



Patron: HRH The Duchess of Cornwall
President: HRH The Duchess of Gloucester



Royal School of Needlework

Professional Embroidery Tutor Programme

Application Form and Guidance 2024/25 (Fee Waiver)

Please read this guidance before submitting your application. Incomplete applications will not be considered.

Please note: this guidance and application form is for a place via a **fee waiver**. You will not be considered for a place if you do not show a genuine need. If you wish to apply for a self-funded place there is a separate application form and deadline.

Along with this application form you must also submit:

- CV – this must include your qualifications, employment history and any other relevant training as well as any voluntary work you have undertaken.
- Personal Statement addressing the following areas (no more than 1000 words):
 - i) Your motivations and desire to join the course.
 - ii) Your experience of hand embroidery.
 - iii) Your professional ambitions and goals including how you will benefit the RSN after graduation.
 - iv) how you anticipate supporting yourself through this course.
- Demonstration of financial need/personal circumstances (500 words). You must demonstrate a genuine financial need. This should also include an indication of your motivation and abilities to complete the three-year course.
- Two supporting references that may be from:
 - i) A teacher from your school (If attended within last five years).
 - ii) A lecturer or professional services worker from your university (if attended within last five years)
 - iii) Your employer.
 - iv) Someone with good standing in your community (e.g. a GP, priest, imam, or other community leader).

The referees must support your personal statement and be able to verify the details given in the demonstration of financial need. You should provide contact details for each referee. We will only contact them after the interview stage.

Eligibility and Entrance Requirements

To be eligible to apply for this course you must meet the following criteria:

1. **Residency:** Applicants must UK residents*.
2. **Age:** This scholarship is for applicants aged 18-25 years of age at the point of application.
3. **Excellence:** Applicants must show potential for excellence in the art of hand embroidery.
4. **Financial Need:** Applicants must demonstrate financial need, and preference will be given to those facing significant financial challenges in pursuing hand embroidery.
5. **Commitment:** Applicants should demonstrate a genuine commitment to the programme and a willingness to engage in the intensive training and coursework offered by the RSN PET programme.
6. **Language:** The course is taught in English so applicants must demonstrate proficiency in the English Language.

*You must be eligible for a visa, if required, in your own right. The course itself would not qualify you for a visa.

Advice for applicants

Please be aware that this scholarship is for a fee waiver only. You will need to attend taught sessions a minimum of two days a week during term times and will therefore need to live a commutable distance from Hampton Court Palace. You will need to cover the cost of travel and accommodation should you need to relocate. Consider the additional costs associated with traveling or staying in the area. The programme is not government funded, and therefore students are not eligible for student loans or grants, however we do our best to keep costs down as much and as often as possible. As it is essential that you are able to fund your tuition and living costs while attending the three-year programme, please think carefully about how you will do this.

We will accept no more than one student on to the course via fee waiver. The deadline for applications for 2024/25 is April 12th, 2024. You are encouraged to submit your application as early as possible.

If you have any questions about the course, please contact the course leader Joanna Hart: joanna.hart@royal-needlework.org.uk.

Royal School of Needlework, Apartment 12a, Hampton Court Palace, Surrey KT8 9AU, UK

T: +44 (0)20 3166 6932 E: enquiries@royal-needlework.org.uk

W: royal-needlework.org.uk W: rsndegree.uk

Fee Waiver Application Details

Full Name	
Address	
Phone number	
Email Address	

Have you previously taken any classes or courses with the RSN? If so, please state which classes you have taken:

Have you previously taken any embroidery classes or courses outside of the RSN? If so, please state which classes you have taken:

Please confirm that you have attached the following along with this form (check boxes):

- CV
- Personal Statement
- Demonstration of Financial Need
- Two supporting references

Please email all completed documents to: Joanna.hart@royal-needlework.org.uk

Next Steps

If you are successful at the application stage, you will be invited to take part in an onsite assessment at Hampton Court Palace where you will:

- i) Present a portfolio of your relevant work.
- ii) Complete a technical skill test.
- iii) Have a formal interview.

If you are offered a scholarship, you will be given two weeks to accept our offer. If you do not accept our offer, your scholarship will be offered to the next ranked applicant. Places on the scholarship cannot be deferred. If you are unable to take up the place in 2024/25 you will have to apply again in future years.

We are committed to equality of opportunity, and we therefore particularly encourage applications from candidates who are likely to be underrepresented in RSN's tutor workforce. These include people from Black, Asian and minority ethnic backgrounds, and men.

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