**Assured Consultant Application Form**

Please submit your completed application form to: [**Associate.EQA@cityandguilds.com**](mailto:Associate.EQA@cityandguilds.com)

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| **PERSONAL DETAILS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **First name** |  | **Last name** |  | **Mr/Mrs/Miss/Ms** | |  |  |  |  |  | | **Address** |  | **Postcode** |  | **Country** | |  |  |  |  |  | | **Personal Email** |  | **Mobile no.** |  | **Home no.** | |

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| **PREPARED TO TRAVEL**  Please select the country you are prepared to travel to: | | | |
| **Bangladesh** | **Hong Kong** | **Malaysia** | **Middle East** |
| **New Zealand** | **Pakistan** | **Central Africa** | **South Africa** |
| **Sri Lanka** | **West Africa** | **Europe** | **United Kingdom** |

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| **EXPERIENCE, KNOWLEDGE & SKILLS** Please provide details of your experience demonstrating your competency in line with the Assured Consultant personal specification. | |
| **Personal specification essential experience** | **Details of your experience** |
| Current, up-to-date, relevant knowledge and working experience in learning and development with one or more of the following;   * Employers * Colleges, universities * Training providers * Trade associations * Charities |  |
| Extensive knowledge and experience at a senior level within learning and development, including the design, development and delivery of training in the workplace including:   * Planning and management * Design and delivery * Participant support * Quality assurance * Evaluation and continuous development * Evaluation a |  |
| Experience of delivering results in challenging timescales, either with substantial benefits and/or demonstrable change for an organisation. |  |
| Relevant and up to date CPD within learning and development |  |
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| **Additional essential knowledge and skills for optional dimensions** | **Details of your knowledge and skills** |
| 1. **Assessment**   Extensive knowledge of the assessment principles, procedures and practice for work based skills and knowledge  Up to date experience of assessing and quality assuring training courses and/or vocational qualifications |  |
| 1. **Leadership & Management**   Extensive knowledge and understanding of leadership, management and coaching or enterprise standards  Experience within a middle to senior role management role    Level 5 or above Leadership and/or Management qualification |  |
| 1. **Elearning**   Experience of developing training involving learning technologies, including elearning, digital content, virtual classrooms, social learning and learning management systems.  Knowledge of SCORM and ideally xAPI.  Experience in implementing and managing learning management systems |  |

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| **PRESENT EMPLOYMENT**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **Employer** |  | **Job Title** |  | **Full/Part Time** |   Your main responsibilities: | | | |
| **PREVIOUS EMPLOYMENT**  Your employment history for the last 5 years. | | | |
| **Date** | **Employer** | **Position held & responsibilities** | **Reason for leaving** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | |
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| REASON FOR INTEREST Please state briefly your reasons for applying for this position: |
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| **Conflict of Interest**  Please list organisations in which you have had current or recent employment, worked as a consultant or in any other capacity. It is also necessary to list any other organisations in which you have an interest. |
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| **REFERENCES**  Referees will be contacted following the vetting of your application. Please nominate two referees who must be responsible persons over 18 years of age and not related to you. At least one must know you in a professional capacity for example as a past or present employer. | |
| **Employer referee:** | **Character referee:** |
| Name: | Name: |
| Email: | Email: |
| Telephone no: | Telephone no: |
| Occupational/relationship to applicant | Occupational/relationship to applicant |

**DECLARATION BY APPLICANT**

I confirm the information provided by me in this application form is correct to the best of my knowledge and belief. I understand that if any of the information in this application were subsequently found to be inaccurate or false the contract for supply of services might be withdrawn.

I understand that any offer of contract for supply of services will be subject to receipt of satisfactory references.

**Name of applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing the Assured Consultant Application Form.

Please forward your application along with the Equal Opportunities Form to:

[**Associate.EQA@cityandguilds.com**](mailto:Associate.EQA@cityandguilds.com)

**VETTING OF APPLICATION**

**Internal use only** – To be vetted by the Standardisation Assured Consultant (SAC).

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|  | *Please double click or tick appropriate box* |
| 1. The applicant has provided sufficient evidence to demonstrate the appropriate experience, knowledge and skills in line with the Assured Consultant person specification | **SAC Approved** |

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| **SAC comments to justify the ‘approved’ decision** | **Person specification criteria this links to** |
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| **SAC comments to justify the ‘approved’ optional dimensions** | **Optional dimension criteria this links to;**   * **Assessment** * **Leadership & Management** * **Elearning** |
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| 1. This application does not meet requirements for the role of Assured Consultant for the following reasons (please note this feedback will be shared with the applicant.   **Please note your comments will be fed back to the applicant** | **SAC Rejected** |

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| **SAC comments to justify the ‘rejected’ decision** | **Person specification criteria this links to** |
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| **Standardisation Assured Consultant details** | |
| Name: |  |
| Email: |  |
| Telephone no: |  |
| Date of vetting |  |