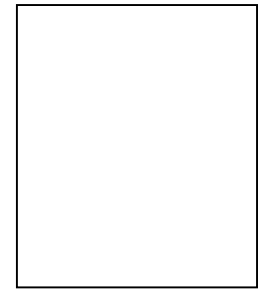




**OPEN TRAINING  
COLLEGE**

www.opentrainingcollege.com



affix 2 passport size photos above (signed on reverse)

**ACCS REGISTRATION FORM  
ACADEMIC PERIOD 2011/12**

Please complete this form in **BLOCK LETTERS** and return to:

**Open Training College, Prospect Hall, Willowfield Park, Goatstown, Dublin 14.**  
Tel: 01-2988544, Fax: 01-2987004 email: info.otc@smh.ie Web: www.opentrainingcollege.com

Please ensure that all sections are fully completed and all necessary documentation attached.

**Please note: Incomplete forms will not be processed and will be returned to the applicant.**  
*Applications may be forwarded to the Admissions Committee at any time for further consideration and an informal interview may be requested also.*

**Section 1 - Course Details**

Please tick all courses that you wish to register for in 2011/12

<u>Social Studies:</u>	<u>Start date:</u>	<u>Registration deadline:</u>
<input type="checkbox"/> Effective Communication and People Skills	7 <sup>th</sup> November 2011	17 <sup>th</sup> October 2011
<input type="checkbox"/> Social Policy & Legislation	19 <sup>th</sup> December 2011	28 <sup>th</sup> November 2011
<input type="checkbox"/> Focus on the Individual: Person Centred Planning	20 <sup>th</sup> February 2012	30 <sup>th</sup> January 2012
<input type="checkbox"/> Professional Practice and Ethics	30 <sup>th</sup> April 2012	10 <sup>th</sup> April 2012
<input type="checkbox"/> Exploring Disability: A Sociological and Historical Perspective	June 2012	Mid-May 2012
<u>Management:</u>	<u>Start date:</u>	<u>Registration deadline:</u>
<input type="checkbox"/> Professional Development and Communications	28 <sup>th</sup> November 2011	7 <sup>th</sup> November 2011
<input type="checkbox"/> Teamwork, Leadership and Motivation	16 <sup>th</sup> January 2012	26 <sup>th</sup> December 2011
<input type="checkbox"/> Introduction to Employment Law	27 <sup>th</sup> February 2012	6 <sup>th</sup> February 2012
<input type="checkbox"/> Managing Service Quality	21 <sup>st</sup> May 2012	30 <sup>th</sup> April 2012

**Section 2 - Personal Details**

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_  
(Names as per passport/driving licence, to be used on all formal correspondence & certification)

Date of Birth: \_\_\_/\_\_\_/\_\_\_ PPS No. \_\_\_\_\_ Gender: Male  Female   
DD/ MM/ YYYY

Nationality: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Address for correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel home: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact name and number in case of some emergency: \_\_\_\_\_

Do you have any specific learning requirements or medical conditions that the College should be aware of? If so, please give details below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 3: Education

#### Secondary Education

Name of school: \_\_\_\_\_

Address of Institution: \_\_\_\_\_  
(Including country)

Dates attended: From \_\_\_\_\_ To: \_\_\_\_\_ Last examination taken: Title \_\_\_\_\_

Overall Result: \_\_\_\_\_

#### Further/Higher Education

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_  
(Including country)

Course Title: \_\_\_\_\_

Dates attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Last examination taken: Title: \_\_\_\_\_

Accrediting body: \_\_\_\_\_ Level on NQAI framework: \_\_\_\_\_

Overall Result: \_\_\_\_\_

**PLEASE PHOTOCOPY THIS PAGE FOR ANY OTHER COURSES YOU WISH TO PRESENT IN SUPPORT OF YOUR APPLICATION  
ALSO PLEASE ATTACH COPIES OF TRANSCRIPTS/DIPLOMA SUPPLEMENT OF ALL QUALIFICATIONS LISTED**

### Section 4 – Work/Employment Experience

#### Current/Most recent Employment

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer name and address: \_\_\_\_\_

\_\_\_\_\_ Tel no: \_\_\_\_\_

Status of employment:            Permanent        Temporary        Relief      
   Full-time            Part-time            Voluntary

#### Previous Employment/Work Experience

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name and full address of employer: \_\_\_\_\_

Status of employment:            Permanent        Temporary        Relief      
   Full-time            Part-time            Voluntary

### Section 5 – For Social Studies CPD applicants only

#### To be completed by applicant's current Manager:

Has this applicant completed the Garda Clearance process? Yes  No

Will the organisation facilitate the applicant to complete work-based assignments? Yes  No   
(The identity of service-users and organisation will be protected and consent will be sought for each assignment)

#### Authorised Signatory on behalf of agency:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position held: \_\_\_\_\_

Contact number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place  
Official Organisational Stamp Here  
(If organisational stamp is not  
available please provide signed letter  
from authorised signatory on headed  
paper)

### Section 6 – International Applicants

#### UK applicants:

Minimum of GCSE in English required from recognised UK awarding body

The following requirements apply to **all Non-EU applicants** and **EU applicants whose first language is not English:**

Transcript of educational attainment achieved through studies in English at degree level (as validated by the NQAI Qualifications Recognition procedure see [www.qualificationsrecognition.ie](http://www.qualificationsrecognition.ie)).

Or evidence of proficiency in English provided by one of the qualifications listed below  
(please attach relevant evidence to this form).

Qualifications:	Minimum Requirement	Your Grade
TOEFL Paper-based test	550	_____
TOEFL Computer-based test	213	_____
IELTS	6.0	_____
Cambridge Certificate of Proficiency in English	Grade C	_____
Cambridge Certificate in Advanced English	Grade A	_____
NEAB test in English for speakers of other languages	Pass	_____
Warwick University English Language Test	Pass	_____

### Section 6 – Other Information

How did you become aware of the course for which you are applying? Please **circle** as many as apply.

- |                                  |                         |  |
|----------------------------------|-------------------------|--|
| 1. Current/Past Student Referral | 4. Activelink eBulletin | 7. The Wheel Training Provider Database  |
| 2. Colleague                     | 5. Training/HR Manager  | 8. Qualifax Educational Courses Database |
| 3. College Brochure/Flyer        | 6. General Web Search   | 9. Other:                                |

### DECLARATION

As the applicant I agree to the following (pending final offer of place):

- Complete this course to the best of my ability
- Work in collaboration with my line manager in undertaking my studies (Social Studies)
- Report any problems I encounter to the line manager in a timely fashion (Social Studies)
- Abide by any consent/confidentiality processes outlined by my employing agency (Social Studies)
- To adhere to College regulations pertaining to this programme of study.

I declare that all the information contained in this form is true and accurate and that any untrue or inaccurate information may void my registration with the College:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*The Open Training College fully respects your right to privacy, and will not collect any personal information about you without your clear permission. Any personal information which you volunteer to the Open Training College will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 and 2003. Any information which you provide in this way is not made available to any third parties, and is used by the Open Training College only in line with the purpose for which you provided it.*

Occasionally we may contact you by post or email with details of further courses.

If you **do not** wish to receive this information please tick