



9453

ADULTS AWARDS APPLICATION FORM

Complete the form in BLACK ink, using CAPITAL letters. This form will be scanned and interpreted electronically. Care taken when completing this form will significantly improve the accuracy of your stored information.

VQF501
(OS)(HK)
Rev Aug 13
Page 1 of 2

Write clearly with each number or letter entirely within the box provided. e.g.

L	O	R	R	A	I	N	E		
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Mark choices clearly with a 'blob' e.g.

Uniformed Group / Unit Name:	CVQO Use Only: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

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Previous Surname / Family Name (if any): <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Date of Birth: (e.g. 4 July 1995 = 04/07/95) <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>			/			/														
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Write Full Address:

Home Phone Number: (Dialing from UK)

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Mobile Phone Number: (Dialing from UK)

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Work Phone Number: (Dialing from UK)

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Email Address:

Qualification applied for:

- ILM Level 2 Award in Leadership and Team Skills (Cadet)
- ILM Level 3 Award in Leadership and Management (Cadet)
- ILM Level 3 Award in Leadership and Management (Adult)
- ILM Level 4 Award in Leadership and Management (Adult)
- C&G Licentiatehip in Leadership and Management
- C&G Affiliateship in Leadership and Management
- C&G Graduateship in Leadership and Management
- C&G Membership in Leadership and Management

Qualifications Held: (mark the most advanced level passed only)

- Postgraduate (HKQF Level 6 or above)
- Bachelor's Degree (HKQF Level 5)
- Associate Degree/Higher Diploma (HKQF Level 4)
- Form 7 equivalent / HKDSE
- Form 5 or equivalent
- None of the above

THIS FORM MUST BE SIGNED ON PAGE 2 BY THE APPLICANT AND COUNTERSIGNED BY THE VQ OFFICER





Ethnicity:

Choose one option that best describes your ethnic group or background

White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any Other White background

Mixed / Multiple Ethnic Groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed / multiple ethnic background

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any Other Asian background

Black / African / Caribbean / Black British

- African
- Caribbean
- Any Other Black / African / Caribbean background

Other ethnic groups

- Arab
- Any other ethnic group
- I do not wish to give this information

Learning Difficulty: (choose one)

Do you consider that you have a learning difficulty?

- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Other specific learning difficulty
- Autism spectrum disorder
- Multiple learning difficulties
- Other
- No learning difficulty
- I do not wish to give this information

Disability: (choose one)

Do you consider that you have a disability or health problem?

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition
(For Example Epilepsy, Asthma, Diabetes)
- Emotional / behavioural difficulties
- Mental health difficulty
- Temporary disability after illness or accident
(For Example Post-Viral)
- Profound complex disabilities
- Aspergers syndrome
- Multiple disabilities
- Other
- No disability
- I do not wish to give this information

Education / Employment:

Are you (choose one):

- In full time education or training?
- Employed 16 hours per week or more?
- In part time employment? (under 16 hours)
- None of the above

Residence: (choose one)

Where have you been normally resident for the past 3 years (disregarding any temporary stay in the UK for educational purposes e.g. boarding school)?

- UK, Channel Islands, Isle of Man or overseas British Forces bases
- Other country?

(specify) _____

Nationality: (choose one)

Are you a British Citizen or national of any other EU country?

- a British Citizen?
- a national of any other EU country?

(specify) _____

- a national of any other country?

(specify) _____

CVQO Use Only

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Course Ref:

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Data Protection: CVQO and HK Uniformed Services collect information about learners for various administrative, academic and health & safety reasons. The UK Data Protection Act of 1998 and the HK Personal Data (Privacy) Ordinance require us to obtain your consent before we can do this, and since we cannot operate without processing information about you, we are unable to register you for any qualification unless you give us your consent to process your data. Therefore, by signing this Application Form you consent to CVQO and HK Uniformed Services processing personal data contained in this form and any other data which we obtain from you or any other source whilst you are registered with CVQO.

The information you provide will be passed to the Unit to which you belong. If you are based outside the European Economic Area (the EEA), information about you may be transferred outside the EEA in accordance with the requirements of the Act. You also consent to the processing of such data for any purpose connected with your course or for any other legitimate and legal reason. SPECIFICALLY, you consent to CVQO processing information about your race or ethnic origin as part of our Equal Opportunities Monitoring and about your physical or mental health or any medical condition you may have as part of our responsibilities for the provision of additional support and for managing our duties and obligations under the Disability Discrimination Act. At no time will your personal information be passed to organisations for marketing or sales purposes.

The information you provide may be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Education Funding Agency (EFA) or its partners. The EFA is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, may be found at www.education.gov.uk and following links/search to data protection and Freedom of Information. No personal, identifiable information will be released without prior permission.

Mark any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By e-mail

THE APPLICANT MUST SIGN BELOW BEFORE THIS FORM IS SUBMITTED TO CVQO

I certify that:

- The information in this form is correct
- I have read the notice above about how my information will be used
- The requirements for the qualification/award which I am applying for have been explained to me and I accept the associated conditions and responsibilities

Applicant's Signature:

Date:



City & Guilds – Learner Eligibility

Award Level	Entry Requirements – Any Adult Member who typically:	Suggested line management: (Subject matter experts could be eligible for GCGI/MCGI if they play a strategic role in the policy and procedural decision making.)	Study Route
Licentiate ship in Leadership and Management	Have first line responsibilities for day to day activities	Instructor Constable or equivalent (DSVS)	Portfolio <input type="checkbox"/>
Affiliate ship in Leadership and Management	Have line management responsibilities	Sergeant Instructor Sergeant or equivalent (DSVS)	Portfolio <input type="checkbox"/>
Graduate ship in Leadership and Management	Senior management responsibilities	Squadron / Unit Commander Squadron Warrant Officer Station Sergeant or equivalent (DSVS)	Work Related Project <input type="checkbox"/> or Portfolio <input type="checkbox"/>
Membership in Leadership and Management	Strategic leadership responsibilities	Officer Commanding Wing / Major Unit Wing Warrant Officer Superintendent or equivalent (DSVS)	Work Related Project <input type="checkbox"/> or Portfolio <input type="checkbox"/>

Additional Notes:

“I confirm that the applicant fulfils the awarding criteria and is eligible for their chosen qualification(s)”

Major Unit Commander

Name:

Signature:

Date:

Institute of Leadership & Management – Learner Eligibility

Award Level	Entry Requirements Attend the following course(s):	Evidence of Course attendance e.g. Course End Report, dates of course attendance
Level 2 Award in Leadership and Team Skills	Junior Non-Commission Officer Training Course Air Cadets Leadership Course (UK)	Evidence provided <input type="checkbox"/>
Level 3 Award in Leadership and Management	Officer Cadet Training Course Officer Trainee Training Course Recruit Instructor Training Course	
Level 4 Award in Leadership and Management	Squadron Commanders' Course	

Registration fees

Full Payment by electronic transfer:

Bank: Lloyds TSB

Account: 02155075

Sort Code: 30-98-97

Ultimate Beneficiary / Account Name: CVQO Ltd. IBAN GB94 LOYD 3098 9702 1550 75

Reference: Please quote your surname

Transfer receipt attached to forms

Full Payment by Credit/Debit Card or Paypal (Payment instructions will be sent to your email)

Qualifications	Fee
<input type="checkbox"/> ILM Level 2 Award in Leadership and Team Skills	£230
<input type="checkbox"/> ILM Level 3 Award in Leadership and Management	£240
<input type="checkbox"/> ILM Level 4 Award in Leadership and Management	£280
<input type="checkbox"/> C & G Level 4 Licentiateship in Leadership and Management	£240
<input type="checkbox"/> C & G Level 5 Affiliateship in Leadership and Management	£300
<input type="checkbox"/> C & G Level 6 Graduateship in Leadership and Management	£375
<input type="checkbox"/> C & G Level 7 Membership in Leadership and Management	£620
Total fee payable	

“I certify the details which I have given are correct and that I understand that any default on payment will render the application void and the qualification will cease”

Applicant's Name:

Applicant's Signature:

Date: