

Foundation Apprenticeship Programme Learner Registration Form																
Please complete all fields in the form in black or blue pen																
Learner Details																
First Name (s)	As per SQA Connect report		Gender M/F	As per SQA Connect report												
Last Name	As per SQA Connect report		Date of Birth DD/MM/YYYY	Enter the date of birth in the form dd/mm/yyyy, for instance, 01/03/2003 for 1 st March 2003.												
National Insurance Number (if available)	This field is optional Eg. AA123456A		SCN (9 digits)	Must have 9 digits												
Address Line 1	As per SQA Connect Report		Mobile Number													
Address Line 2	As per SQA Connect Report		Telephone Number (Home)													
Town / City	As per SQA Connect Report		Email Address													
County	As per SQA Connect Report															
Post Code	As per SQA Connect Report		Preferred method of contact	Tick as appropriate												
Training Details																
Framework	Input framework name and (2yr or SDDM)			Group Award Number	Input FA Group Award Code											
School attended	Input school learner attends for all other subjects															
School Year in August Tick as appropriate	S4		S5		S6											
School Local Authority Area	Input school Local Authority															
Training Venue	Input details of where FA delivery is taking place															
Learning Provider Name	Main contract holder name		Sub-Contractor		Name of subcontractor who is delivering if applicable											
Training Centre SQA Number	Enter SQA centre presenting FA (7 digits)		PVG Check Required Y/N													
Start Date DD/MM/YY This must match FIPS			/					Expected End Date DD/MM/YY This must match FIPS			/					
Qualification Details																
<p align="center">For current attainment information and to ensure evidence requirements are accepted, please use information from the SQA Connect Report</p>																

Subjects / Qualifications being Studied			
Subject	Level	Subject	Level
List subjects being studied	Enter: Nat 4 Nat5/Higher/Advanced Higher		
Information Exchange and Co-operation Statement –			
<p>Protecting Vulnerable Groups (PVG) Scheme Completion of an application to join the PVG Scheme is required for anyone working with children or vulnerable adults. If your chosen framework requires PVG scheme membership you will need to complete your PVG application and be through the process prior to going into your care work placement. Your college will advise and help you to do this.</p> <p>The Foundation Apprenticeship (FA) programme is partly funded by Skills Development Scotland (SDS) and partly funded by the European Social Fund (ESF). In order for us to ensure the FA programme runs to a high standard for its participants, it is necessary for your personal information to be passed to SDS to enable it to monitor, audit and evaluate the programme. SDS or its nominated agents may wish to contact you by post, email or telephone, or meet with you directly to discuss the training you have received. Again – any feedback you may wish to give will be on a voluntary basis, and will be for the purpose of maintaining and improving the standards of the FA programme, as well as monitoring learning provider compliance.</p> <p>What we require your personal information for Before agreeing to participating in the FA programme, it is important you read and understand the following information about how we will use your personal information. We may share your personal information with specified partners of SDS – such as the Scottish Ministers or European Commission – in order to ensure the programme runs properly.</p> <p>We require you to co-operate with any reasonable requests for information concerning your participation in the programme, to enable SDS to monitor programme partner (including school, college, learning provider and/or employer) compliance and quality assurance and to assist with policy development. In completing this form, you confirm that all the details entered are correct. A Foundation Apprenticeship is a work based learning programme. This means you will be working in a real work situation which may or may not extend beyond the normal school day and school terms.</p> <p>Further privacy information As of 25th May 2018, you have a number of new rights relating to your personal data under EU law. Please see the privacy notice for Foundation Apprenticeships that you were provided for information as to how we handle your personal data. You can also visit our website at: http://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/ for further information about how we handle your personal data and your rights relating to your personal data. If you are unable to access an online copy, please call the head office at 0141 285 6000 or alternatively visit us at Monteith House, 11 George Square, Glasgow, G2 1DY if you require a hard copy.</p>			
Note to Learner: By signing this declaration you are also confirming that you completed an Equal Opportunities Form which will be used to monitor equalities in the FA programme.			
SDS may wish to contact you to alert you to, any additional careers services offered by SDS from time to time. If you wish to receive these alerts please tick the box provided.			
Learner Name	As per SQA Connect report	Date	Must be completed
Learner Signature	Must be wet signature		
Learning Provider Representative	Must be completed	Date	Must be completed
Learning Provider Signature	Must be wet signature		