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| **Ace Centre** |
| **Continuing Professional Development**  **Application Form 2018** |
| **Level 7 Postgraduate Certificate in Assistive Technology**  **Manchester Metropolitan University**  **Postgraduate Professional Development Programme** |



**Ace Centre** Hollinwood Business Centre, Albert Street, Hollinwood, Oldham, OL8 3QL

**tel:** 0161 358 0151

**email:** training@acecentre.org.uk

[**www.acecentre.org.uk**](http://www.acecentre.org.uk)

**Level 7**

You should have a first degree or other qualification at an equivalent level. A lower level qualification together with appropriate experience (from which you have developed the skills, aptitude and knowledge to succeed at Masters Level on a course) or exceptionally, substantial appropriate experience alone may be acceptable.

In addition applicants must be able to:

1. provide evidence of suitability / capability to work in an educational setting and the potential to achieve the academic requirement of the programme
2. have the written agreement of their current employer / line manager / placement setting to include:
3. employment ( or placement) of at least 5 hours per week throughout time on the programme
4. permission to undertake work based activities within the setting as required by the programme
5. the allocation of a named workplace mentor who will facilitate workplace based learning

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| 1. **Personal Details** | | |
| Title: Mr / Ms / Miss / Mrs / other | DoB: | Nationality: |
| Surname:  (BLOCK CAPITALS) | | |
| First name: | | |
| Correspondence Address: | Home Address (if different): | |
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|  |  | |
| Postcode: | Postcode: | |
| Contact Telephone Number: | | |
| Email: | | |

**NB Please contact Ace Centre with any changes to these details**

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| 1. **Disability / special needs** |
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| 1. **Payment** |
| \* **PLEASE NOTE Payment is required in advance and all monies are non-refundable**  The delegate fee includes lunch and refreshments.  **Level 7 Award £ 2000**  **□ Please find enclosed a cheque for £\_\_\_\_\_\_\_\_\_\_\_\_\_ made payable to Ace Centre North**  **□ Please invoice**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Purchase Order Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\*\* An invoice will be issued ONLY where a valid Purchase Order has been provided** |

Please tick to indicate that you have read and agree to Ace Centre Training Terms and Conditions

(see p.8)

Signed: Dated:

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| 1. **Relevant Qualifications** |
| Please provide photocopies of certificates with your application form, and list below which you are submitting: |

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| 1. **Current Role** |
| **Position: Date Started:**  **Address:** |

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| 1. **Agreement from current employer** |
| **Name:**  **Position:**  I hereby support the application for this course and give permission for ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to undertake work based activities within the setting as required by the programme and will provide a named workplace mentor who will facilitate workplace based learning.  **Signed:** |

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| 1. **Personal Statement** |
| Please provide a personal statement (approx. 1000 words) explaining your current role, your interest in this subject and why you would like to complete this award. Please note that this personal statement will be used to evidence your written skills.  **Signed:** |

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| 1. **Personal Statement (continued)** |
| **Signed:** |

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| 1. **Checklist** | |
| **Please make sure that you have completed and included all the following items:** | |
| Completed Application Form  Photocopies of relevant qualifications  Recent photograph  (email copy to sdale@acecentre.org.uk)  Employer’s signature | □  □  □  □ |
| **Evidence of Entry Requirements**   1. Applicants should provide photocopies of relevant qualifications 2. A written personal statement is required in support of an application to the course. This will evidence the applicant’s written communication abilities and should explain the applicant’s current role and reason to apply for the course 3. The applicant’s employer should sign the application form as written agreement to attend and participate in the course | |

**How did you find out about this course?**

**□ E-Mail □ Word of mouth**

**□ Training Flyer**  **□ Ace Centre Training Event**

**□ Website (**Please specify) **□ Other (**Please specify)

**IMPORTANT**

**It is YOUR responsibility to ensure that Ace Centre has up-to-date personal information and contact details.**

**Ace Centre may contact you via email. It is YOUR responsibility to access this regularly to keep up-to-date with information.**

## 1 Introduction

1.1 Note the limitation on liability in paragraph 5 and the cancellation fee in paragraph 7.

1.2 If you would like to use any of our material in a way not covered by these terms, please contact us.

## 2 Terms of Agreement

2.1 This Agreement starts when you sign and date the booking form, send it to us. We will acknowledge receipt of your booking by email. This Agreement ends when it is terminated under paragraph 6.

2.2 You acknowledge that we own all of the intellectual property rights in the materials. You may copy and use materials for the purpose of completing training assignments in your own name or in the name. You may not use the materials for any other purpose.

## 3 Your obligations

3.1 You shall pay the full course fee before the commencement of the training.

3.1 You shall not use the training materials for training other people.

3.2 You will not:

3.2.1 Alter any part of the training materials; or

3.2.2 Assign or otherwise dispose of your or our rights under this agreement.

3.2.3 Contest our intellectual property rights in the materials

## 4 Our obligations

4.1 We will invoice for full payment of the training course on receipt of the booking form.

4.2 If you satisfactorily complete your training, we will issue a certificate of attendance or completion, specifying the course title, delivery date and appropriate continuing professional development (CPD) hours.

## 5 Liability

5.1 Our liability to you for any loss or damage is limited to damages of an amount equal to the Fee.

## 6 Termination

6.1 This agreement will terminate when the training is complete or if you are in material breach of any of its terms and if the breach is not remedied within the period of ten days after we have given you written notice of it.

## 7 Cancellation

7.1 If you wish to cancel a training course you must notify us in writing and in advance of the date set for the training course to begin.

7.2 If you fail to complete a training course you may transfer your booking from one training course to another (subject to availability) for an administration fee of £25 and pay the difference in any fees due for the alternative course. Full or partial fees already paid are non refundable.

7.3 We reserve the right to cancel any training event. We will endeavour to provide a minimum of four weeks notice wherever possible. If we cancel a training course we will refund the fee to you in full.