

BTEC Advanced Certificate in Local Government Management

Application to Register Candidates on the 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					
Address line 3					
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

Your submission of this application 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

What happens next

On receipt of your request for candidate registration, we will send an acknowledgement and an invoice. Please contact us if you do not receive our postal acknowledgement and invoice within 7 working days. We will also send a courtesy e-mail to each applicant to advise them that registration is under way.

Application to Register Candidates on the Programme *(continued)*

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						
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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