

Course(s) Application Form

Please complete and post to the above address with your Deposit* and any required Initial Assessment Form:

Full Name: Job Title:

Home Address:

Employer & Address (if applicable):

Contact Telephone Numbers (Home): (Work):

Email (Required for joining & course documentation):

Mobile: Gender: Date of Birth:

Are you leaving the Armed Forces or have left them within the last 2 years: Yes No

Registered Disabled: Yes No Any Special Requirements please advise in writing

If "Yes", please provide more details

Is English your first language? Yes No

Which of the following do you consider yourself to be: Chinese Pakistani White Black Black African

Black Caribbean Asian Indian Bangladeshi Other Prefer not to say

Did you find our information on the Internet? Yes No Search Engine used:

I wish to register for the following Course/Courses:

✓	Course	No. of course days	Course cost (20% VAT incl.)	Course date(s) Preferred (page 2)
<input type="checkbox"/>	City & Guilds PTTLS 6302 Award in Preparing to Teach in the Lifelong Learning Sector Level 3**	4 + Self Study	£660.00	
<input type="checkbox"/>	City & Guilds 1988 Physical Intervention Level 3 Trainers Award**	3	£720.00	
<input type="checkbox"/>	Combined City & Guilds PTTLS 6302 and Delivering Conflict Management Training Level 3 (City & Guild 2886)** N.B. C&G PTTLS 6302 must be completed first	7 + Assignment	£1260.00	1) 2)
<input type="checkbox"/>	City & Guilds 2886 Cert. in Delivering Conflict Management Training Level 3** (for holders of C&G6302/7303/equivalent)	2 + Assignment	£600.00	
<input type="checkbox"/>	TAQA City & Guilds 6317 Training, Assessment, Quality and Assurance Level 3**	Award in Understanding the Principles and Practices of Assessment (Unit 1)	1	£360.00
		Award in Assessing Competence in the Work Environment (Units 1 & 2)	2 + Workplace Observations***	£600.00
		Award in Assessing Vocationally Related Achievement (Units 1 & 3)	2 + Workplace Observations***	£600.00
		Certificate in Assessing Vocational Achievement (Units 1, 2 & 3)	2 + Workplace Observations***	£900.00

50% Deposit Cheque payable to **"State of The Art Training Ltd"** enclosed: Yes/No* Amount: £

Signature: Date

***Deposit:** 50% is due not later than 4 weeks before commencement of course. Bookings will only be secured on receipt of a deposit. **Please make all cheques payable to State of The Art Training Ltd**

****Enhanced Learning Credits** can be applied to the Course Cost (Training Provider is HippoZone Limited, ELCAS No. 1527)

*****Out of Area Workplace Observations** may incur additional cost

Course Dates 2012:

C&G 6302 PTLLS	C&G 1988 Physical Intervention Trainers Award	TAQA (CAVA) Training, Assessment, Quality and Assurance	C&G 2886 Conflict Management Trainer
20-23 February 2012	29 Feb-02 Mar 2012	24 February 2012	27-28 February 2012
05-08 March 2012	14-16 March 2012	09 March 2012	12-13 March 2012
16-19 April 2012	25-27 April 2012	20 April 2012	23-24 April 2012
14-17 May 2012	23-25 May 2012	18 May 2012	21-22 May 2012
11-14 June 2012	20-22 June 2012	15 June 2012	18-19 June 2012
09-12 July 2012	18-20 July 2012	13 July 2012	16-17 July 2012
13-16 August 2012	22-24 August 2012	17 August 2012	20-21 August 2012
10-13 September 2012	19-21 September 2012	14 September 2012	17-18 September 2012
08-11 October 2012	17-19 October 2012	12 October 2012	15-16 October 2012
12-15 November 2012	21-23 November 2012	16 November 2012	19-20 November 2012
10-13 December 2012	19-21 December 2012	14 December 2012	17-18 December 2012

Course Administration Centre - for all correspondence: The Old Magazine, 8 & 9 Northern Galleries, Fort Fareham Business Park, Newgate Lane, Hampshire PO14 1AH.

Course Location: Derby - Brian Clough Business Centre, Unit 9, 200-222 Cotton Lane, Derby, DE24 8GJ.

Data Protection Declaration: Data relevant to your personal details will be stored in a secure environment at State of The Art Training Ltd and HippoZone Ltd. Personal information shall not be used or disclosed for purposes other than those described above, except with the consent of you or as required by law. Your information will be retained for seven years for the purposes of financial auditing. Upon request you may be given all information held within our centre regarding yourself. You may challenge the accuracy and completeness of information held and have it amended as appropriate. The provision of information to State of The Art Training means that you have given explicit permission to process that information under the provisions of the Data Protection Act 1998.

Payment Terms: Balance of total fee to be paid on the first day of course. Payment by credit card will be accepted however a 3.25% handling charge will be added, (£3 for debit cards).

Cancellation Terms: Cancellation must be notified in writing to the Administration Centre, not later than 14 days before start of the course. Failure to do so will result in forfeiture of the deposit.

Note: If for any reason you don't complete the full course timetable some post course follow-on work may be required to gain the qualification.

State of The Art Training and agents reserve the right to alter details without prior notification.