

## Guidance for applicants who are self-employed

FPSA, as part of its good Governance of the Charities funds, seeks to ensure that the funding awarded and allocated is being used appropriately by people working in the field where young people will benefit as a result.

Where applicants are employed, the Trustees seek confirmation of the manager (on behalf of the employing organisation) to confirm that the application is supported and appropriate to the applicant's role, the employing organisation and service, and is likely to be supporting in service use of the training, techniques and/or learning acquired. We also require evidence that the application for the training has been agreed in an appraisal or as part of one's agreed personal development plan.

The Trustees have become increasingly aware that we are now receiving applications from people in private and independent practice or in a sub-contracted arrangement as an independent practitioner. This raises the question of how the Trustees can gain the same level of governance assurance as that provided in other case by that of the manager/employer.

The following are only available to applicants who are not employees of an organisation and/or are private, independent or owners of the employing organisation.

FPSA requires at least numbers 1, 2 and 3 of the following documents. If 3 cannot be provided, then 4 will be accepted. They must be provided by different individuals:

1. A **personal statement** by the individual of the appropriateness and applicability to their current and future service development declaring this in relation to the application and individual meeting the published criteria. (**\*requirement**)
2. A **reference from a professional colleague** (ideally a state registered professional) providing witness to the application and the individual meeting the published criteria. (**\*requirement**)
3. A **reference from a contract manager** (or similar person responsible for commissioning a service from you) who has sufficient knowledge and experience of the applicant and their practice to provide witness to the application and individual meeting the published criteria. (**\*\*preferable**)
4. A reference of good character from a **person of good standing** in the community (as per those accepted for official applications such as Passports – e.g. a professional with a Masters or Doctorate qualification and a senior position in their employing organisation) able and willing to provide witness to the application and individual meeting the published criteria. (**\*\*\*optional**)