



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

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

Please note: if you are applying for a place via the **fee waiver** route, 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.
- 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. 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. **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.
5. **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

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. As well as the tuition fees that are set to £9,000 for 2024/25, consider the additional costs associated with traveling or staying in the area. You will be asked how you intend to fund your studies during the application process. 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 3-year programme, please think carefully about how you will do this.

We will accept no more than six students on to the course. **The deadline for applications for 2024/25 is July 31<sup>st</sup>, 2024.** Applicants will be assessed on a rolling basis and the RSN reserves the right to close applications for 2024/25 entry once the course is full. 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](mailto: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](mailto:enquiries@royal-needlework.org.uk)

W: [royal-needlework.org.uk](http://royal-needlework.org.uk) W: [rsndegree.uk](http://rsndegree.uk)

### 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
- Two supporting references

Please email all completed documents to: [Joanna.hart@royal-needlework.org.uk](mailto: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 place on the course, you must accept it within two weeks and pay a non-refundable deposit of £500. This will be deducted from the first instalment of your tuition fee payment.

*End of document.*

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