

Student number: _____

Date received: _____

APPLICATION FORM FOR CERTIFIED SHORT COURSES & NPTC ASSESSMENTS

Please read the notes on data protection and consent to process on the next page before completing this form

Candidate details:

Surname _____ First name _____

Date of birth _____ Gender _____ Male/Female (please circle as appropriate)

Address _____

Postcode _____ E-mail address _____

Telephone number (home) _____ Mobile _____

Emergency contact person _____ E-mail address _____

Address _____

Postcode _____ Telephone number _____

Employer contact details

Company name: _____ Contact _____

Telephone number _____ E-mail address _____

Company address _____

Postcode _____

Equal Opportunities

Capel Manor College values applications from all persons irrespective of disability or learning difficulty and we want all who may gain benefit from attending courses at the College to be able to do so. Declaration of a disability or learning difficulty will not disadvantage any potential student in securing a place on a course at the College. You are asked to provide this information so that our trained staff can best help you to succeed in your chosen course. These details also help us to monitor our equal opportunities policy and ensure the College continues to meet the needs of all students.

Is English your first language? Yes No If No please enter your first language here: _____

How would you describe your ethnic origin? (Please tick one box only)

Asian or Asian British - Bangladeshi	41	<input type="checkbox"/>
Asian or Asian British - Chinese	42	<input type="checkbox"/>
Asian or Asian British - Indian	39	<input type="checkbox"/>
Asian or Asian British - Pakistani	40	<input type="checkbox"/>
Asian or Asian British - any other Asian background	43	<input type="checkbox"/>
Black or Black British - African	44	<input type="checkbox"/>
Black or Black British - Caribbean	45	<input type="checkbox"/>
Black or Black British - any other Black background	46	<input type="checkbox"/>
Mixed - White and Asian	37	<input type="checkbox"/>

Mixed - White and Black African	36	<input type="checkbox"/>
Mixed - White and Black Caribbean	35	<input type="checkbox"/>
Mixed - any other mixed background	38	<input type="checkbox"/>
White British	31	<input type="checkbox"/>
White Irish	32	<input type="checkbox"/>
White gypsy or Irish Traveller	33	<input type="checkbox"/>
White - other White background	34	<input type="checkbox"/>
Other ethnic group - Arab	47	<input type="checkbox"/>
Other (please specify)	98	<input type="checkbox"/>

Do you have a learning difficulty? Yes No Do you have a disability? Yes No

Consent to Process Personal Data

Capel Manor College is registered under the Data Protection Act 1998. Data collected about learners will be used for educational administration, guidance, statistical research and health and safety purposes. Processing the data provided will enable the College to operate effectively and to plan future provision. Please be aware that signing this form gives consent for the College to hold and use the information about you as stated.

Data Protection Statement

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Agency”) and, when needed, the Young People’s Learning Agency for England (“the YPLA”) to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>,

<http://www.ypla.gov.uk/privacy.htm> and

<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Tick this box if you **do not wish** to be contacted in respect of surveys and research.

Tick this box if you **do not wish** to be contacted about courses or learning opportunities.

Tick appropriate boxes if you **do not wish** to be contacted using, Post Telephone Email

Course for which you are applying

Course Title		Do you wish to take the associated NPTC assessment(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Centre	Enfield –Horsenden-Crystal Palace			
Start Date				

Other courses you may be interested in: (Please circle)

Arboriculture	Description	Arboriculture	Description	Horticulture	Description
CS 30	Maintain chainsaws and stack produce	CS 40 (pre-requisite 30,31,38, 39)	Carry out pruning operations	PA1/PA6A	Foundation Module (PA1) + Hand Held sprayers (PA6A)
Cs 31 (pre-requisite)	Felling of small trees	CS 41 (pre-requisite 30,31,38, 39)	Carry out dismantling operations	Hedgetrimmers	Maintain and use of hedgetrimmers
Combined CS30/31	Combined as above	CS 45 (pre requisite 30)	Arboriculture ground worker	Tractor driving	Please specify your level
Refresher 30/31		Lantra Basic Tree Inspection	Introduction in assessing Tree health and safety + identifying hazardous trees	Mowers courses	Pedestrian, ride on or tractor mounted mowers.
CS 32 (pre-requisite CS30,31)	Felling of medium sized trees	Lantra Professional Tree inspection	Provide specific tree inspection training at an advanced level for competent arboriculturists.	Emergency 1 st aid at work	1 day approved Lantra training
CS 37 (pre-requisite 30,31,32)	Breakdown of medium sized broadleaved crowns	Brushwood chipper	Maintain and use chippers	First aid	3 day training +assessment on final day
CS 38	Basic tree climbing+aerial rescue	Brushcutting	Maintain and use of brushcutters	<u>Animal Care</u>	
CS 39 (pre-requisite 30,31,38)	Operate a chainsaw from a rope and harness	A01	Tree planting	Safe use of veterinary medicines	Safe administration and management of medicines for animals

		A02	Individual tree protection	Basic Showmanship & welfare	knowledge in the application of welfare principles to livestock care & management
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Employment status (L37)

Please provide your employment status on first day of learning. (Please circle as appropriate).

06	Employed - full time	12	Unemployed (for reasons other than redundancy) and in receipt of ESA (WRAG)
07	Employed - part time	13	Unemployed (for reasons other than redundancy) and not in receipt of active benefits (JSA or ESA(WRAG))
08	Unemployed (through redundancy) and in receipt of JSA	14	Unemployed (reason not known/not provided) and in receipt of JSA
09	Unemployed (through redundancy) and in receipt of ESA (WRAG)	15	Unemployed (reason not known/not provided) and in receipt of ESA (WRAG)
10	Unemployed (through redundancy) and not in receipt of active benefits (JSA or ESA (WRAG))	16	Unemployed (reason not known/not provided) and not in receipt of active benefits (JSA or ESA(WRAG))
11	Unemployed (for reasons other than redundancy) and in receipt of JSA	17	Economically inactive

Sponsorship

The College wishes to ensure that it provides education and training that is relevant and beneficial to employees and employers alike and it would help us if you could complete the brief questionnaire below. The term 'land-based' here means horticulture, garden design, animal care, floristry, countryside and environment. Please tick as appropriate:

I work IN land-based industry	11	
I do NOT work in land-based industry but intend to seek work IN land-based industry	01	
I do NOT work in land-based industry and do NOT intend to seek work in land-based industry	00	
None of the above	11	99

I am employed and my employer IS giving me time off to attend and IS paying my fees	111	
I am employed and my employer IS giving me time off to attend but is NOT paying my fees	110	
I am employed and my employer is NOT giving me time off to attend but IS paying my fees	101	
I am employed and my employer is NOT giving me time off and is NOT paying my fees	100	
I am self-employed and paying my own fees	001	
None of the above	999	999

If you are in employment, please provide details of your current employer below. We will only contact your employer about your studies if you are sponsored for fees and/or given time off work to attend and your employer requires attendance or other reports to be sent.

If your employer is not giving you time off or paying your fees we will use the contact details only for general marketing and quality assurance purposes.

European Social Fund (ESF)

The following employment details are required by the funding agencies in connection with the European Social Fund. This section should be completed by all part-time learners attending a course of one year or longer, starting in September (please circle as appropriate).

Employment status on day before starting learning aim (A66)	
01	Employed
02	Full-time education or training
03	Self-employed
04	Unemployed
06	Economically inactive
07	14-19 NEET(Not in Education Employment or Training)
98	Not known / not provided

Length of unemployment before starting ESF project (A67)	
01	Less than 6 months
02	6-11 months
03	12-23 months
04	24-35 months
05	Over 36 months
98	Not known / not provided
99	Not unemployed



EUROPEAN UNION
European Social Fund

This activity has been directly or indirectly part-financed by the European Union through European Social fund, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.



Capel Manor College
Bullsmoor Lane
Enfield
EN1 4RQ

ASSESSMENT OF FITNESS TO ATTEND TRAINING COURSES INVOLVING MACHINERY

Are you taking any medications which might affect your performance or other people's safety?

(Circle as appropriate) Yes No

If yes, please state _____

Do you suffer from any serious condition that the trainer should be aware of? (E.g. heart disease, diabetes, epilepsy, allergic reactions...)

Yes No (Circle as appropriate)

If yes, please state: _____

Are you under medical supervision for any other complaint?

Yes No (Circle as appropriate)

If yes, please state: _____

I confirm that I am over 18 years of age, that in information given above is accurate and understand this it is treated in the strictest of confidence

Signature _____ Date _____

Terms & conditions of booking for training and assessment

EQUIPMENT HIRE/LOAN

Equipment for training: Please bring your own personal protective equipment. (Refers to the college Health & Safety rules).

All other equipment for training purposes will be supplied by the college.

Equipment for assessment: Please refer to the NPTC assessment schedules for PPE requirements.

Other equipment can be hired from the college at a nominal fee of £35.

Please note all loans will require a deposit via credit/bank pre-authorisation or cheque up to £ 350.

REFUNDS POLICIES

Refunds policy: no later than 2 weeks prior to course start date. Please note a £ 25 administration fee will apply.

PLEASE NOTE NO REFUNDS WILL BE GIVEN AGAINST NPTC REGISTRATION FEES.

CANCELLATION AND TRANSFER

Cancellation of confirmed bookings must be made no later than 2 weeks prior to the course/assessment date. Refunds cannot be made where notification is given after this time. **Requests for transfer of a confirmed booking to another date made less than 2 weeks prior to the original course start date may incur a second course fee.**

NON ATTENDANCE OF PARTICIPANTS

Non-attendance will incur the full course and assessment fees. In the event of illness preventing attendance, evidence of a doctor's certificate will be required before a refund will be considered.

TRANSPORT

Transport for trainings: As Part of your training package, all transports to other sites will be provided by the college.

Transports for assessments: It is the candidate's responsibility to make their own way to the assessment site(s).

LUNCH AND REFRESHMENTS

There is a refectory at our Capel Manor site, where food and drinks can be obtained. However delegates can bring their own food and refreshments. No alcohol can be consumed on site.

IDENTIFICATION

All candidates must have a valid photo ID on the day of assessment. Failure to do so will result in your assessment being cancelled without any transfer or refunds.

