



Synopsis form

Name

Job title

Address

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Telephone

Email

Preparing your synopsis

Our decision on whether or not to publish a work depends on a number of criteria. Our key areas are: staff training materials linked to qualifications or which underpin required knowledge for qualifications (e.g. HSC diplomas which replaced NVQs); staff training that may not be linked to qualifications but which meets an identified training need; publications for direct work with service users.

Pavilion's decision about whether to publish your work will rest on your synopsis and your proposal's suitability to Pavilion's customer base. **Please complete this form extensively and comprehensively.** Include any material (draft or samples) that you think supports your proposal. **Regrettably, this cannot be returned.**

NB While Pavilion takes every care with author's material and will try to return it; we cannot take responsibility for any loss. Please keep a copy of anything you send us.



Title of proposal

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Sub-title

This should explain, briefly, what the work is,/what it is about/who it is for (for example, ‘*A resource pack for those committed to the development of mental health advocacy; A handbook for residential and foster carers of young people; A training pack on sex education for staff working with people with learning disabilities.*’)

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Aims and objectives

Describe what your publication aims to achieve; explain clearly the training or learning objectives.

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Contents

Give a brief outline of written contents, in terms of module/section headings and a brief description of each.

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Illustrations/photographs

Indicate the approximate number and nature of any illustrations or photographs that you hope to include. State clearly what purpose they would serve.

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Format

a) In what **format** do you envisage the publication?

For example: training pack, manual, handbook, video with trainer's notes...

If your material is already written, please enclose samples of this.

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b) Give an idea of the approximate **length** of your materials in terms of the estimated number of words or pages; also show the type of materials you envisage.

For example: Trainers notes: 50,000 words. Handouts: 18 (2 sides of A4 each). OHPs: 12

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c) If your proposal is based around a **video/DVD**, you are making, please give as full a description as possible of the content, running time, use of video in relation to training resource, and any other relevant information.

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d) How long will it take you to write or edit this publication?

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e) How soon will the publication require updating?

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UK-wide?

Please state whether your publication is relevant to customers in all countries of the UK. For instance, does it refer to or depend on legislation that is only relevant to England or Scotland?

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Rationale

Please give a short explanation of the need for your publication. For example: its relevance to contemporary issues or government policy; identified training needs; filling a gap in the range of what is currently available.

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Target groups

Who is the training pack/manual aimed at? (E.g., what is their professional role? Are they trained, unqualified or qualified?)

State this in terms of who might **give** the training ...

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... and who it will be **given to**

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Which organisations or individuals do you anticipate will buy this publication? What statistics can you provide about the market for this material?

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How would this publication be distinct from similar ones in the field? Please be specific and clearly state the differences. Ensure that you also include the following details for each one: full publication details including the price, number of pages and year of publication.....

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What will you do to promote the sale of this publication?

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Piloting

Give details of where the material has been piloted and with whom. Include a note of the evaluation methods and outcomes.

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Do you currently provide training to support this publication? Please provide details

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Please provide the names and contact details of at least two individuals who are qualified to peer review your manuscript if required:

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Qualifications and accreditation

We aim to relate all our training materials to health and social care qualifications on the Qualification Credit Framework (QCF), where relevant (see QCF section of www.skillsforcare.org.uk for details). Please say here which, if any, **qualifications** (e.g. awards, certificates, diplomas at levels 2, 3, 5 etc.), specialist **pathways** (e.g. dementia, learning disability) or individual **units** of qualifications your publication would be helpful for. Please



also indicate where your proposal relates to occupational/clinical standards or current policy directives regarding training and qualifications, and whether there are any options for it being **accredited** e.g. by an awarding body

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Additional information

Please give any additional information to support your proposal.

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About the author

Please give details of your professional background and experience in relation to this proposal.

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Please list any previous books you have written.

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Please list any relevant journals/magazine articles that you have written.

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If you have any queries, please get in touch. We look forward to receiving your completed synopsis. Please send it to:

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