

For office use

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DBS	
CV	
Photo	
Fees	
Date rec'd	

Professional Development Courses

Level 7 Diploma

Application Form

Mr Mrs Miss Ms Other

First Names: _____

Surname: _____

Date Of Birth: _____

Home Address: _____

Post Code: _____

Work Address: _____

Post Code: _____

Telephone (Work): _____

Telephone (Home): (Mobile):

Email:

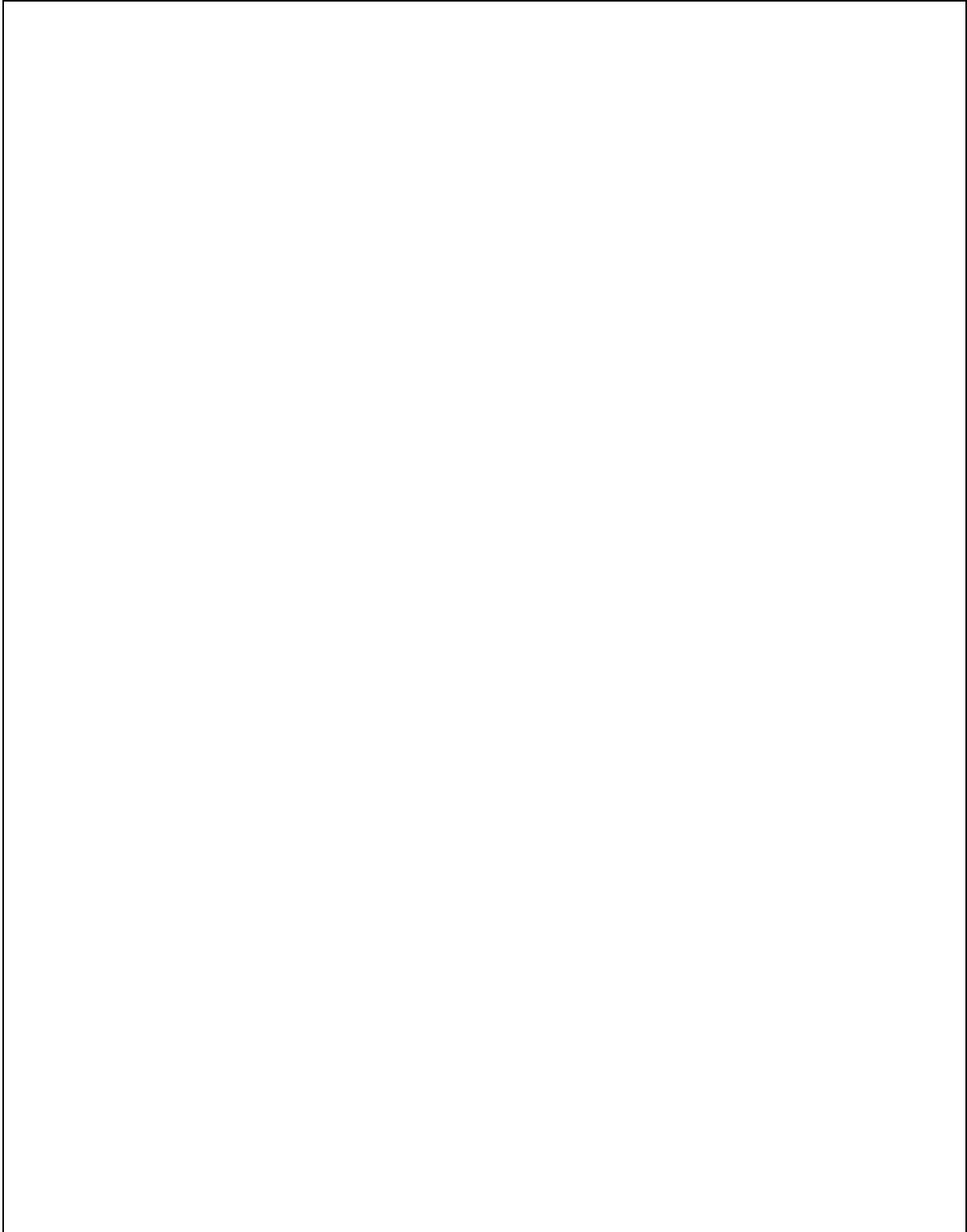
Qualified Teacher: Yes No

Teacher's Reference Number:

Other Qualifications:

Important: please enclose a C.V. giving details of your education, training & occupational experience.

Please state briefly the background to your interest in specific learning difficulties, why you wish to take the course and what you would hope to gain from it. Use additional sheets of paper if needed but please attach securely.

A large, empty rectangular box with a thin black border, intended for the applicant to provide their background and reasons for interest in the course. The box occupies the majority of the page below the instructions.

If you have gained your OCR Level 5 qualification at another Centre, please give tutor's name and contact information, as we will need to contact him/her for a reference.

How did you hear about the Helen Arkell courses?

Fees:

- I will be paying my own fees in full YES (Please circle as appropriate)
- I will be paying my own fees in instalments YES
- I wish my School/College to be invoiced for the total course fees YES

Please give details of who to contact with regard to your fees, including name and job title, as well as the address and telephone number of your school.

Signed _____

Dated _____

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Please return this form to:

Courses Manager, The Helen Arkell Dyslexia Centre, Arkell Lane, Frensham, Farnham, Surrey,
GU10 3BL

Together with:

- 2 references, one professional, and one character reference
- Police Check: As a student on our courses we have to satisfy ourselves you have the appropriate police clearance. The Centre's policy requires a **full Enhanced DBS check**, no more than 3 years old. If this can be provided by your school, a letter confirming the date and type of check will be sufficient although we prefer to take a copy of the original document. If not, you will need to apply for a DBS Disclosure through the Centre, which is available at a cost of £65.00 (payable to The Helen Arkell Dyslexia Centre) but you will receive a copy of your police disclosure statement which you may use for other purposes
- A cheque for your **deposit** for the sum of £350 (Deposit becomes non-refundable once you have been offered a place on a course)
- Your **CV** giving details of your education, training and occupational experience
- A small passport size **photograph** of yourself

All of the above are essential for your application to be processed and your place to be reserved.

Please do not send your form back before they are all complete, unless you have been specifically requested to do so.

To contact the Courses Manager, please:

Phone: 01252 792 400
Email: enquiries@arkellcentre.org.uk
Fax: 01252 795669

Helen Arkell Dyslexia Centre

Arkell Lane | Frensham | Farnham | Surrey | GU10 3BL

t 01252 792 400 e enquiries@arkellcentre.org.uk w www.helenarkell.org.uk

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