

# Adult & Community Services Learning Application Form L1a

Please photocopy this application form.



Working together to Transform Sandwell

## APPLICATION TO ATTEND A LEARNING COURSE



Nominations will only be considered on the full completion of this form.  
Please complete application form in **FULL** and in **CAPITALS** and approved by a manager, any forms not completed correctly will be returned (reason on page 3).

Course Title: .....

Course Date(s): (if applicable) .....

Name: .....

Job Title: ..... Division: .....

Workplace & Address: .....

.....

..... Postcode: .....

Tel No: ..... Date of Birth: .....

Role and responsibilities - brief explanation of duties: .....

.....

Workplace Email: .....

### To Ensure That The Service Of The Unit Continues To Be Appropriate For Users, The Following Information Is Required For Monitoring.

Disabled:      Yes                                  No

Please Indicate If any of these facilities would be helpful to you (these facilities are available at the TDC but adequate notice must be given :

- Access to Building                                  Induction Loops
- Large Print    Handouts in Braille

**Do you have any other additional support requirements e.g. Interpreters, Dyslexia?  
Please tell us if you have any support needs when you attend this learning course**

.....  
Please note that managers of candidates are responsible for arranging this additional support

Gender: Male

Female

2 of 3 from Previous Page...

Ethnicity (Please Specify):

01 - White – British

03 - White - Any other white background

05 - Mixed - White & Black African

07 - Mixed - Any other mixed background

09 - Asian or Asian British – Sikh

11 - Asian or Asian British – Bangladeshi

13 - Black or Black British – Caribbean

15 - Black or black British – Other

17 - Yemeni

02 - White – Irish

04 - Mixed - White & Black Caribbean

06 - Mixed - White & Black Asian

08 - Asian or Asian British – Indian

10 - Asian or Asian British – Pakistani

12 - Asian or Asian British – Other

14 - Black or black British – African

16 - Chinese

18 - Other Ethnic Group

Employed By (Please Specify):

1. NHS Trust (PCTs)
2. Sandwell MBC Adult & Community Services
3. Other Sandwell MBC Scheme (e.g. Children’s services, Sandwell homes)
4. Independent (e.g. residential / nursing homes, home care providers)
5. Voluntary (e.g. Agewell, Bernardos)
6. Other Statutory (e.g. Police, CSCl)
7. Other Agency (e.g. Templink)
8. Other (please specify) .....

Have You Previously Applied For This Course?      Yes                      No

Reason For Wanting To Attend Course: .....

.....

For all Learning and Development courses that hold a certificate, **please attach a copy of the current certificate.** If the certificate is still valid but learning is still required, please indicate why the learning is required **(eg Manual Handling training which does not hold an expiry date please explain why learning is required):**

**Competency identified in supervision**

**Risk assessment identified (please attach report)**

**New member of staff**

**New equipment/ Change in practice/service delivery – please explain these changes**

.....

Signed: (Applicant)..... Date: .....

Signed (Manager): ..... Date: .....

Name of Manager (Please Print): .....

Agreed Date When Employee and Line Manager Will Review the Impact of the Learning on Practice:

.....

When Completed Please Return To:

**ADULT & COMMUNITY SERVICES, LEARNING & DEVELOPMENT UNIT,  
TRAINING & DEVELOPMENT CENTRE, POPES LANE, OLDBURY, B69 4PJ  
FAX: 0121-569-4460**

**Date Stamp**

Support Requirements Noted

Checked by L&D Officer

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by Admin Team

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Returned forms

Please indicate why the form has been returned

**Organisation/Unit not registered for the Charging Policy**

**Application form incorrectly completed**

**For all learning courses holding a certificate - No copy of current certificate attached**

**For all learning courses holding a certificate – wrong certificate is attached**

**No manager's signature**