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| Level 3 Award in Education and Training - Application Form |



***Please ensure that ALL sections are TYPED and completed in full.***

***Handwritten applications will NOT be accepted***

1. **ORGANISATION DETAILS**

|  |  |
| --- | --- |
| Organisation Name |  |
| Organisation Address |  |
| Subsidised places on this course are only available to tutors working for private or voluntary sector providers of adult social care in Hertfordshire. Please provide a brief description of your organisation’s activities to evidence eligibility: |

1. **APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name  |  | Last Name |  |
| Title: (Mr / Mrs /Ms / Miss / Other) |  | Date of birth |  |
| Paid staff | Yes / No | Volunteer | Yes / No |
| E-mail address |  |
| Work Tel Number |  | Mobile Number |  |
| Do you have any support needs (e.g. disability, visual/hearing impairment, dyslexia?) ? Yes / NoIf yes please provide more information: |

**3. QUALIFICATIONS / TRAINING**

Highest Qualification:

Highest qualification achieved in English:

**(To be admitted onto this course you are required to have a minimum Level 2 English qualification, (i.e. O Level pass, GCSE A-C grade or Adult Literacy Level 2). If you do not have one of these, your level will be assessed.**

Professional / work based training including specific teaching qualifications

1. **TEACHING / TRAINING EXPERIENCE**

|  |
| --- |
| Please describe briefly your role as a teacher/tutor of adults aged 19+. How much teaching/training delivery do you expect to be conducting in Hertfordshire in the next 12 months? |

***Please continue overleaf ….***

1. **COURSE INFORMATION**

I should like to attend the course at:

|  |  |
| --- | --- |
| **Venue** | **Start Date** |
|  |  |

1. **APPLICANT’S CONFIRMATION**

I confirm that I have fully declared my support needs. I am eligible for this funded training and will commit to attending all course dates and complete assignments within the given timescales. I appreciate that my application is not guaranteed and is subject to HCF’s receipt of an employer/tutor contribution. This will be **£90** for paid staff and **£45** for volunteers.

|  |  |
| --- | --- |
| **Signed:** | **Print Name:** |
|  |  |

1. **LINE MANAGER CONFIRMATION**

I confirm that I have read the course outline and I believe this candidate to be suitable for this course. I have also read the candidate’s form and believe it to be true to the best of my knowledge. I confirm that I will support this candidate and facilitate their attendance and completion of assignment work during the provision of this course. **I agree that our organisation is liable to incur the full cost of this course if the candidate does not complete the course. (Completion means assignments and portfolio as well as attendance)**

|  |  |
| --- | --- |
| **Signed:** | **Print Name:** |
|  |  |
| Work Tel: |  | Mobile Tel: |  |
| E-mail: |  |

1. **HOW DO YOU WISH TO PAY?**

|  |  |
| --- | --- |
| Cheque (payable to “Hertfordshire Community Foundation”) |  |
| BACS (Account No: 28592379 Sort Code: 60-10-39) |  |
| Do you wish to receive an invoice? |  |

Return the signed/completed form and payment to: Ana Siewniak, hcftraining@hertscf.org.uk ; 01707 251351

HCF Training and Development, Foundation House, 2-4 Forum Place, Fiddlebridge Lane, Hatfield, AL10 0RN

1. **DATA PROTECTION**

By completing this form you are agreeing to allow HCF to use the information provided for the administration and delivery of the training and to retain your details on our database. To facilitate training HCF will share this information with the training provider. Your name(s) and organisation details will be shared with the funder for monitoring purposes only. Your data will not be passed onto any other third parties. It will be held until such time when you request that it is removed or HCF chooses to remove it.

**Staying in touch:** Tick here if you wish to receive the following HCF Newsletters by e-mail:

|  |  |  |  |
| --- | --- | --- | --- |
| HCF News (grants, events, research etc.) |  | HCF Training and Development News  |  |

Do you wish to be sent information about future Level 3 Award in Education & Training Courses? Yes/No