



OTL Qualification In House Course Application Form

People Projects UK Ltd

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 Date (*):

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 & spoken English.</p>	<input type="text"/>
Company Manager	<p>On behalf of the company I accept the terms and conditions included in this applicatio, & 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 or 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

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