

Championing Children with Care Experience – The Designated Teacher Award

This is a CPD course provided by the University of Suffolk in collaboration with the Suffolk County Council and the Suffolk Virtual School. It is a fully online course spanning across seven weeks. Upon successful engagement with the module content and completion of the assessment tasks, participants will be awarded 15 credits at Level 7 and 'The Designated Teacher Award'. Participants will be able to have these credits recognised if they wish to continue studying at Level 7 towards postgraduate certificates, diplomas or MA degrees in related fields.

How to apply for the course?



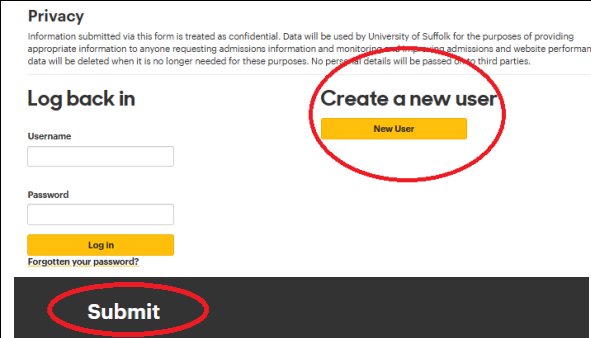
Step 1 Express interest

[Fill in this form with an expression of interest](#) to take the 'Championing Children with Care Experience – The Designated Teacher Award'. You must fill this in before registering. Please indicate your funder (yourself or your employer).

Your employer can do this on your behalf – this is especially useful if a group of participants will be applying for the course from one workplace. However, the next steps need to be completed individually by the participants.

Step 2 Register

Create a new user account in the [University of Suffolk Postgraduate Application System](#).

Click: 'Create a new user' Fill in your details and hit 'Submit' (the button is hidden in the black footer on the bottom of the page). The system does not send any confirmation email, but you should be able to log into your newly created account straight away.	
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Step 3 Apply

Log into your account.

Fill in the Postgraduate Application form.

Please fill all sections in one go. Do not save to return to it later. (We had applications in the past where it was not saving properly, so you are safer just to do it all at once). Reserve about 30 min.

Make sure you fill in all sections with personal information:

- Your details
- Address

Course details

- Course type – Postgraduate
- Course applied to – ‘PG Individually Negotiated Modules (shorter year) – Non health’
- Location – University of Suffolk (Ipswich Hub) – please select this option even though it is an online course
- Entry date – November 2025 or April 2026
- Status – Ready to Start

To get to the next section click ‘**Proceed**’ – it is again on the bottom of the page

Change password

Proceed

To navigate in your application and to check if you filled everything in, navigate in the **top menu** (you will see that the headings are buttons once you go over them with your cursor).

Please go through all sections:

- Course*
- Personal details
- Education History
- Employment History
- Personal Statement
- References
- Declaration

YOUR APPLICATION

Course Personal Details Education History Employment History Personal Statement References Declaration

*Course – How to fill in this section

Please select the following options:

- Course type: ‘Postgraduate’
- Campus: University of Suffolk (Ipswich Hub) – Yes, select this option even though it is an online course, but it is provided by the Ipswich campus.
- Course: ‘PG Individually Negotiated Modules (shorter year) – non-health’
- Mode of study: Part-time as you are only taking this module
- Start date/year: November 2025 OR April 2026

Course

All fields are required unless marked (optional).

Course type

Postgraduate

Campus

University of Suffolk (Ipswich Hub)

Course

PG Individually Negotiated Modules (shorter year) - Non Health

Mode of study

Part Time

The module will be added to your module diet once enrolment has been completed. You have emailed us, so we know what module you are interested in – **‘Championing Children with Care Experience – The Designated Teacher Award’**.

Once everything is filled in, click **‘Submit’**. Just saving is not enough. Find the submit button.

Step 4 Accept Offer

After filling in the application form, your application will be processed by our admissions team (admissions@uos.ac.uk). In due course (allow at least a 3-5 working days), you will receive an email confirming your application and issuing you with an ‘Offer’ to accept your place in the course. You will have to log in and ‘Accept’ the offer.

Admissions might ask you to add more details into your application if anything was missing beforehand. This might be information about your funding, e.g., who is paying the invoice, etc.

Step 5 Enrol

Allow at least 24 hours for the ‘Enrolment’ link to be issued and sent to your email.

As part of the enrolment process you will need to confirm

- your fee status – home or international student – If you work in the UK and have residency in the UK, please state this as your fee status, so that you can be considered as a home student.

- how the course will be paid for:

- Self-funded – The invoice will be issued to you.
- Sponsored – The invoice will be issued to your employer.

If you are being sponsored, you will be asked to complete the 'Invoice Authorisation Form' as part of the enrolment process. This will confirm who is funding your study.

To note: If a student is sponsored by the employer, the student is still responsible for the fees if for any reason the employer does not pay.

Log into your account and click 'Enrol'.

Step 6 Access Systems

Allow at least 24 hours for your enrolment to be processed.

You will receive information about your student account – your student email address and log in details. This will give you access to **MS Office 365** with your student Outlook and Calendar. Your timetable will be showing in the Calendar. You may want to redirect student emails to your work or personal email address.

You will also receive access to '**Brightspace**' – the online platform with the content of your course.

All further information and communication will be done through Brightspace. We recommend adjusting the notification settings in Brightspace, making sure that you are receiving important information and are not overwhelmed with other emails.

You can also download the '**Pulse**' app if you wish to access your course on your phone or tablet.

All of your course content is on Brightspace. The submission of your assessment tasks will also happen through Brightspace.