteer role title** | |  | | |
| **Organisation** | |  | | |
| **Responsibilites** | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Knowledge/skills – for each row please indicate your current level of knowledge/skill by selecting the relevant box, and completing the last two columns:** | | | | | | |
| *Course managers to complete*  List of main skills that will be learnt on course to assess existing level of expertise | Please select one box to indicate knowledge/skill level: | | | | I will be doing this as part of my work | I will be teaching other people this |
| I have no experience or knowledge | I have some knowledge/I occasionally carry out this activity | I am confident in my knowledge of this subject/I regularly carry out this activity | I could train others on this |
| Have an understanding of the diversity of tropical floras |  |  |  |  |  |  |
| Identify around 70 of the most commonly encountered tropical plant families using morphological characteristics. |  |  |  |  |  |  |
| Have an understanding of morphological characters and recognising these both in herbarium specimens and in the field. |  |  |  |  |  |  |
| Use existing identification tools appropriately and competently. |  |  |  |  |  |  |
| Apply the principles of plant taxonomy and nomenclature appropriately, including a correct interpretation of scientific names. |  |  |  |  |  |  |
| Know a range of tropical plant diversity specialists based at the Royal Botanic Gardens, Kew. |  |  |  |  |  |  |
| Competently collect plant specimens in the field. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **How will this training be relevant to your work?** | | |
| **Please describe your motivation to attend this course by answering the following questions:**   1. **Why do you want to attend this course?** 2. **How will your work benefit from this training?** | | |
| **Funding** (Please indicate the source of funding for the course fee):  Self funded Privately funded Employer funded Grant | | |
| **Insurance**  If you are offered a place on this course and are not a UK resident or student at a UK university, you will need to take out travel insurance to cover any medical care that you might need. Please confirm that you will obtain travel insurance by ticking this box | | |
| **How did you hear about this course?**  Please tick appropriate box  Specialist publication (state title)  RBG Kew website  Other website (state title) | | Personal recommendation from colleague  Other (please give details) |
| Have you applied for this course previously? | | |
| Yes | No | |
| **Your signature** (please sign and date your application) | | |
| Signature: | Date: | |

|  |  |
| --- | --- |
| **Employer’s/supervisor’s/manager’s/research group leader’s endorsement (if applicable)**  Please ensure that your application is endorsed by the Director of your institution, your Head of Department or your supervisor | |
| I fully support and endorse this application. | |
| Signature: | Date: |
| Name: | Position within organisation: |

**Data protection**

The Royal Botanic Gardens, Kew, will use your personal data for the purposes of managing and processing your application, including for record keeping and enquiry purposes. Please take time to read our [*Privacy Policy*](https://www.kew.org/about-us/reports-and-policies/privacy) which explains in more detail what data we collect and why, how we use it and other information relevant to the privacy of your data. If you have any questions, or wish to access a copy of your application, please contact [kewscience@kew.org](file:///C:/Users/pg06kg/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/KJSMJ3SR/kewscience@kew.org)

Please complete the following two sections about your online access and English language proficiency

|  |  |
| --- | --- |
| **English Language Proficiency** | |
| **The training will be conducted in English**; please indicate your proficiency in English by ticking the appropriate box:  English is my first language or English is my working language  **Grade achieved:** | |
| I have taken an International English Language Testing System (IELTS) test. |  |
| I have taken a Test of English as a Foreign Language (TOEFL). |  |
| I have taken a different English for speakers of other languages test. |  |

|  |  |
| --- | --- |
| If an IELTS, TOEFL or other exam has not been taken, please tick a box below to indicate your approximate level of proficiency | |
| IELTS level: | |
| 7-8 | I can understand jokes, colloquial asides and cultural allusions.  I can access all sources of information quickly and reliably.  I can make accurate and complete notes during the course of a lecture, seminar or tutorial. |
| 6 | I can follow abstract argumentation, for example the balancing of alternatives and drawing a conclusion.  I can read quickly enough to cope with the demands of an academic course.  I can write an essay which shows ability to communicate, giving few difficulties for the reader. |
| 5 | I can give a clear presentation on a familiar topic, and answer predictable or factual questions.  I can scan tests for relevant information and grasp main point of text.  I can make simple notes that will be of reasonable use for essay or revision purposes. |
| 4 | I can understand instructions on classes and assignments given by a teacher or lecturer  I can understand basic instructions and messages, for example computer library catalogues, with some help  I can write down some information at a lecture, if this is more or less dictated |
| 3 | I can express simple opinions using expressions such as ‘I don’t agree’  I can understand the general meaning of a simplified article, reading very slowly  I can write a very short simple narrative or description, such as ‘my last holiday’ |
| 2 | I can understand basic instructions on class times, dates and room numbers, and on assignments to be carried out  I can read basic notices and instructions  I can copy times, dates and places from notices from boards |
| 1 | I do not understand English, or only understand a few words |