

Summer Project Timeline 2008

Key Dates and Actions

The following table sets out the key dates and processes going forward. As you can see, the majority of communication from the 12th May onwards is directly between project providers and applicants.

Process / Deadline	Date(s)	Employer Action	Participant Action	Teach First Action
Projects advertised to participants for viewing only	6 th May	<ul style="list-style-type: none"> Nothing 	<ul style="list-style-type: none"> Prepare CV's and covering letters 	<ul style="list-style-type: none"> Communicate key dates and expectations to participants
Projects advertised to participants (<u>application process opens</u>)	12 th May 2008	<ul style="list-style-type: none"> Prepare to receive applications from this date 	<ul style="list-style-type: none"> Apply for opportunities direct to provider as instructed in project submission 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Closing date for all applications (unless otherwise stated in project submission)	23 rd May 2008 (2 weeks)	<ul style="list-style-type: none"> Short-list and commence selection process as appropriate (e.g. invite potential candidates for interview) 	<ul style="list-style-type: none"> Participants must have applied by the closing date 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Interviews and selection process	26 th May – 13 th June 2008 (3 weeks)	<ul style="list-style-type: none"> Selection process should be completed by the 13th June. Please ensure that Interviews are held outside of teaching hours or during half term (26th-30th May) 	<ul style="list-style-type: none"> Engage in selection process as appropriate Please do not accept any offers until Offer and Acceptance week (16th-20th June). 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Offer and acceptance week	16 th - 20 th June 2008 (1 Week)	<ul style="list-style-type: none"> Contact preferred candidate by phone or email and offer them the project by the 20th June. Pass the name of the successful applicant to Teach First by phone or email. If the project has not been filled, inform Teach First whether or not it should be entered into the clearing round 	<ul style="list-style-type: none"> Accept / decline offers by the 20th June and inform Teach First of your plans. 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Clearing	30 th June – 16 th July 2008 (2 ½ Weeks)	<ul style="list-style-type: none"> Receive applications from clearing participants This will be on a 'first come first served' basis 	<ul style="list-style-type: none"> If participants have not received a project offer they can apply for unfilled opportunities as directed in the project submission. 	<ul style="list-style-type: none"> Contact all providers by telephone to inform them of the clearing process. If their placements have been filled, collect the names of the successful applicants. Support

				applicants and project providers as appropriate
Summer Projects	From 4 th August 2008 (usually for 3 weeks)	<ul style="list-style-type: none"> • Ensure an understanding has been reached about project objectives and expectations • Utilise your participant in the best ways you can – and do try to find out about their experiences, as they may be useful to you 	<ul style="list-style-type: none"> • Ensure an understanding has been reached about project objectives and expectations. 	<ul style="list-style-type: none"> • Support applicants and project providers as appropriate
Completion of Evaluation form and references.	5 th September 2008	<ul style="list-style-type: none"> • Complete evaluative survey and return to Teach First 	<ul style="list-style-type: none"> • Complete an online evaluative survey as soon as you have completed your placement. 	<ul style="list-style-type: none"> • Collect feedback and plan for next year.