



APPLICATION FORM
SUPPORT BROKERAGE & SUPPORT PLANNING TRAINING

By returning this form and booking a place, you are automatically agreeing to the terms and conditions shown on pages 3-4.

PERSONAL DETAILS:

Name (as you want it to appear on your certificate)	
Gender	
Date of Birth (day/month/year)	
Credit Target	5 (do not change)
Organisation	CHOICE IN HACKNEY, Defoe Block, Ground Floor, 50 Hoxton Street, London N1 6LP
Contact phone number(s) (Please include a phone number in case of emergency cancellation on the day)	Mobile: Telephone:
Email address	
Full postal address with postcode (your certificate will be sent here)	
Are you a disabled person?	YES / NO Please circle as appropriate
If 'YES' please state type of disability eg physical, sensory, learning disability, mental health issue, long-term health condition etc	
Specific Access Needs (please outline as best as you can eg British Sign Language Interpreter, Induction loop, training material in Braille / Easy	

EMPLOYMENT STATUS AND ETHNICITY:

Please underline or highlight in **BOLD** the best option available to you under each heading below

Employment

- FS Full-time student
- FT Full-time employment
- PT Part-time employment
- RE Registered unemployed (seeking work)
- UN Unwaged (not seeking work)
- NS Not specified

Ethnicity

White

- 01 British
- 02 Irish
- 03 Any other background

Mixed

- 04 White and Black Caribbean
- 05 White and Black African
- 06 White and Asian
- 07 Any other mixed background

Asian or Asian British

- 08 Indian
- 09 Pakistani
- 10 Bangladeshi
- 11 Any other Asian background

Black or Black British

- 12 Caribbean
- 13 African
- 14 Any other Black background

Chinese or other ethnic group

- 15 Chinese
- 16 Any other ethnic group

Prefer not to say

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TERMS AND CONDITIONS:

The following statement should be read in conjunction with the terms and conditions outlined below:

All delegates should note that passing is not automatic. This course is designed to formally assess both verbal and written communication skills.

Delegates who do not participate fully in discussions / presentations, nor hand in their written coursework before the deadline, may not pass the course.

1. There is no guarantee that accreditation will be successfully achieved – students must meet the required standard. Participants agree to abide by and accept the terms and conditions of Open College Network (OCN) Credit4Learning in this regard.
2. If the required standard is not met, students may have to re-take the course at an additional cost to them if they wish to achieve the accredited units.
3. Bookings are not transferrable and are only made for the course on the date(s) below:

For Programme 1 (2014):

Thursday 13th February 2014

Monday 17th February 2014

Tuesday 18th February 2014

Monday 3rd March 2014

Tuesday 4th March 2014

4. Participants agree to complete and return their coursework by 4th April 2014. CHOICE in conjunction with the National Brokerage Network (NBN) London Region reserves the absolute right not to process or mark any work that has been submitted after this date.
5. NBN London Region agrees to mark all coursework within 4 weeks of submission and register learners with OCNCredit4Learning. OCNCredit4Learning agrees to send out certificates within 20 days of registration with them. (At the time of writing, OCNCredit4Learning issues replacement certificates at £25 each.)
6. Participants are entirely responsible for ensuring that a hard copy of their coursework reaches the course tutor. Emailed coursework alone is unacceptable.
7. Participants are responsible for taking and keeping copies of any and all their own coursework.
8. Participants are responsible for all costs involved in sending coursework in the post and should ensure that postage is paid for at the correct rate. Should postage not be sufficient, NBN London Region will charge any additional cost and penalty back to the sender plus a further administrative fee of £15.00.
9. Marked coursework will not be returned to participants. Samples of coursework will be kept for external moderation and standardisation. NBN London Region will dispose of all other coursework.
10. In the event of adverse weather conditions or other disruption to travel, the course will still go ahead on each day provided that at least 50% of

the course will still go ahead on each day provided that at least 50% of the group are in attendance.

11. In the event that any given day's training does not go ahead (due to adverse conditions, the trainer is unwell etc), the trainer will give as much notice as possible. Any day thus postponed will be re-arranged as soon as possible.
12. In the event that any of the training days have to be postponed by NBN London Region, NBN London Region will undertake to re-arrange the training as soon as possible.
13. Trainees who miss any training day throughout the course due to illness or other unforeseen circumstances may, with the agreement of CHOICE arrange to undertake that particular training day at a later stage.
14. The trainer reserves the absolute right to remove any delegate from the training whose language or behaviour is found to be unacceptable and not in line with the NBN's equal opportunities policy.
15. Participants agree to keep to the times set by the trainer **and to turn off their mobile phones throughout the training**, unless in exceptional circumstances and if agreed in advance. Trainees who fail to adhere to these guidelines may be asked to leave the training.