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SER 1 [11/12]

From the Clerk: S.P. Harrow, BA, PGCE, AKC, FKC

ASET Scholarship Evaluation: Annual Report 2011-12

Guidance notes for the completion of this form: this information is important – please read it carefully

As indicated in the letter you received telling you that you had been awarded an All Saints Personal/Commonwealth Scholarship, the Trust is obliged under the relevant terms of the 2006 Charities Act, recently implemented, to be able to provide written evidence that the awards we make demonstrate 'public benefit'. The Act does not clearly define 'public benefit'; but since its establishment some thirty years ago the Trust has always kept in mind a broad concept of 'public benefit' when considering to whom to give awards. This is implicit in every penny we devote to the furtherance of our specific charitable purposes, the criteria for which are laid down in our Charity Commission Scheme.

Accordingly, the Trust now requires that each ASET Scholar complete a *Scholarship Evaluation Report* at the end of their respective programmes of study – or at the end of each academic year, in the case of those scholars whom the Trust is supporting for more than a single session. Agreement to complete the SER to the best of your ability is, as you will see, one of the '**Conditions of Acceptance of a Scholarship**' specified in the 'Form of Undertaking' those offered awards are required to sign before any scholarship monies are disbursed.

We have tried to keep the Scholarship Evaluation Report form (attached) as straightforward as possible, but we realise that it will take time to complete, time that you might well prefer to spend in other ways. We would make three points here:

- (i) that, if you have been offered an award extending for more than a single academic year, and you do not submit an End of Year SER and can give no acceptable reason for non-submission, the Trust reserves the right to withhold further funding under the terms of your scholarship, whether for maintenance or for tuition fees or both, until you have submitted a reasonably complete SER.
- (ii) that the SER does give you a formal invitation to be as critical – or as complimentary – as you like about the course you are pursuing, or have just finished; about the teaching and mentoring you received; or about any other aspect of your learning experience that you feel should be commented upon – whether to throw brickbats or give prizes!
- (iii) that, moreover, the SER also gives you a formal invitation to criticise, or compliment, the administration of the award procedures of the Trust and of the Scholarship itself.

All the information you supply, and any comments you make about your programme of studies will remain **strictly confidential** and will not be passed to the institution concerned without your express permission in writing. And you have the firm assurance of the Trustees of ASET that under no circumstances will critical remarks you may choose to make about the Trust administration have an adverse influence on future decisions of the Trust concerning applications you might submit for further funding - e.g. in the case where a one year Hardship Award precedes review by the Awards Committee of the case for continuing support - providing your remarks are made in good faith, to the best of your knowledge, and are not libellous or deliberately discourteous!

The Trust will act towards all such information in conformity with applicable legislation, including the 1998 Data Protection Act.

**Stephen Harrow
Clerk to the Trust
July 2011**

PLEASE RETURN THE ATTACHED FORM TO:

**THE CLERK, ALL SAINTS EDUCATIONAL TRUST,
SUITE 8C, FIRST FLOOR, VSC CHARITY CENTRE
ROYAL LONDON HOUSE
22-25 FINSBURY SQUARE
LONDON EC2A 1DX**

NO LATER THAN THE DATE APPLICABLE TO YOUR SPECIFIC PROGRAMME OF STUDY, AS FOLLOWS:

First Degree: Monday, 6 August 2012*

Postgraduate Programmes: Monday, 24 September 2012*

NB. You may submit your Evaluation Report at any time following the completion of your programme of studies for academic year 2011/2012, up to the deadline set out above. Where the final assessment or classification of an academic programme may be dependent upon the decisions of an examination board to be held at a later date than those above*, you should complete all parts of the Evaluation Report except that concerning the outcome of your studies. Please communicate that information in writing to the Trust as soon as your results are released (by letter, or email to aset@aset.org.uk).

PART A

SER 1[11/12]

NAME:.....ASET REF NO.....

Programme of study and place of study (i.e. which university or college):

.....

Date of the start of your programme of study: (mm/yy)

Expected date of completion: (mm/yy)

PART B

(a) Brief title or heading of examinations/assignments undertaken during the current academic year (please list, with dates, e.g. when an assignment was submitted, and results, if known, e.g. pass/fail/merit/x%)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

[Please continue on a separate sheet of paper, if necessary.]

(b) Qualification awarded, with date and classification (where appropriate):

If your programme of study is not yet concluded, e.g. because you have another period of study before graduating, please write 'N/A':

.....
.....

(c) Future employment prospects or intentions:

If you hope to obtain, or have been offered a job following successful completion of your programme of study, or if you expect to gain an advantage in your present employment contingent upon the award of the qualification you have been pursuing, please give a brief description of the post concerned. If this section does not apply to you, e.g. because you are not due to qualify in 2011/2012, please write 'N/A':

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.....

NB: The Trust would be interested to receive copies of transcripts, assessments or other equivalent record of your academic achievements. A brief summary of your progress prepared by your tutor or other university teacher would also be a helpful, *optional* addendum to your Evaluation Report.

PART C

SER 1[11/12]

NAME:.....ASET REF NO.....

Evaluation of your programme of studies

In this section, you are invited to offer your personal and confidential evaluation of the programme of studies or course you have been pursuing during 2011/2012. You may wish to comment on any or all of the following issues or topics. Do not feel obliged to make any comments, if you have none to make!

NB Please be careful not to make remarks that could be seen to criticise specific, identifiable individuals, as opposed to an organisational structure or system. Do not include the names of individuals in your evaluation.

- **course content**: in relation to your own expectations and hopes before starting the course

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.....

- **teaching quality and standards** : as you have experienced them during the year

.....
.....

- **pastoral care** : if personal problems, whether or not directly connected to your programme of study, nevertheless affected your confidence in studying, were these recognised and understood by your teachers? Did you feel comfortable with sharing any problems you had with the relevant university/college staff, such as student counsellors or chaplaincy staff?

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.....

- **learning outcomes**: are you satisfied that your learning outcomes (e.g. qualification obtained, or progress in your studies so far) are those that you expected at the start of your programme of studies? If you are not satisfied, to what do you attribute this lack of satisfaction?

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PART D

SER 1[11/12]

NAME:.....ASET REF NO.....

Evaluation of the All Saints Educational Trust, our Scholarship or award schemes and the administration of those schemes

In this section, you are invited to offer your personal and confidential evaluation of the way in which the All Saints Educational Trust goes about fulfilling its charitable purposes. You may wish to comment on any or all of the following issues or topics. Do not feel obliged to make any comments, if you have none to make!

(a) **Paperwork and bureaucracy**

(i) Did you have any particular difficulties in understanding the questions on the scholarship application form?

YES/NO

If 'yes', please explain briefly what the difficulties were.

.....

(ii) Did you have any particular difficulties in providing the information requested?

YES/NO

If 'yes', please explain what the difficulties were.

.....

.....

(iii) Do you have any suggestions as to how the application form or other related Trust paperwork could be improved?

.....

(b) **Award of your Scholarship**

(i) Were you satisfied with the information provided by the Trust office about the award, and how and when it would be disbursed?

YES/NO

(ii) If 'no', what was inadequate about the information?

.....

.....

(iii) Have you any suggestions as to what might be done better and how?

.....

(c) **Administration of your Scholarship**

(i) Have you been satisfied with the way in which your Scholarship has been administered by the Trust office, in particular with the arrangements to pay your maintenance award?
YES/NO

(ii) If 'no', what was not satisfactory, in your experience?

.....
.....

(iii) Have you any suggestions as to what might be done better and how?

.....
.....

(d) **General**

(i) Apart from any specific comments or suggestions above, have you been satisfied in general with the contacts you have had with the Trust administration?
YES/NO

(ii) If 'no', have you any other specific suggestions about how the Trust performance overall could be improved?

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NB. *If the comments you wish to make in Parts C and D seem likely to exceed the space available above, you are welcome to use additional sheets of paper. However, you should be aware that very long comments may not necessarily receive the attention you might believe they deserve.*

Signed.....Date

SPH/July 2011

SER 1[11/12]

<i>For office use only:</i>	
Date sent to Scholar:	Date received by ASET:
Trust Evaluator:	EoY SER/EoP SER (delete as appropriate)