



making physics matter



Flexi-Grant Host Teacher Guide

February 2020

This document describes how to manage the Teach Physics Internship Scheme as a host on the Trust's online grant management system (Flexi-Grant): <https://ogdentrust.flexigrant.com/>

Registration and Login

You must have a registered account with the Trust's Flexi-Grant system to manage the scheme online. Once you have done this, **please let the Programme Officer know**, so they can assign you the correct permissions etc.

Viewing intern information

Once you have been assigned a potential intern, you will receive an email. Please check your junk mail if you do not receive it by March 31. Click on the link in the email to take you directly to the application, then click on 'Complete review' next to the orange scoring box.

The screenshot shows the Flexi-Grant system interface. At the top, there are navigation tabs for 'My Applications' and 'My Assessments', and a user login status: 'Logged in as strange@sharklasers.com (School Reviewer)'. Below this is a search bar and a sidebar with navigation options like 'Back to dashboard', 'Summary', 'To dos', 'Application form', 'Contacts', 'Notes', and 'Documents'. The main content area displays details for a specific application: 'Teach Physics Internships 2018-19 : TP18-19\100049'. It includes fields for 'Applicant Name' (Tony Stark, Greynoose Education Centre), 'Stage' (Review), and 'Status' (Under assessment). A table titled 'Award process' shows the progress of various stages: Submission (Submitted), Checking (Passed), Scoring (Reviewers Assigned, with a 'Complete review' button circled in red), Approval (Not Started), and Offer (Not Started). A 'Summary' sidebar on the right provides key information: Project (Start: 08/01/2019, End: 30/01/2019), Funding (Grant Sought: £1,500.00), Case Officer (NA), and Category (Mixed).

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Alternatively, when you next log in to your Flexi-Grant account, the application information will be under 'My Assessments'.

The screenshot shows the 'My Assessments' dashboard for a user logged in as 'strange@sharklasers.com (School Reviewer)'. The dashboard includes a sidebar with 'Dashboard' selected, a search bar, and a main content area. The main content area displays a summary of applications: 'Awaiting my review: 1' and 'My completed reviews: 0'. Below this is a table of applications with columns for Reference, Grant, Applicant, Required by date, Your score, and Priority. The first application is circled in red, with its reference ID 'IP18-19\100049' highlighted. The table also includes a 'Process' button and a 'Download all as PDF' button. At the bottom, there is a pagination control showing '1 - 1 of 1 items' and an 'Expand' button.

<input type="checkbox"/>	Reference	Grant	Applicant	Required by date ▲	Your score	Priority
<input type="checkbox"/>	IP18-19\100049	Teach Physics Internships 2018-19	Tony Stark Greygoose Education Centre	18/01/2019 00:00:00		<input type="checkbox"/>

This gives you access to the student's application form and references. If you have further questions about the references, please raise them with the Programme Officer directly and they will contact the relevant referees on your behalf.

Scoring

Instructions

This area will help us keep a record of the application process.

Applicant:

Tony Stark

Organisation:

Greygoose Education Centre

[Open application form](#)

Review form

Related documents

Please note that the auto save function has temporarily been disabled, please remember to save your work frequently.

Record review - School review

Do you have a conflict of interest or another reason why you cannot review this application?

- No
- Yes

Interviewing interns

If you are happy with the applicant's answers and references, please use the contact details found in the application form to contact them to arrange an interview.

Teach Physics Internships 2018-19

Tony Stark
Greygoose Education Centre

TP18-19\100049

Download as PDF

Section 1 - Contact details

PRIMARY APPLICANT DETAILS

Name	Tony
Surname	Stark
Tel	678-136-7092
Email (Work)	ironman@sharklasers.com
Address	Avengers Tower New York 10001

Please note, we reimburse the interns for their travel costs on the day of the interview and/or induction.

In addition, once the students have accepted the placement (on condition of your acceptance), they can apply for an advance on some of their grant to help with upfront travel and accommodation costs. We will let them know, but it is always good to have a reminder from the school too!

In the past we have always recommended a phone/Skype or in-person interview. This would then be followed by an onsite induction, introducing the intern(s) to your school policies on e.g. safeguarding, as well as showing them briefly around the school and introducing them to key members of staff.

However, we often have delays in the DBS process, making it difficult for interns to be allowed onsite unaccompanied. From this year, we are suggesting that in-person interviews take place as soon as possible, allowing the interns to bring their documentation to the school sooner. You can then choose to do the induction the same day, or on the first day of their placement (indeed, a refresher is always helpful!).

Recording the recruitment progress

All this information can be recorded in your 'Assessment' stage on in the intern's application. Under this 'Scoring' round, you will be asked about the student's application, their interview, beginning of DBS process, and start and end dates of the internship.

Are you content with the applicant's answers?

Have you scheduled an interview with the applicant?

Were you happy with the applicant during interview?

Have you sent off for the applicant's DBS check?

Are you happy to host this intern at your school?

Please fill these in appropriately. Please note, you need to have begun the DBS process but not necessarily have received the clearance for you to complete this stage. As such, it is hoped you will be able to fill this section in soon after having had the interview with the applicant.

Please always remember to save all your changes and updates.

Are you happy to host this intern at your school?

Please input the agreed expected internship start and end dates.

Yes

No

Remark (Required)

17/06/2019 - 19/07/2019

Entered By Dr Strange
Date Entered 05/03/2019 12:27:37

 Date Saved: 05/03/2019 12:27:37

Save

Submit Review

Once you have completed all the required information in previous sections, please remember to submit your review.

Save

Submit

Next steps

Once you have completed and submitted your review, we will be able to draw up an **'Agreement'** which will be sent round to both yourself and your intern through 'Signable' for everyone to sign.

After this, please send your intern(s) a draft **timetable** for their first week – we have found that interns like to have some initial structure to help ease them into the role.

In terms of the **internship requirements**, we want the interns to deliver a 'getting into university' workshop/talk to a suitable year group, as well as teach as many physics lessons as possible. Besides this, we hope you will give them as good and as realistic an experience of teaching as possible. This could include supporting trips, sports' days and parents' evenings, as well as observing lessons beyond physics, marking etc. Please see the attached Information Pack for more information.

At the end of the internship we would like you to confirm, via Flexi-Grant, that the intern(s) completed our requirements, as well as filling in a short feedback form on the scheme and the intern(s). Once the intern(s) submit their deliverable elements, we will be able to authorise their final grant payment. You will thus be sent an email containing a link to the **reporting** forms with further information. Please do this in good time (ideally within a week of the placement ending) to ensure the intern(s) can be paid their grant.

Finally, please do not forget to invoice us £100 **per intern**, in addition to the DBS costs. It is hoped this science grant will be used for the benefit of the physics department in your school.