**EDINBURGH NAPIER UNIVERSITY**

**GUIDANCE NOTE FOR INTRODUCTION TO TOURISM LEADERSHIP APPLICANTS**

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Thank you for your interest in the above programme, please find below instructions on how to complete the online application form by clicking on the link below:

[***https://www.napier.ac.uk/study-with-us/short-courses/scottish-tourism-leadership-development-programme***](https://www.napier.ac.uk/study-with-us/short-courses/scottish-tourism-leadership-development-programme)

**The course is running on 5 occasions in 2021 and three more in 2022. Please specify in your personal statement which session you wish to attend when submitting your application.**

A prerequisite of joining the course is that you live and work in Scotland. Priority will be given to those directly responsible for delivering Scottish visitor facing tourism products & services.

**How to use the online application form**

Here’s some key information about the application form to keep in mind while you're completing it:

* You don't need to complete your application in one session - you can save it and return to it later. You'll get an email with a link to continue your application.
* When you've completed a page, click on the proceed button at the base of the form
* If you need to return to a previous page, click on the save button first
* If you need to exit at any point, save your progress by clicking on the save button
* Save your progress regularly, as the form will time out if there has been no activity on the page for four hours. You'll then be asked to re-enter your log in details to continue with your application
* Refer to the help text at each section of the application if you need guidance about a particular section of the process.

**Guidance on some of the sections**

* Programme – the programme you are applying for is Postgraduate, flexible learning and the title is TSM11233 Destination Development and Leadership
* Permanent Home address – please provide telephone, mobile phone and email address as this will make communicating faster
* Is your Permanent Address also your correspondence address? – please ensure you enter the address you want us to contact you on
* Qualifications Section – please upload your proof of qualifications to this section. You do not need to complete section 3.3 relating to English language qualifications.
* Employment Section – please complete work history up to 5 years
* Fees section (Who will be paying your fees?) - please enter N/A as this is a non-fee paying course
* Personal Statement – In this section we would like you to specify the date of the programme you are applying for (as per the list of 8 programme deliveries set out in the course details on the website) and to give us insights into your destination and leadership experience by answering the questions below:

Q1.       Describe your leadership experience to date and provide an example of how you have shown leadership. (max 250 words)

Q2.       Why do you want to participate in the Introduction to Tourism Leadership short course? (max 250 words)

Q3.       How do you feel that you, and your destination, will benefit from your contribution to the short course? (max 250 words)

* Referee Section – please leave blank
* Other programme choices at Napier – please leave blank

**What to expect next**

On satisfactory completion of this form, we will review it and get back to you to inform you if you have been accepted on the programme.

If successful, a welcome email will be sent to you and you will be given all the information you need to join the short course.

### **What is matriculation and how will it work?**

Matriculation is the formal process of entering the university. You will receive a welcome email and induction pack via e-mail typically four weeks prior to the start date of your course which will provide you with all the required details for beginning your course. Please note that the matriculation process is fully online.

If you have any questions about anything in this guidance, please email Alex Pelowska at: [A.Pelowska@napier.ac.uk](mailto:A.Pelowska@napier.ac.uk)

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