

Level 3 Award in Education and Training - Application Form

Please complete all areas of the application and sign to agree with our terms. Your line manager needs to sign to agree with our terms as well.

Return the signed/completed form and payment to: hcftraining@hertscf.org.uk

ORGANISATION DETAILS

Organisation Name	
Organisation Address	

APPLICANT DETAILS

First Name		Last Name	
Title: (Mr / Mrs / Ms / Miss / Other)		I confirm that I am over 18 years old.	
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 / No If yes please provide more information:			

QUALIFICATIONS / TRAINING

<p>Highest Qualification:</p> <p>Highest qualification achieved in English:</p> <p>(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.</p> <p>Professional / work-based training including specific teaching qualifications:</p>

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

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:

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:			

You can pay your course contribution fee online via our [website](#) or request an invoice upon application.

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.)	<input type="checkbox"/>	HCF Training and Development News	<input type="checkbox"/>
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