

Data Protection: CVQO and HKACC 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 HKACC 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 will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will 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 LSC or its partners. The LSC 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.lsc.gov.uk/providers/Data/help/ and by following the links to data protection.

The Applicant MUST sign below before this form is submitted (together with a VQF502 showing your achievements) to HKACC/CVQO

The requirements for the qualification enrolment(s) applied for have been explained to me and I accept the conditions and responsibilities associated with working towards those qualification(s).

Applicant's Signature:

Date:

NOTES FOR COMPLETION

Ethnicity: Use the codes below to complete the "Ethnicity" entry on Page 1.

Asian or Asian British:	1 8 Chinese	Mixed:	White:
1 1 Bangladeshi		1 9 White & Asian	2 3 British
1 2 Indian	Black or Black British:	2 0 White & Black African	2 4 Irish
1 3 Pakistani	1 5 African	2 1 White & Black Caribbean	2 5 any other White background
1 4 any other Asian background	1 6 Caribbean	2 2 any other Mixed background	
	1 7 any other Black background		

If your ethnic origin is not listed enter code **9 8** If you do not wish to give information about your ethnicity enter code **9 9**

Disability: Use the codes below to complete the "Disability" entry on Page 1

2 1 Visual impairment	0 5 Other medical condition (e.g. epilepsy, asthma)	0 9 Profound complex disabilities
2 2 Hearing impairment	0 6 Emotional/behavioural difficulties	1 2 Aspergers syndrome
0 3 Disability affecting mobility	0 7 Mental health difficulty	9 0 Multiple disabilities
0 4 Other physical disability	0 8 Temporary disability after accident or illness (e.g. post-viral)	9 7 Other

If you do not think that you have a Disability use code **9 8** Otherwise the code should be used which identifies your main Disability.

If you have more than one Disability of equal severity use code **9 0**

Learning Difficulty: Use the codes below to complete the "Learning Difficulty" entry on Page 1.

2 8 Moderate learning difficulty	1 1 Dyscalculia	9 0 Multiple learning difficulties
2 9 Severe learning difficulty	1 9 Other specific learning difficulty	9 7 Other
1 0 Dyslexia	2 0 Autism spectrum disorder	

If you do not think that you have a Learning Difficulty use code **9 8** Otherwise the code should be used which identifies your main Learning Difficulty.

If you have more than one Learning Difficulty of equal severity use code **9 0**

Candidate Name:	Unit:
-----------------	-------

Qualification	Fee	Please indicate choice
ILM Award in First Line Management – Level 3	£230	
City & Guilds LicentiateShip – Level 4 (*)	£230	
City & Guilds Graduateship – Level 6 (**)	£360	
City & Guilds Membership – Level 7 (**)	£600	
Total fee payable		

(**) Please complete <u>only</u> if registering for Graduateship or Membership Do you hold a commission? YES ☐ NO ☐ If <u>yes</u> please state If <u>no</u> do you hold the rank of WO ☐ WO with a Wing or Corps role ☐ Have you completed a minimum of 10 years Adult Cadet Service? This includes broken and Civilian Instructor service. YES ☐ NO ☐ Please indicate which eligible courses you have attended (if applicable): Officer Cadet Training Course ☐ Officer Trainee Training Course ☐ Officers Command Course ☐ If yes, when did you attend the above course?..... Which Award Route are you registering for? Reflective ☐ Open to those who have attended any of the above eligible courses Portfolio ☐ Open to those who hold a level 4 qualification. Please enclose a copy of your certificate with this application Thesis ☐ Open to those who have not attended the specified courses, do not have a level 4 qualification, but have answered "yes" to the other questions above or are completing the Membership award	(*) Please complete <u>only</u> if registering for LicentiateShip Have you completed a minimum of 5 years Adult Cadet Service? This includes broken and Civilian Instructor service. YES ☐ NO ☐ Please indicate which eligible courses you have attended (if applicable): Officer Cadet Training Course ☐ Officer Trainee Training Course ☐ Recruit Instructor Training Course ☐ If yes, when did you attend the above course?..... "I certify that 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 Signature:..... Date:..... "I confirm that the applicant fulfils the awarding criteria and is eligible to register for their chosen qualification(s)" CO's Signature:..... CO's Name:..... CO's Appointment:..... Date:.....
---	--

Please ensure that this form is returned to CVQO together with VQF501 (Adult Award Application Form) Pages 1 and 2



3 Archipelago • Lyon Way • Frimley • Camberley • Surrey • GU16 7ER
email: avq@cvqo.org phone: 01276 601715 fax: 01276 601719 web: www.cvqo.org

CVQO Ltd. Company Registered in England & Wales No: 5736932
Charity Registered in England & Wales No: 1115234 Charity Registered in Scotland No: SC039261