



Training for Care

REGISTERED SUPERVISOR QUALIFICATION APPLICATION FORM

SECTION 1

TO BE COMPLETED BY THE *CANDIDATE*

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

2. Current job title:

Date of employment:

3. If you *have not* attached your job description, please describe fully your role and responsibilities in your current position, with particular reference to your responsibilities for the direction of other staff. If you *have*, feel free to use the space to flesh out any details (particularly responsibilities for other staff) which you think will help your application.

4. Why are you applying for this qualification?

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

- Employer only
- Candidate only *without* ILA
- Candidate only *with* ILA
- Employer and candidate *with* ILA Your share: £..... Employer's share: £.....*
- Employer and candidate *without* ILA Your share: £..... Employer's share: £.....**

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

** *Helpful but not essential at this stage*

If you are going to use your ILA and

Have your number, please write it here:

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 ILAScotland.

For information on how to get a number: www.ilascotland.org.uk; freephone 0808 100 190.

6. Additional Inputs – Fee £40 per input

If you have not undertaken or assessed a Health and Social Care SVQ in the last five years, you must have TfC's induction training in use of the model.

If you have less than six months experience as a supervisor or in a similar position, you are strongly advised to take the one day underpinning knowledge course, Developing and Leading Teams.

✓ box if required:

- Developing and Leading Teams
- Induction to SVQs

Who is paying for the additional inputs? Candidate Employer

Please note: the fees for the additional inputs do not form part of any ILA funding and will be invoiced separately.

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 capability of the candidate's employer to support the qualification process.

Candidate Support

- (1) Give the candidate access to the work and assessment opportunities required to complete the qualification.
- (2) Ensure that the candidate meets and communicates with Tfc staff as agreed in the assessment timetable.
- (3) Ensure that the peripatetic assessor has access at the times arranged with your organisation.
- (4) Make available appropriately qualified staff 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 and additional input commitments indicated in paragraphs 5 and 6 of the candidate section, and in the programme publicity and information.

Signature: _____

Name (please print): _____

Position: _____

Date: _____

Contact details

Address: _____

Postcode: _____

Phone: _____

Email: _____

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