

Childcarestudy Form – General Registration Form

Full Name

Address

Email

Tel

Date of Birth

Job Title

Establishment

Address

Tel

Monitoring: The Assessment Centre has an Equal Opportunities Policy and we need to monitor how this was implemented. Completing this section is not compulsory.

Ethnic Origin

White

British (1)

Irish (2)

Other white background (3)

Black or Black British

Caribbean (12)

African (13)

Other Black background (14)

Asian or Asian British

Indian (8)

Pakistani (9)

Bangladeshi (10)

Other Asian background (11)

Mixed Heritage/Ethnic Group

White and black Caribbean (4)

White and Black African (5)

White and Asian (6)

Other mixed background (7)

Chinese (15)

Other ethnic group (16)

Other mixed heritage

Background (16)

Work Hours

Full Time

Part Time

Job Share

Job

Permanent

Temporary

Casual

Voluntary

Gender

Female

Male

Disability

Do you consider yourself to have a disability?

Yes

No

Are you registered as disabled?

Yes

No

NB Number code refers to 2001 Census Ethnic Group Classifications

Please give details of any specific needs that you would like us to take into consideration

General Registration Form

Please complete this to help us to assess your prior learning or present job role.

Candidate Name

Assessors Name

Brief summary of previous work experience (that may be relevant to your present work role):

Main job roles and responsibilities:

List Qualifications:

Summary of previous training:

Additional Comments:

Candidate signature Date:

Assessors signature Date:

Work Place Contract

Please complete this to help us to assess your prior learning or present job role. Work Place Contract

The purpose of this contract is to ensure the equality of opportunity for employees undertaking a National Vocational Qualification through our Assessment Centre.

The Line Manager must be in Agreement of the following statements:

1. To ensure that working hours are made available to the candidate to achieve an NVQ. This includes planning, assessment, evidence gathering and feedback.
2. To ensure that staff resources are sufficient to support the candidate's needs,
3. To ensure that learning and assessment opportunities are made available where the job role may not include these specific activities.
4. To ensure that all staff within the establishment are aware of the NVQ training taking place.
5. To promote anti-discriminatory practice in respect of race, gender, age, sexuality, marital status, religion, disability, caring responsibilities and culture.
6. To enable good practice in pursuit of an NVQ and to take appropriate action where poor practice is identified.
7. To allow the candidates appropriate access to information and records in pursuit of their NVQ.
8. To ensure that you are able to maintain contact with the training organisation but with the understanding that the centre/candidate have confidentiality agreement and certain issue cannot be discussed.

Childcarestudy Agrees to the following statements:

1. To provide a named link person to offer support and advice.
2. To ensure that the Internal Verifier addresses any issues of poor practice.
3. To reserve the right to raise any unresolved issues with the regulatory bodies where current practice is a barrier to the achievement of the NVQ.
4. To ensure security and confidentiality of all documentation.
5. Whilst supporting the candidate in the workplace the centre cannot give the Full Award if competence in any area is not achieved.

Name of Establishment

Name of Manager Signature

Candidate Name Level 2/3 Date

Reference for

Please could you provide a reference for the above named candidate who has applied to train in childcare.
We would like your views as to the qualities and experience that they have and their suitability to this training.
Please give your contact details and relationship to the candidate in order that we may contact you if necessary.

Thank you.

Reference

Name Signature

Telephone/email

Address

Relationship