|  |  |  |
| --- | --- | --- |
| **Centre Use Only** | **Cohort:** | **WAMITAB Reg No:** |
| **CENTRE REGISTRATION FORM** | | |

**PLEASE COMPLETE THE FOLLOWING IN CAPITALS AND BLACK INK.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1 – PERSONAL DETAILS** | | | | | | | |
| Do you require your ULN? (Unique Learner Number) Yes / No | | | | | | Male/Female | |
| Full Name: (in CAPS) | | | | | | Date of Birth: | |
| \*Home Address:  Post Code: | | | | | | | |
| \*It is the responsibility of the candidate to inform the Centre and WAMITAB of any change of address. | | | | | | | |
| E-mail (**mandatory**): |  | | | Mobile No: | | | |
| \*Passport / Driving Licence No: | | | | | | \*Assessor will examine on the first visit | |
| **SECTION 2 – AWARD DETAILS – Note: Registration is for 24 MONTHS ONLY. If Candidate does not complete within this timescale, new Registrations will be required.** | | | | | | | |
| \*\*Award Code: |  | Name of Assessor (if known): | | | |  | |
| Name of Assessment Site | | | | | | | |
| \*\*Note: A T NERAC will not be responsible for any fees payable for change of award after registration. | | | | | | | |
| Address of Assessment Site:  Post Code: | | | | | | | |
| **SECTION 3 – CANDIDATE DECLARATION** | | | | | | | |
| *I have read and understood the Guidance Notes and A T NERAC’s Standard Terms & Conditions for Assessment &/or Training & Services. I wish to be registered for the WAMITAB Award as detailed in above.* | | | | | | | |
| Candidate Signature: | | | | | Date: | | |
| **SECTION 4 – COMPANY DECLARATION (\* Mandatory)** | | | | | | | |
| *I/We agree to pay the fees for the inspection of the site(s) as detailed in Section 2 and as outlined in the Candidate Guidance Notes. I/We agree to pay all assessment/IV and related costs as detailed in the Candidate Guidance Notes in relation to the award and A T NERAC’ s Standard T&C’s for Assessment and /or Training and Services.* | | | | | | | |
| \*Name of Company: | | | | | | | |
| \*Name of Company Representative: | | | | | | | |
| Position in Company: | | | | | | | |
| \*Invoice Address:  Post Code: | | | | | | | |
| \*Finance Contact Email : | | | PO No (if applicable): | | | | |
| \*Company Representative Signature: | | | | | | | \*Date: |

**Please return this form, together with the WAMITAB Registration and relevant fees to:**

**A T NERAC Ltd, Unit 34 Mount Osborne Business Centre, Oakwell View, Barnsley S71 1HH**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOR CENTRE USE ONLY** | Date Rec: | Invoice No: | Amount: | Assessor: |
| Date Reg on Quartz | Assessor Email Sent: | Scanned: | Database Entry Date: | |

**A T NERAC – CANDIDATE CONSENT FORM**

**Consent**

The definition of “consent” in Article 4(11) of the GDPR is similar to the old Data Protection Directive definition, but adds some detail on how consent should be given:

What’s different about the standard of consent?

DP Directive Definition:

“any freely given specific and informed indication of his wishes by which the data subject signifies his agreement to personal data relating to him being processed”

GDPR Definition

any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”

“

**What is valid consent?**

Your consent must be freely given; and you should have genuine ongoing choice and control over how A T NERAC use your data.

Your consent should be obvious and require a positive action to opt in

Your explicit consent must be expressly confirmed in words, rather than by any other positive action.

There is no set time limit for consent. How long it lasts will depend on the context, ie how long it would take to complete your award. You can opt out at any time by contacting A T NERAC.

If you still feel that your personal data has not been handled appropriately by A T NERAC, according to the law, you can contact Information Commissioners Office and file a complaint with them.

Please sign below:

|  |  |
| --- | --- |
| NAME: |  |
| ADDRESS: |  |
| MOBILE: |  |
| EMAIL: |  |
| CONSENT REQUIRED FOR: | Assessment of a Waste Management Award. |
| I agree that A T NERAC may obtain and retain relevant information about me. | |
| I have read and understood A T NERAC’s the Privacy Policy. | |
| I have been given the opportunity to ask questions. | |
| I understand I can withdraw my consent at any time. | |
| I know the name and position of the Controller and a contact number | |
| I Understand that all Personal information provided by me will remain confidential and no information that identifies me will be made available publicly. | |
| Signature of Candidate |  |
| Date: |  |

**CANDIDATE CONSENT FORM**

**Please sign and return this form to Centre**.

**EQUALITY & DIVERSITY MONITORING FORM**

**By completing this questionnaire, you will be assisting A T NERAC to monitor its Equal Opportunities & Diversity Policy. Please tick all relevant boxes.**

[

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENDER:** | **Male** |  | **AGE:** |  |
|  | **Female** |  |

**Please show the group that best describes your ethnic origin by ticking only one of the boxes below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 Asian or Asian British - Bangladeshi |  |  | D1 White - Irish |  |
| A2 Asian or Asian British - Indian |  |  | D2 White - British |  |
| A3 Asian or Asian British - Pakistani |  |  | D3 White – any other |  |
| A4 Asian or Asian British – any other |  |  | E1 Mixed – White and Black Caribbean |  |
| B1 Black or Black British - African |  |  | E2 Mixed – White and Black African |  |
| B2 Black or Black British - Caribbean |  |  | E3 Mixed – White and Asian |  |
| B3 Black or Black British – any other |  |  | E4 Mixed – any other |  |
| C1 Chinese |  |  | F1 – Any Other |  |
| C2 Chinese – any other |  |  | G1 – Knot know/not provided |  |

**What is your religion?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| None |  |  | Christian *(including Church of England, Catholic, Protestant and all other Christian denominations)* | | |  |
| Muslim |  |  | Sikh |  | Buddhist |  |
| Jewish |  |  | Hindu |  | Any Other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a special assessment need?** | Yes |  | No |  |

(shift work, part time, etc)

If you feel that you have a disability or special assessment requirement and require any help, please do tell us. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our service to you and are committed to **making reasonable adjustment**, wherever possible. It would help us to know your needs in order to do this, either details below or discuss this in confidence with your Assessor.

|  |
| --- |
|  |

|  |
| --- |
| **CANDIDATE GUIDANCE NOTES** |

**REGISTRATION:** A T NERAC’s Centre Registration should be completed along with the WAMITAB Registration and returned to the Centre. The enclosed forms should be accompanied by a non-refundable payment for each award. This is required for registration before any assessments can take place. You may opt to be invoiced for these costs but **no registration will be sent to WAMITAB until these fees have been received.** Please ensure a purchase order is provided if applicable. NOTE: From April 1st 2019, all registrations are **ONLY FOR 24 MONTHS**. If the candidate does not complete within this timescale, they will be required to re-register for a new award, at extra cost.

**INITIAL SITE VISIT:**  On receipt of the payment, you will be allocated an Assessor who will contact you to arrange an initial visit and site assessment. A cost will be charged for the initial visit and inspection of the assessment site(s). **For new candidates –** The Initial Site Visit fee for 4 hours will be included in the Registration Fees. Assessment site(s) must be approved by the Centre. The assessor will require Photographic Proof of your Identity at First Visit.

**ASSESSMENT/INTERNAL VERIFICATION:** Following a satisfactory initial visit and site inspection, your designated Assessor will begin the assessment/verification process.

**DISPUTES AND APPEALS PROCEDURE:** Candidates have the individual right of appeal against their own Assessment/Verification in line with the Centre’s Quality Procedure and Award Assessment/Verification/Appeals. Please contact the Centre for a copy.

**EQUALITY & DIVERSITY OPPORTUNITIES:**  A T NERAC is committed to promoting and developing equality for all to ensure that the A T NERAC Equality & Diversity Policy maintains its effectiveness. By completing the attached questionnaire you will be assisting A T NERAC to monitor its Equality & Diversity Policy.

**DATA PROTECTION ACT:** All data will be maintained by A T NERAC, in line with the GDPR.

**TRAINING:** It is the role of your Assessor to identify training needs in order for you to achieve an award. This does not mean, however, that you have to go through training with A T NERAC. You will be given impartial advice and various options by your Assessor to suit your personal requirements and you have the choice to go to any training provider. Should you have any queries regarding training, please contact the Centre.

**FEES (All fees are payable to A T NERAC Ltd)**

**A T NERAC Centre Registration:** £260.00

(2nd & Subsequent awards after completion of initial award £100.00 per award)

**WAMITAB Registration:** 12 Unit Award with CoTC: £413.00 / 6 Unit Award: £158.00/ 4 Unit Award £104.00 - No VAT

**For Example:** 12 Unit Award with CoTC (£413) & Centre Registration (£260 + VAT) = £725.00

6 Unit Award (£158) & Centre Registration (£260 + VAT) = £470.00

4 Unit Award (£104) & Centre Registration (£260 + VAT) = £416.00

Second WAMITAB Registration Fees would apply to any subsequent Registrations

**INITIAL VISIT/ON SITE ASSESSMENT/OFF SITE ASSESSMENT/INTERNAL VERIFICATION**

Will be invoiced to you/your company at a rate of:

4 Hours for Initial Site Visit @ £65.00 per hour (payable on Registration)

£65.00\* per hour on/off-site assessment/ & IV / £65.00\* per hour travel time (base\*\* to site & return)

0.55p\* per mile travel, plus postage of portfolios, bridge fees, etc.

**TERMS AND CONDITIONS:** Please see our full ‘Standard Terms and Conditions. **Please Note**: Certificates will be not be applied for until customers’ account is up-to-date and paid in full. If appointments are cancelled with **less than 48 hours notice**, customer may be liable for a charge.

**Notes**

\* This fee is subject to change and any changes will be notified to you/your company accordingly.

\*\* Assessors are peripatetic therefore base would be from home. Every effort is made to ensure travel time is kept to a minimum.

\*\*\* Please Note – This registration will remain current for **2 years**, after which a further registration fee will be required. If a candidate ceases to be employed by the Company and A T NERAC is not informed immediately, any further costs incurred will still be payable.