

# Scottish Modern Apprenticeship Centre Registration Form

To formally register as a centre to deliver one of our frameworks, you must complete all sections of this form and return with supplementary information to: Registration & Certification, Skills CFA, Unit 110 Linton House, 164 – 180 Union Street, London, SE1 0LH, or to [onlinecerts@skillscfa.org](mailto:onlinecerts@skillscfa.org).

The cost for centre registration is £50 for each framework and level. Please enclose a cheque with the completed centre registration form, or include a purchase order number if you prefer to be invoiced.

## Section 1 • Contact details

|                      |  |
|----------------------|--|
| Name of organisation |  |
| Address              |  |
| Post code            |  |
| Contact name         |  |
| Job title            |  |
| Telephone number     |  |
| E-mail address       |  |

To register to deliver the frameworks your organisation must have a valid quality assurance system recognised by Skills Development Scotland (SDS).

## Section 2 • Frameworks (Please Select)

|  | Level | SVQ 2 | SVQ 3 | SVQ 4 | SVQ 5 | SVQ 6 |
|--|-------|-------|-------|-------|-------|-------|
| Business & Administration                                |       |       |       |       |       |       |
| Customer Service incorporating Contact Centre Operations |       |       |       |       |       |       |
| Digital Marketing  |       |       |       |       |       |       |
| Management   |       |       |       |       |       |       |
| Project Management                                       |       |       |       |       |       |       |
| Human Resource Management                                |       |       |       |       |       |       |

## Section 3 • Declaration

I declare that all apprentices will receive the following and Skills CFA will be permitted further information regarding any aspects of delivery as and when they may feel it is necessary.

- A Training Agreement signed by the Apprentice, Employer and Training Centre
- A Training Plan
- An Induction Programme
- An on-going review of the Training Plan

I declare that this organisation will ensure that all apprentices have achieved the mandatory outcomes, as specified in the relevant framework, before application for certification is made.

I understand that the cost of centre registration is £50 per framework and level, which covers the centres registration for the life of the framework. The cost for registering candidates is £50 per candidate, payable in submission of a Candidate Registration via the MA Online System, which includes the cost of the final completion certificate for the candidate.

I understand that the CFA has the right to withdraw centre registration should any of the declarations shown above be in question.

### Supporting Documents (please attach the following documents)

- A specimen Training Plan
- Evidence that the organisation is accredited to deliver the required qualification(s), Core Skills and any additional units as part of the enhancement profile\*

|            |  |
|------------|--|
| Signed     |  |
| Print Name |  |
| Position   |  |
| Date       |  |

\*If your organisation is not accredited to deliver any of the required qualifications/units but will be outsourcing these to external providers please attach evidence of this.