

## Active IQ Professional Career Development Application Form

Please read the application form carefully prior to completion and ensure that if completing by hand you use BLOCK CAPITALS\*. Upon successful achievement of the qualification you are enrolling onto your name will appear on your certificate exactly as you have stated in this application form. All application forms must have an authentic signature which is located on the last page. If you are wishing to complete an Internal Verifier course you will need to attached a copy of your Assessor certificate which you can send along with your application to [PCD@activeiq.co.uk](mailto:PCD@activeiq.co.uk)

*\*The above process must be completed or your application form could be rejected until fully completed.*

**\* These are mandatory fields which must be completed.**

Once you have completed the application form you can send by:

- Email to [PCD@activeiq.co.uk](mailto:PCD@activeiq.co.uk)
- 01480 467 950
- Active IQ Ground Floor Office, Dryden House, St Johns Street, Huntingdon, PE29 3NU
- Post: Active IQ, (F.A.O Leianne Bromwich)

### **Payment Options:**

Payment can be made via BACS, cheque or credit/debit card. If you wish to pay by cheque please ensure you send a cheque, payable to Active IQ Ltd. for the full amount of the course to the Active IQ address details listed above. If you wish to pay by BACS or credit card as soon as we receive your application form we will make contact with you to take payment.

**Your details – Complete Below:\***

<b>First Name(s):*</b>	
<b>Surname:*</b>	
<b>First line of your address:*</b>	
<b>Town:*</b>	
<b>County:*</b>	
<b>Postcode:*</b>	
<b>Email address:*</b>	
<b>Home telephone No:*</b>	
<b>Work telephone No:</b>	
<b>Mobile No:*</b>	
<b>Male/Female:*</b>	
<b>Date of Birth*</b>	

### Level 3 Award in Education and Training Qualification:

<p>Active IQ Level 3 Award in Education and Training</p> <p>(eClinic, eLearning, one-to-one tutor guidance and assessment)</p> <p>Timeframe – 4 months</p>	<p>£300 plus VAT</p>	<input type="checkbox"/>
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### Assessor Qualifications:

\*Below, check the course option you would like to pick

<p>Option 1:</p> <p>Active IQ Level 3 Award in Understanding the Principles and Practices of Assessment</p> <p>(eLearning, one-to-one tutor guidance and assessment)</p> <p>Timeframe – 10 weeks</p>	<p>£150 plus VAT</p>	<input type="checkbox"/>
<p>Option 2:</p> <p>Active IQ Level 3 Award in Assessing Vocationally Related Achievement</p> <p>(eClinic, eLearning, live webinar, one-to-one tutor guidance and assessment)</p> <p>Timeframe – 6 months</p>	<p>£500 plus VAT</p>	<input type="checkbox"/>

### Level 3 Award in Understanding the Development and Delivery of End-point Assessment:

<p>Level 3 Award in Understanding the Development and Delivery of End-point Assessment</p> <p>( elearning , eAssessment , case study / assignment )</p> <p>Timeframe – 4 Months</p>	<p>£300 + VAT</p>	<input type="checkbox"/>
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## Internal Quality Assurance Qualifications:

\*Below, check the course option you would like to pick

<p><b>Option 1:</b> Active IQ Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice</p> <p>( one-to-one tutor guidance <i>and</i> assessment)</p> <p>Timeframe – 10 weeks</p>	<p>£150 plus VAT</p>	<input type="checkbox"/>
<p><b>Option 2:</b> Active IQ Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice</p> <p>(eClinic, live webinar, one-to-one tutor guidance and assessment)</p> <p>Timeframe – 6 months</p>	<p>£500 plus VAT</p>	<input type="checkbox"/>

## Level 4 Certificate in Education and Training Qualification:

<p><b>Active IQ Level 4 Certificate in Education and Training</b></p> <p>(online programme that includes 1 x face to face workshop, eClinic, eLearning, one-to-one tutor guidance and assessment)</p> <p>Timeframe – 10 months</p>	<p>£750 plus VAT</p>	<input type="checkbox"/>
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Workshop day dates for the Level 4 Certificate in Education and Training are available from [PCD@activeiq.co.uk](mailto:PCD@activeiq.co.uk)

### Your Individual Needs/Requirements:

To ensure we support you as effectively as possible it's important that we understand whether you have any individual needs and/or requirements. Any information you share with us will be treated with the strictest confidentiality. If necessary, we will contact you prior to the start of your course to discuss any specific individual needs/requirements.

Below, check any options that apply to you:

Dyslexia	<input type="checkbox"/>
Visual impairment	<input type="checkbox"/>
Hearing impairment	<input type="checkbox"/>
A specific learning difficulty: If yes, please supply additional detail in this box:	
English as a second language	<input type="checkbox"/>
I am a wheel chair user	<input type="checkbox"/>
Another need not listed: If yes, please supply additional detail in this box:	
Any special dietary requirements: If yes, please supply additional detail in this box:	

**Entry Requirements for Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes & Practices:**

In order to enrol onto any of the course options you must provide evidence of prior achievement of one of the following qualifications (or accepted equivalent). You must ensure you include a copy of your certificate of achievement as part of your application, or, if your qualification was achieved with Active IQ insert your Active IQ certificate number in the box below:

Active IQ certificate number	
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Below, check the appropriate box for the qualification/s you hold:

Level 3 Award in Assessing Competence in the Work Environment	<input type="checkbox"/>
Level 3 Award in Assessing Vocationally Related Achievement	<input type="checkbox"/>
Level 3 Certificate in Vocational Achievement	<input type="checkbox"/>
A1 Assessor Award	<input type="checkbox"/>
D32/33	<input type="checkbox"/>
Other equivalent	<input type="checkbox"/>

**Ethnicity:**

It's important that we are able to clearly identify and over time, monitor the diversity of all delegates/applicants for our external quality assurance courses.

**Below, check the relevant box:**

Bangladeshi	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Mixed - White & Asian	<input type="checkbox"/>
Mixed - White & Black	<input type="checkbox"/>
Mixed - White & Black Caribbean	<input type="checkbox"/>
Any other Mixed Background	<input type="checkbox"/>
White British	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>
White - Any Other	<input type="checkbox"/>
Other: Please provide additional detail in this box:	
I do not wish to disclose	<input type="checkbox"/>

**Acceptance of Terms and Conditions**

Prior to being accepted onto a course you must confirm agreement of all of the following. Please ensure you check all boxes below. NB your application and enrolment onto a course may be delayed if all boxes below are not checked.

I have received appropriate information from Active IQ about the course(s) I wish to enrol onto	<input type="checkbox"/>
I confirm that the details I have provided within this application form are, to the best of my knowledge accurate	<input type="checkbox"/>
I understand that if I am unable to demonstrate acceptable prior achievement of the specified pre-requisite qualification that I will not be accepted onto a course	<input type="checkbox"/>
I have fully read and understood the Active IQ Professional Career Development Information and Terms and Conditions	<input type="checkbox"/>
I accept the Active IQ Professional Career Development Information and Terms and Conditions	<input type="checkbox"/>

### Signature

Your signature must be authentic. We can accept electronic versions of your signature, however it must be an authentic version of your signature.

Sign and date in the boxes below:

	Date:

Please check your application form carefully to ensure you have fully completed all relevant sections.

If you are paying by cheque, please ensure you enclose a cheque for full payment of your course

### Important information

**To avoid any delays with your application, send your fully completed application and a copy of all relevant prerequisite certificates along with suitable photographic ID e.g. Passport/Driving Licence, for audit purposes.**

If you require any support completing your application form please email [PCD@activeiq.co.uk](mailto:PCD@activeiq.co.uk)