

# BTEC Advanced **Award** in Local Government Management

## Application to Register Candidates on the 30 hour E-learning Programme

Please complete all sections (BLOCK CAPITALS) and send it to the address below (*phone 01202 814165 if you have any queries*).

### Step 1 - Sponsor Details

#### Local Authority

Full name of authority					
Address line 1					
Address line 2					
City/town		County		Post code	

#### Contact Officer

Mr/Mrs/Miss/Ms (optional)		First name/initials		Last name	
Job title				Department	
E-mail address				Phone no.	

### Step 2 - Please enter details of applicants to be registered (overleaf).

#### Notes

Once completed, please send this form to:

**Visionary Training and Consultancy Ltd, 4 Keswick Way, Verwood, BH31 6HP** (or e-mail: [enquiries@localgovtraining.co.uk](mailto:enquiries@localgovtraining.co.uk))

Your application for registration is confirmation that you accept our Standard Terms and Conditions and agree to pay the programme fees in respect of each applicant listed. Please refer to our website for all Terms and Conditions and current fees: [www.localgovtraining.co.uk](http://www.localgovtraining.co.uk)

#### What happens next

When we receive your request, we will send an acknowledgement and an invoice. Please contact us if you do not receive our postal acknowledgement and invoice within 5 working days. We will also send a courtesy e-mail to each applicant to advise them that registration is under way.

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**Step 2 - Applicant Details** *(please ensure that information in \* columns is provided in respect of all applicants)*

	Title	* First name	* Last name	Department	* E-mail address	* Tick to confirm that applicant accepts Student Terms of Use
1						
2						
3						
4						
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17						
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20						

**Step 3** – Please copy this form if more than 20 applicants are to be registered and retain copies for your own records

*Address for completed applications is overleaf*