

ICP Course & test information

Please keep for your records

Please find below a Booking form and enrolment/Cache registration form for you to complete for your ICP course, please enter both a first and second choice of course on the booking form.

Places are allocated on a strictly first come first served basis, and will only be held for you once we are in receipt of your correctly completed booking forms and payment.

In order to assist our finance department, please could you put the ICP course number on the reverse of your cheque.

Preparation for your course: Once we have received your booking form and payment we will email (where possible), or post confirmation of your place on the course, along with guidance to accessing the course fact sheets. Course fact sheets are accessed through our VLE (virtual learning environment) and you will need to print these off prior to the start of the course, if you do not have access to a printer or the internet we can print copies out for you at a cost of £10.00 to be given to you at the start of the course by the tutor.

You will also need to obtain a copy of the EYFS pack (Early Years Foundation Stage) please bring this with you to the course.

To order a copy, please telephone: 0845 60 222 60 and quote reference:
00261-2008PCK-EN

You may also find it useful to purchase an A4 file to keep relevant paperwork from the course safe.

Food is not provided on the course, however please feel free to bring a packed lunch.

There will be a multiple choice test following the course
Important test information is below:

- the time for the test is 45 minutes
- You must bring a pencil and an eraser with you. Pen is not to be used on any part of the paper.
- You will be given your candidate PI number at the time of the test.
- You will be contacted if you have been marked as a referral approximately 4 weeks after the test.
- Candidates who have passed will receive their certificates via recorded delivery approximately 5 weeks after the test.

If you do not wish to sit the test you must indicate this on your CACHE registration form by ticking the relevant box.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Trio Childcare Connections

Candidate Booking Form - Oxfordshire

(Please return this form together with your cheque and write clearly in **CAPITAL LETTERS**)

CANDIDATE INFORMATION **TERMS & CONDITIONS APPLICABLE TO TRIO CHILDCARE COURSES**

FOR ALL COURSES/ QUALIFICATIONS

- The candidate payment is non refundable or transferrable.
- Failure to complete the course/qualification could result in either Trio or the relevant funding body applying direct to you as the candidate for any funding paid to Trio as the Training provider.
- An invoice will be sent as receipt of payment via e-mail (if applicable).

FOR NVQ QUALIFICATIONS

- Full payment, including VAT, must be received by Trio before you can commence working with an assessor.
- You will be allocated a number of hours to complete this qualification. Should you require further hours you will be required to pay an hourly rate of £25.00 plus VAT. Payment of the additional monies must be paid in advance of the hours being used. (This hourly rate is subject to change and you will need to clarify this with the Trio Finance Department).
- Assessing dates and times will be agreed between yourself and your assessor. Should you give less than 24 hours notice of a cancelled session you will be deducted one hour from your entitled hours.

FOR ICP / DHC COURSES

- Places are allocated on a first come first served basis, we cannot guarantee a place on either your first or second choice, your place will be held for you once we receive booking form and payment.
- Full payment, including VAT, must be received by Trio no later than 10 working days prior to the course commencement date.
- Please note the full cost of the course shown overleaf.
- For ICP courses –
 - If you claim the Childminder Start-up Funding and register as a childminder, you will not have to pay this. If you do not claim the grant or do not register as a childminder within 9 months of completing your ICP , you may be required to pay the cost of the course yourself.
 - Payment of the deposit must be received before commencement of the course.
 - You are allowed two attempts at the multiple choice test (non-attendance is considered an attempt) at no cost. Should you then require us to arrange a further test date this will be subject to a charge of £30.00 + VAT (to be paid before test can be arranged). All re-arranged test dates must be confirmed with Head Office (01793 849621).

It is a Trio requirement that you attend all the sessions of your ICP course to obtain your certificate of attendance, in line with Ofsted's guidance.

Trio Childcare reserve the right to cancel any courses due to unforeseen circumstances.

**PLEASE SIGN TO ACKNOWLEDGE YOU HAVE READ
AND AGREED TO THE TERMS AND CONDITIONS
MENTIONED ABOVE**

Signature

Date

PLEASE COMPLETE BOTH SIDES OF THIS FORM



CANDIDATE BOOKING FORM

THE TOTAL COST OF THIS COURSE IS £130.00 + VAT

Full name		Signature:	
Address			
Postcode		Tel Numbers	
E-mail address We use email as main form of correspondence			
Date Attending Briefing Session: (This must be completed and failure to do so could result in your being unable to book onto an ICP.)			
Course number	1st Choice	2nd Choice	
Dates			
Venue			
Course cost/ Candidate contribution: £8.51	Vat (17.5%): £1.49	£10.00	
Course fact sheets: You have the option to purchase these at a cost of £10 Or you can download free and print off at your own expense (a link will be provided)	<i>I will buy printed fact sheets from Trio</i>	<small>£8.51 +vat £1.49</small> £10.00	
	<i>I will download and print my own factsheets</i>		
	TOTAL AMOUNT DUE	£	
<p>PLEASE RETURN YOUR CHEQUE MADE PAYABLE TO <u>TRIO CHILDCARE CONNECTIONS</u> TOGETHER WITH THIS FORM SIGNED TO THE ADDRESS BELOW</p> <p style="margin-left: 100px;">Alison Campbell, c/o Training Dept Trio Childcare Connections Unit 4 Coped Hall Business Park Wootton Bassett Swindon Wiltshire SN4 8DP</p>			

If you require any further assistance please do not hesitate to contact our training department on 01793 849621 or training@triochildcare.co.uk

Have you signed both sides of this form	<input type="checkbox"/>
Have you attached your cheque or postal order	<input type="checkbox"/>

PLEASE COMPLETE BOTH SIDES OF THIS FORM

ENROLMENT FORM FOR ICP COURSE



Learning barriers

Please answer the following questions honestly and to the best of your ability. These questions will enable Trio to give any help that is needed to enable you to reach your full potential.

If you wish, our centre coordinator will read these questions for you so that you may answer verbally instead of in written form.
Please call our training department on 01793 849621.

*Anything written here will be completely confidential

1. Are there any things listed below that you find difficult (to **any** degree) to do?

- | | | |
|----|---------------------------------|--------|
| a) | Reading | YES/NO |
| b) | Listening or hearing | YES/NO |
| c) | Concentrating | YES/NO |
| d) | Speaking | YES/NO |
| e) | Writing | YES/NO |
| f) | Understanding instructions | YES/NO |
| g) | Speaking to / with other people | YES/NO |
| h) | Any other difficulties? | YES/NO |

*If you have multiple or more complex needs, please call the centre Coordinator: - 01793 849621

Please explain here what those difficulties are: -

.....
.....
.....
.....

2. Do you have any difficulties with: -

- | | | |
|----|-----------------------|--------|
| a) | Understanding English | YES/NO |
| b) | Writing English | YES/NO |
| c) | Speaking English | YES/NO |

3. Are you registered disabled? YES/NO. If so what is your registration number?

I have listed all/any-learning barriers here that may affect my ability to train/learn with Trio.

Signature: -

Date: -

PLEASE COMPLETE BOTH SIDES OF THIS FORM

CANDIDATE SURNAME:

FIRST NAMES:

PIN NO (IF PREVIOUSLY REGISTERED WITH CACHE): __ /

ANY PREVIOUS SURNAME IF REGISTERED WITH CACHE PREVIOUSLY:

SEX (M/F) :

DATE OF BIRTH: _____

POST CODE:

ADDRESS:

TEL. NO: ()

EMAIL ADDRESS:

ETHNIC GROUP:

WHITE:

01 = British

02 = Irish

03 = Any other white background

MIXED:

04= White & Black Caribbean

05= White & Black African

06= White & Asian

07= Any other mixed background

ASIAN OR ASIAN BRITISH:

08= Indian

09= Pakistani

10= Bangladeshi

11= Any other Asian background

BLACK OR BLACK BRITISH:

12= Caribbean

13= African

14= Any other black background

CHINESE OR OTHER ETHNIC GROUP:

15= Chinese

16= Any other ethnic group

55= Parent / pupil preferred no to say

SPECIAL NEEDS:

6 = None

1 = physical disability

2 = visual impairment

3 = hearing impairment

4 = learning difficulty

5 = Other (please specify) _____

LANGUAGE: E = English W = Welsh E/W = English / Welsh

GCSE Grade C or above (TICK)

CCE, G/NVQ or other level 2 award (TICK)

Please tick if you do not wish to attend the ICP test

PLEASE COMPLETE BOTH SIDES OF THIS FORM