|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Job title |  |
| Staff Number |  |
| Department |  |
| Office Address |  |
| Email |  |
| Phone Number |  |
| Name of your Line Manager |  |
| Email address of Line Manager |  |

The CMALT portfolio is based on the experience you have already developed over a period of time. Note that while we do offer relevant events - this is not a training program – it is a reflective review of your existing practice.

How many years of experience do you have of working with learning technology (please indicate if this is full time of part time)?

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Application statement: Please give a brief overview of: your background, skills and experience, including current or recent activities or roles (from the last three years) and explain why you plan to complete the CMALT accreditation. (400 words)

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Do you require your CMALT registration fee paid? Yes/No

Note: We welcome participation in the applicants group from staff who have already registered for CMALT but have not yet submitted.

From planning purposes, please tick your planned portfolio submission date:

|  |  |
| --- | --- |
| 31 October 2019 |  |
| 31 January 2020 |  |
| 31 May 2020 |  |
| 30 September 2020 |  |

As far as you know, based on your current commitments, do you have time to complete your CMALT portfolio before the date selected above? Yes/No

**Information for line Managers:**

CMALT is a peer based accreditation scheme developed by ALT for people working in learning technology to demonstrate that they are taking a committed and serious approach to their professional development. You may want to consider how CMALT relates to your teams goals and to the Annual Development Review (ADR) process.

https://www.alt.ac.uk/certified-membership

By supporting the applicant’s participation in this scheme you agree that the applicant will (where possible) be able to attend the meetings and events and that time to complete the CMALT portfolio will be allocated in their work schedule.

Statement of support to be completed by your line manager:

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| --- |
|  |

Date:

Please email this completed form to Susan Greig, [s.greig@ed.ac.uk](mailto:s.greig@ed.ac.uk), copying in your line manager.

**Privacy Statement**

The data you provide on this application form is used by the University to provide you with support in seeking Certified Membership of the Association for Learning Technology (CMALT). If you are accepted into the CMALT cohort, the University will collect data about your attendance at CMALT events, in order to monitor and support your progress and to understand the relationship between staff participation at these events and their completion of the CMALT qualification. The University collects this data in pursuit of its legitimate interest in providing support for its staff seeking the CMALT qualification. The University will hold your personal data for one year after the end of your involvement in the cohort, after which your application form will be destroyed and your participation data anonymised.

If you have any questions, please contact [s.greig@ed.ac.uk](mailto:s.greig@ed.ac.uk).   
[General information for individuals the University of Edinburgh collects, shares or processes personal information about.](https://www.edweb.ed.ac.uk/records-management/notice)