

# NHBC Training Services

## Application form for NVQ programmes (Awards, Certificates and Diplomas)

**NHBC USE ONLY**

**Learner reg. no.**

Complete electronically and print. Please use **BLOCK CAPITALS** if completing this form by hand. Please obtain signatures and post to: Corrain Wilson, NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes MK5 8FP. Please complete all information requested. For assistance, please call **0344 633 1000** and ask for 'NVQs'.

### Programme

Title:

Level:

### Applicant details

Title:

First name(s):

Last name:

Job title:

Address:

Postcode:

Date of birth:

Mobile:

Email address:

Site address (if applicable):

Applicant signature:

Date:

Do you consider yourself to have a learning difficulty, or physical disability in regards to providing evidence towards your NVQ?

Yes

No

### Employer details

Please enter full details as this will be used for invoicing or receipt for payment, and all correspondence.

This should be the person who is authorising this application and will be used by us for all correspondence to the company. If a third party is responsible for the fee, please enter details in the 'Fee notes' section.

This signature confirms acceptance of the terms and conditions.

### Employer details

Company name:

Region/division (if appropriate):

Address:

Postcode:

NHBC registration number (if registered):

### Contact information

Title:

First name(s):

Last name:

Job title:

Tel. (daytime):

Mobile:

Email address:

Signature:

Date:



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## Payment

NVQ Diploma/Certificate Level	Cost of NVQ + VAT	Tick
2	£1,750 + VAT	
3	£1,850 + VAT	
4	£1,950 + VAT	
6	£2,150 + VAT	
7	£2,350 + VAT	

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## Payment method

Tick one box

Please invoice me (NHBC registered builders or account holders only)

### Purchase order number if using a procurement system:

I enclose a cheque for the fee +VAT made payable to NHBC

Please send me a "Pay by Link" via email.

(Secure way of sending a payment by debit or credit card online)

Please use this space to provide any relevant additional information to support your application.

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## Additional Information

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## Terms and conditions

1. Programme fees should accompany this application form unless requesting an invoice, which is only available if you are an NHBC registered builder or an NHBC account holder (invoice terms are 30 days).
2. NHBC Training Services follows the principle that, once a learner has commenced a qualification programme, they are able to continue on that programme whatever their future employment circumstances. We therefore recommend that employers consider some recovery arrangement to protect their investment should a learner decide to move to another employer.
3. What we provide:
  - One-to-one induction for the learner - normally within six weeks of receiving the application
  - A minimum of three further site visits unless the learner completes their qualification earlier
  - Unlimited online assessment and support with a two working day response to emails and 10 working day response to assessment requests
  - No more than six weeks between learner contacts by the assessor
  - Employer log in to online portfolio system allowing progress monitoring
  - Warning emails to employer at six months and nine months if the learner is behind target
4. What we expect:
  - Space to carry out an induction undisturbed. This can include a sales office, show house, head office etc. with good internet access
  - Learners to be committed to the qualification and to follow agreed assessment plans
  - Learners to contact their assessor a minimum of five days prior to any meeting if they wish to cancel, re-schedule or change the location of the meeting
  - Learners are required to achieve their qualification within 12 months or we will charge additional fees of £150 +VAT per month that they remain on the programme, including the month of completion. We will invoice/request payment for these additional fees from the person or company who paid the initial fee. However, the learner is ultimately responsible for ensuring the payment of these additional fees if they wish to remain on the programme.

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## Data protection

National House-Building Council of NHBC House, Davy Avenue, Knowlhill, Milton Keynes Bucks MK5 8FP (NHBC), as a data controller, is collecting your personal information in connection with this application, and will continue to collect and process personal information in connection with your attendance on the programme. This personal information will be kept in-line with Awarding Organisations requirements (currently three years from Award of any Certificate or Diploma - NVQ Code of Practice). This personal information will be used for the purposes of providing, administering, promoting (through social media channels) and analysing the programme. NHBC will also pass your data to City and Guilds, Pearson - Edexcel & Awarding Body for the Built Environment as appropriate to the NVQ for which you are registered, on whose behalf we are running the programme. Further details and information as to how NHBC processes the personal data which it collects from you and your rights in respect of your personal information can be found at [www.nhbc.co.uk/legal/privacypolicy](http://www.nhbc.co.uk/legal/privacypolicy).

- By checking this box, you consent to NHBC keeping you informed by post and email about other programmes, products, publications and services that we believe may be of interest to you. You may withdraw your consent at any time.
- By checking this box, you consent to NHBC sharing your personal information with City and Guilds, Pearson - Edexcel & Awarding Body for the Built Environment as appropriate to the NVQ for which you are registered who may process your personal data to keep you informed by post and email about programmes, products, publications and services that they believe may be of interest to you. You may withdraw your consent at any time.

By completing and submitting this form you confirm the above preferences (if any).