



Training for Care

SVQS FOR THE ADULT AND CHILD CARE SECTORS APPLICATION FORM

SECTION 1

TO BE COMPLETED BY THE CANDIDATE

Course Children's Care, Learning and Development
or
Health and Social Care
or
HSC Registered Supervisor

Name: _____

Current Work Position: _____

Workplace: _____

Address: _____

Postcode: _____

Workplace Phone: _____ **Email:** _____

Home Address: _____

Postcode: _____

Home Phone: _____ **Email:** _____

Date of Birth: _____ **NI Number:** _____

SECTION 1/ CANDIDATE

1. Which level of SVQ are you applying for?

(leave blank if applying for Registered Supervisor)

2. Current job title:

Date of employment:

3. Please attach a copy of your current job description (if available). *Attached/Not Attached*

4. If you *have not* attached your job description, please describe fully your role and responsibilities in your current position. If you *have*, feel free to use the space to flesh out any details which you think will help your application.

Looking at your full employment history since leaving school, for how long have you worked altogether in childcare or adult care? Years Months

5. Why are you applying for this programme?

6. List here any qualifications, other courses and training, and any personal interests/study relevant to your job role and the proposed SVQ.

Qualifications

Other courses and training

Personal interests/study

N.B. THIS SECTION IS NOT APPLICABLE TO SKILLSEEKER OR MODERN APPRENTICESHIP CANDIDATES FUNDED BY SKILLS DEVELOPMENT SCOTLAND

7. If you are successful, who will be responsible for the programme fee? (Tick one shaded box only)

i) If you *are* using ILA200, who is paying the rest of the fee?

- Candidate only *or* Employer only *or*
 Employer and candidate (Your share: £..... Employer's share: £.....)*

If you are going to use your ILA200 and have your number, please write it here:

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Don't have your number: you must give it to Tfc as soon as possible as we will not be able to arrange a start date until we have registered your interest with ILA Scotland

ii) If you are using SAAS £500 Part Time Fee Grant (applicable to SVQs level 3 & 4 only) who is paying the rest of the fee?

- Candidate only *or* Employer only *or*
 Employer and candidate (Your share: £..... Employer's share: £.....)*

Please download Tfc's website Part Time Fee Grant Guidance (available April 2011)

For information on how to an ILA account: www.ilascotland.org.uk; freephone 0808 100 190.

iii) If you are *not* using either ILA200 or Part Time Fee Grant, who is paying the fee?

- Candidate only *or* Employer only *or*
 Employer and candidate (Your share: £..... Employer's share: £.....)**

* Tfc has to provide this information when it claims your ILA contribution

** Helpful but not essential at this stage

Signature: Date:

Please now pass the form to your employer to complete section 2 (overleaf).

SECTION 2 TO BE COMPLETED BY THE CANDIDATE'S EMPLOYER

CANDIDATE SELECTION, SUPPORT AND AWARD MANAGEMENT, AND PAYMENT OF FEES

Candidate Selection

Selection procedures focus on the abilities, commitment and employment position of the candidate and on the commitment and capacity of the candidate's employer to support the qualification process.

Candidate Support : provision of an appropriately qualified, experienced and motivated workplace mentor to ensure that

- (1) The candidate has access to the work and assessment opportunities required to complete the qualification.
- (2) The candidate is supported to develop their knowledge and skills, both as preparation for assessment and post assessment following feedback.
- (3) The candidate meets agreed achievement targets and deadlines and the peripatetic assessor is kept fully informed of any concerns regarding the candidate's progress.
- (4) The candidate meets and communicates with TfC staff as agreed in the assessment timetable.
- (5) The peripatetic assessor has access at the times arranged with your organisation.
- (6) Appropriately qualified staff are made available to provide supporting witness evidence.

Award Management

- (a) Targets for award progression and completion are scheduled with the candidate at the start of the programme.
- (b) If the candidate requires additional inputs to complete the programme, these and related fees (current rate £30 per hour) will be agreed with the candidate and the employer prior to the work being carried out.

Please sign below to confirm your support for the candidate's application as set out in this document, including any ILA commitments indicated in paragraph 7 of the candidate section, and in the programme publicity and information.

Signature: _____

Name (please print): _____

Position: _____

Date: _____

Contact details

Address: _____

Postcode: _____

Phone: _____

Email: _____

Invoice details if different from above

Address: _____

Postcode: _____

Phone: _____

Email: _____

Please post the application to: **Training for Care
12-14 Logie Green Road
Edinburgh
EH7 4EZ**