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| **Course Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please refer to the accompanying guidance sheet for more guidance on how tutors are to complete this form. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Provider Name: |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Project Code: | | | | | | | **X** | | | | **0** | | | | | |  | | | | |  | | | |  | | | | |
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| Tick if this is a Sector-based Work Academy Programme (SWAP) | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please ensure that we can tell what the subject is from the course title. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Learning Aim Ref: | | |  | | | |  | | |  | | |  |  | | | |  | | | |  | | |  | | |  | Level of Learning | | | | | | | **🗸** | | |  | | | | | | | | | | | | | | | | | | | | |
| Ignore for non-regulated or Community Learning aims. Include the alphanumeric code only; no slashes. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | Entry Level 1 | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |
|  | Entry Level 2 | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |
|  | Entry Level 3 | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |
| Course Start Date: | | | d | | d | | | | m | | | m | | | y | | y | | | | y | | | y | | | |  | Level 1 | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |
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| Course End Date: | | | d | | d | | | | m | | | m | | | y | | y | | | | y | | | y | | | |  |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| Achievement Date: | | | | d | | | | d | | | | m | | | | m | | | | y | | | y | | | | y | | | | y |  |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| Tutor Name: | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | Tutor Tel No: | | | | |  |  | |  | | | |  | | | |  | |  | |  | | |  | |  | | |  | |  | | |
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| **Course Classification** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please specify what type of course or qualification you are providing (tick only one): | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | If it is a Regulated qualification, please select if any of the below apply: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | **🗸** | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regulated | | | | | |  | | | | | **→** | | | | | | | | | | | | | | | | |  | **If Regulated**, what type of course is it? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Non-regulated | | | | | |  | | | | |  | | | | | | | | | | | | | | | | |  | Maths & English Legal Entitlement | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | |
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| Community learning | | | | | |  | | | | |  | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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|  | **Course Attendees and their Funding Levels** | | | | | | | | | | | | | | | | | | | | | | |
|  | Please refer to the Learner Registration Form to ascertain whether your learners are Fully Funded, Co-Funded, or fully funded under the Low Wage Trial. | | | | | | | | | | | | | | | | | | | | | | |
| **Learner First & Last Name** | |  | **DOB** | |  | **SWAP** | | |  | **Fully Funded** | | | | |  | **Low Wage Trial** (Fully Funded) | | | |  | **Co-Funded** | | |
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|  | I confirm that I will be teaching this course with these learners. I have checked that these learners are eligible for funding for this course and I have informed the team if any of the learners have completed any part of this course or qualification previously. I also confirm that I have seen evidence\* to show learners on the Low Wage Trial earn less than £17,004.00 (annual gross salary).  \*Evidence could be wage slips or contract of employment stating gross annual salary. | | | | | | | | | | | | | | | | | | | | | | |
| **Tutor Signature:** | | |  |  | | | | | | | |  | | **Date:** | | |  | | | | | | |