



# OTL Qualification Blended Course Application Form

People Projects UK Ltd

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Applicants **must** watch the brief course video which can be accessed by going to: <http://bit.ly/1qjSjQM> and read through the detailed Course Information document before completing this form. (Please provide a photocopy of either 'passport' or 'driving licence as proof of identity).

Full Name:

Email:

Course Dates (\*):

Company Name:

Company Address:

Manager's Name(\*):

Company Phone Number:

Mobile Phone Number:

(\*) Name of a relevant senior manager from the company where the applicant is employed, who can be contacted to verify the accuracy of information on this application.

**Please rate your existing level of experience** in completing observations of teaching / training sessions and delivering feedback.

**Click the relevant circle.**

More than 5 years.	More than 3 but less than 5 years.	More than 1 but less than 3 years	More than 3 months but less than 1 years.	Less than 3 months.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**The course is designed for novices so please do not worry if you are new to observation.**

### Course Completion Commitment

The course applicant and a senior manager from the company where the applicant is employed, should type their names in the end column of the table below.

Applicant	<p>I will abide by the terms and conditions included in this application.</p> <p>I am confirming I have a good standard of written &amp; spoken English.</p>	<input type="text"/>
Company Manager	<p>On behalf of the company I accept the terms and conditions included in this applicatio, &amp; confirm the information provided by the applicant.</p>	<input type="text"/>

People Projects will confirm a place on the course as quickly as possible on receipt of this application.

## Terms and Conditions

The applicant's company will:

- pay the Course Fee on submission of application, and understands that this will not be refunded other than in exceptional circumstances at the discretion of People Projects UK Ltd
- allow the applicant time to participate in the 5 webinars
- enable the applicant to undertake practice to help them develop observation skills being introduced on the course
- provide a witness statement from an appropriately senior manager which, if appropriate, confirms that the applicant has completed an observation and feedback to the standard required in the company.

The applicant as a course participant confirms that they will:

- respond promptly to emails confirming or otherwise their attendance at webinars
- engage in webinars in a professional manner
- not allow or invite other persons to assist them when undertaking the module or on-line assessments and understands that to do so, will result in their course participation being terminated, or their qualification certification being revoked, if assessment fraud is discovered at a later date
- have access to ICT resources ( see Course Information document) and be proficient in their use as specified in the course video
- not reveal the details of any course assessment activity to anyone who may subsequently complete the course.

## Payment Methods

Please indicate the method the company will use to pay for the course by clicking one of the circles below.

- Invoice (please supply a Purchase Order Number if required)

PO Number:

- Direct Payment
- Online Store Purchase

All payment options will still require an address for a copy of the invoice to be sent to.

Account details for Direct Payment

Account Number **10210007**

Sort Code **16-33-27**

How did you hear about us? (Optional)  
Its always useful to see how customers have heard about us.

**ATTENTION!** (please read below)

Please do not forget to provide us with a copy of either your passport or driving licence as proof of identity, we now need this for auditing.

To return this form please do a **SAVE AS** then choose **PDF** and email to:  
[getintouch@people-projects.co.uk](mailto:getintouch@people-projects.co.uk)

If you are struggling to do this, please do not hesitate to contact **Ben** on:  
01924 276862