

Advanced Apprenticeship in Management

From January 2007 Chiltern Training will be delivering Advanced Apprenticeships in Management. This course is ideal for line managers, room leaders and staff wishing to gain a management qualification. Funding is available for those aged 16-24yrs.

The course consists of the NVQ Level 3 in Management, Chartered Management Institute Certificate in Management and key skills in application of number and communications at Level 2. The NVQ will be assessed in the workplace and the Introductory Certificate is delivered via afternoon tutorials over a six month period.

The Level 3 NVQ is made up of 4 mandatory units and 3 optional units:

- Manage your own resources and professional development
- Provide leadership in your area of responsibility
- Allocate & monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility
- Encourage innovation in your area of responsibility
- Provide learning opportunities for colleagues
- Manage a budget

Cost: there is a £350 registration charge for the course, however those candidates who already have, or are currently working towards the Introductory Certificate will be exempt from this charge.

MANAGEMENT TRAINING APPLICATION FORM

Personal Information

Last Name:	First Name(s):
Address:	
Postcode:	
Home telephone:	Mobile:
E-mail Address:	
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
National Insurance Number:	
Name of Next of Kin:	
Address (if different):	
I would like to apply for:	
Advanced Apprenticeship NVQ Level 3 Management	

Education Information

School(s) attended since age 11:		
Is English your first language?		YES / NO
Do you need help with:		
English Writing: YES/NO		Maths: YES/NO
English Speaking & Listening YES/NO		
Subjects Studied	Qualifications taken	Results

Hobbies/Interests/Strengths:

Employment History:

Health

Do you have a health problem that could affect the work that you can do?
Yes / No

If yes, please give details:

Profile – Please answer the following questions:

1. Are you registered disabled?

2. Have you previously been assessed for any learning support?

3. Have you had any illness in the last 3 years, which has affected your ability to attend school/college/work?

4. Are you currently receiving any medical treatment for asthma, eczema, diabetes, epilepsy, any allergies or other illness, which could affect your performance in the nursery?

If you answer to any of the above is yes, please give full details:

How did you hear about Chiltern Training Ltd?

IF YOU ARE CURRENTLY WORKING AT A NURSERY

Where do you work?

How many hours per week do you work?

Please give a brief description of your role and main responsibilities:

Recommendation from Employer:
 (Briefly, why do you feel that this person would be suitable to undertake a management course with Chiltern Training Ltd?)

Employer's signature:

Equal Opportunities

To help us ensure that all applications are treated equally, it would be helpful if you answer the following questions:

To which of the following groups do you consider you belong?

WHITE		ASIAN OR ASIAN BRITISH	
British		Indian	
Irish		Pakistani	
Other		Bangladeshi	
MIXED		Any other Asian background	
White & Black Caribbean		BLACK OR BLACK BRITISH	

White & Black African		Caribbean	
White Asian		African	
Other mixed		Any other Black background	
CHINESE OR OTHER ETHNIC GROUP			
Chinese			
Any other		PREFER NOT TO SAY	

Data Protection Act 1998 (to be read and signed by the applicant)
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The company needs to collect and use certain types of information about applicants, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998. The company will take all reasonable precautions at all times to guard information against any unauthorised access and use.
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To the best of my knowledge and belief the information I have given on this form is correct.
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I consent to the company holding this information on file, for as long as it is considered necessary, to fulfil the purpose for which it was obtained and to process it in accordance with the requirements of the Act or other procedures implemented by the Company for this purpose from time to time.

Signed:	Date:
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Please return to:
 Chiltern Training Ltd.
 15 Station Road
 Reading
 Berkshire
 RG1 1LG