|  |  |  |
| --- | --- | --- |
| Name: | | |
| Address: | | |
|  | | Post Code: |
| Email Address: | | |
| Contact Number: | Telephone No: | |
| Job Role: | | |
| Employer: | | |
| Employer Address: | | |
|  | | |
| Qualification I will be undertaking: | | |
| I will be applying for (x) SAAS  ITA  N/A | | |
| Payment for the award – pricing structure on page 2: All SVQ’s must be fully paid within 6 months of starting a programme, irrespective of duration of completion. Candidates will be required to sign a payment agreement prior to induction outlining how they will be paying their course fees, option are:   1. In full, one off payment 2. In staged payments x 3 (at induction, month 3 & month 6) | | |
| I agree to my employer being updated with progress of my award (x): Yes:  No: | | |
| CTC use an E-portfolio which is an online system for your SVQ. You can log in from any computer/tablet to contact your assessor/upload work/receive feedback and view the progress of your award. You can log in and use the portfolio at any time any place.  To use this system, you must have an email address, access to a computer or tablet with Microsoft Word or a Notes or WordPad programme, this will enable you to complete an evidence gathering form or use notes or a wordpad to type up your evidence before uploading to E-portfolio.  If you would like to use the online E-portfolio please tick below or mark with (x) | | |
| I will be using e-portfolio: | I will not be using e-portfolio: | |

Candidates Signature:

Date:

