

SIEVEMK Gateway

Our mission is to provide a gateway through which our community is inspired, mentored and empowered. This is done through educational empowerment, human capacity development, acquisition of new employment skills, effective communication skills and customer service skills, among others.

Through our programmes, fellows will be equipped with transferable knowledge and skills through practical experience based on the British work ethics geared towards sustainable development. The skills gained will not only be useful in self-development but will serve as a catalyst in influencing and positively affecting the work environment of the participants when they return to their home country. Fellows will be empowered and supported through various programmes and given the opportunity to work with other international institutions especially the education sector. In addition, fellows will play a major part in knowledge/skill transfer, promotion of education awareness programmes, networking with other UK institutions, and encourage self-employment initiative among youths.

Eligibility

Applicant must be mid-career professional who is employed or running their own business and meets all the requirements of the Commonwealth Professional Fellowship programme.

Website

www.sievemkgateway.org.uk

Proposed activity

April 2019:

- Introduction - Fellows are introduced to staff and facilities of SIEVEMK Gateway. Fellows are given the various policy documents such as HSE policy to study as part of institutional standards.
- Induction – Fellows have an induction meeting with the Training Director, Centre Manager and Commonwealth Professional Fellowship Project Manager. Brief tour of Milton Keynes especially to key organisations such as the Milton Keynes Council.
- Review of fellows objectives (short & long term): Discussion with fellows on their individual training objectives and what they expect to achieve during their work experience with SIEVEMK, identification of gaps and selection of training packages.

- Planning and briefing on how to work as a volunteer staff with charity organisations and Milton Keynes Council.
- Introduction to Leadership and Management: Effective Team Building and development - short course from 22 April 2019.
- Monthly meeting with the Director of Learning to review fellows' achievements. This will also include some hours of mentoring for Fellows.

May 2019

- On the job training week for Fellows:
- Customer Service Training (2 days)
 - Communication Skills (1 day)
 - First Aid training (1 day)
 - Safe-guarding training (1 day)
- Conference: Humanities Conference – 1 May 2019.
- Course: 21st Century Leadership: Inspiring Excellence and Engagement from 20-23 May 2019.
- Weekly meeting to discuss achievements and specific plans for the follow week.
 - Two weeks charity work with independent schools
- Monthly meeting with the Director of Learning to review Fellows' achievements. This will include some hours of mentoring for the Fellows

June 2019

- Two weeks classroom training
- Involved in the preparation of training programme
- Preparing classes for learning
- Assisted main teachers in the registration of pupils
 - One week charity work with selected institutions in Milton Keynes
 - One week charity work with Willen Hospice, Milton Keynes
 - Supervised administrative work which will include: Receiving and answering calls, filing
- Conference: Primary Computing Conference on 04 June 2019.
- Conference: World Conference On Diabetes and Endocrinology (3-4 June 2019)
- Conference: EdExec Live South 2019 (Conference on Management & Leadership in the Education Sector)
 - Course: Managing Learning and Development from 10-13 June 2019
 - Course: Strategic Brand Management from 03 - 07 June 2019
- Monthly meeting with the Director of Learning to review fellows' achievements. This will include some hours of mentoring.

July 2019

- Conference: Primary NQT5: Looking to the Future and Supporting Wellbeing – 1 July 2019
- Course: Negotiation and Conflict Resolution from 15-18 July 2019
- Course: Achieving Excellence in Customer Service from 15-18 July 2019
- Managing Performance and Feedback Delivery Training course
- Supervised customer service work which includes:

- One week charity work with MK Council (working with local communities)
- Final Review meeting with Director of Learning

CSC theme

Priority Theme 1 Science and technology for development

Further details

For more information on how to apply, please visit the CSC website:
<http://cscuk.dfid.gov.uk/commonwealth-professional-fellowships-information-for-candidates/>