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# Annex to Part II

# VEPR Application Form

## VEPR Application Form

**Part 1 Personal details and Experience**

**Personal details**

|  |  |
| --- | --- |
| Name |  |
| Contact details:  Address |  |
| Telephone (s) |  |
| Email |  |
| Confirmation of current Society membership |  |
| Have you participated in a UK Evaluation Society VEPR before? If so, when? | Yes/No  Date |

**Professional statement**

Give a short statement to summarise where you are in your evaluation practice and career at the present time and how this relates to issues you propose for review

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| --- |
| *Max 100 words* |

Looking forward, what are your objectives for your evaluation practice?

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| --- |
| *Max 50 words* |

**Education and professional experience**

Please attach a short version (*no more than five sides of A4*) of your CV edited to reflect aspects relevant to evaluation. List:

* Post graduate education and training indicating in what ways this education and training was relevant to your evaluation practice
* Professional experience to demonstrate three years full-time equivalent evaluation work or related evaluation experience within recent years.
* The activities carried out in your primary evaluation role for example as: Practitioner; Commissioner; Teacher; Researcher etc.

**Referees**

Please nominate two referees familiar with your evaluation practice who can confirm your experience. They do not need to be Society members.

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**Issues for Review and related documents for the portfolio**

In this section, please set out two issues you wish to discuss relating to your development as an evaluator including at least one that you wish to strengthen.

*Several anonymised examples are available to illustrate how previous reviewees have set out the issues, capabilities and settings. These can be viewed or downloaded from this link (*[*https://www.evaluation.org.uk/professional-development/voluntary-evaluator-peer-review/*](https://www.evaluation.org.uk/professional-development/voluntary-evaluator-peer-review/)*) .*

**First Issue**

|  |  |
| --- | --- |
| **Issue related to your development as an evaluator:**  What do you wish to discuss? |  |
| Capability or career development issue being explored. |  |
| **Setting the scene**  Brief description of project, client, evaluation approach and methods used. What was your role? Were you working alone or with a team? |  |
| **Illustrating the capability:**  Describe the specific element of the project which illustrates the capability being explored. |  |
| **Details of documents attached:**   * Original examples must either be documents in the public domain or accompanied by written permission from the client or holder of the intellectual property. Otherwise draft a short précis to explain the context and issues. * Attachments must be no more than 20 pages or should indicate specific pages to be read in a longer report. |  |

**Second Issue**

|  |  |
| --- | --- |
| **Issue related to your development as an evaluator:**  What do you wish to discuss? |  |
| Capability or career development issue being explored. |  |
| **Setting the scene**  Brief description of project, client, evaluation approach and methods used. What was your role? Were you working alone or with a team? |  |
| **Illustrating the capability:**  Describe the specific element of the project which illustrates the capability being explored. |  |
| **Details of documents attached:**   * Original examples must either be documents in the public domain or accompanied by written permission from the client or holder of the intellectual property. Otherwise draft a short précis to explain the context and issues. * Attachments must be no more than 20 pages or should indicate specific pages to be read in a longer report. |  |

**Before you submit this application please check that you have completed all parts of the application:**

|  |  |
| --- | --- |
| 1. Completed your personal details |  |
| 1. Drafted a professional statement and objectives as an evaluator |  |
| 1. Included a short version of your CV |  |
| 1. Identified and described two issues linked to two different Capabilities with their context and background |  |
| 1. Attached or provided links to suitable documentation to illustrate the issues and what you want to discuss |  |
| 1. Completed and submitted a Capabilities Framework self-assessment |  |
| 1. Signed and dated the Declaration |  |

**Declaration**

|  |  |
| --- | --- |
| I declare that the expertise, skills, qualifications and other attributes described above and in my CV are an accurate record.  The information you have entered on this form and the statements of issues are solely for the purpose of organising and managing a voluntary peer review. Information will be shared with the VEPR coordinator and agreed reviewers. It will not be shared with any other organisations. You can contact the VEPR Coordinator at any time and ask for your information to be deleted from the UK Evaluation Society records.  By signing here you signify your agreement for the UK Evaluation Society to use information you provide for the VEPR review and follow up reviews and on the understanding that it will not be used for any other purpose or shared with other organisations. | |
| *Date* |  |
| *Signature* |  |