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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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| Please ensure that we can tell what the subject is from the course title. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Learning Aim Ref: | | |  | | | |  | | | | |  | |  | |  | | |  |  | | |  | | |  | | | | Level of Learning | | | | | | | | | | | | **🗸** | | | | | |  | | | | | | | | | | | | | | | | | | | | |
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| Entry Level 2 | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Entry Level 3 | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Start Date: | | | d | | | | d | | | | | m | | m | | y | | | y | y | | | y | | |  | | | | Level 1 | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |
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| End Date: | | | d | | | | d | | | | | m | | m | | y | | | y | y | | | y | | |  | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Venue Name: | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | Postcode: | | | | | | |  | | | | | | |  | | | | |  | | | |  | | |  | | | |  | | | | |  | | | |
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| Total Sessions: | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | GLH: | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| Day session occurs: | | |  | | | | | |
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| **Course Classification** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | |  | | | | | **→** | | | | | | | | | | | | | | | | |  | | | | Industry-specific or vocational course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |  |
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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** |  | **Fully Funded** | | |  | **Low Wage Trial** (Fully Funded) | | |  | **Co-Funded** | | |
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**Please see next page for tutor declaration and conflict of interest notice**

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|  | |  | | --- | | **Tutor declaration and conflict of interest notice** |   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 £20,319(annual gross salary).  *\*Evidence could be wage slips or contract of employment stating gross annual salary.*  I confirm that there is no conflict of interest\* and that the assessment processes will be completed according to the standards set by the Conflict of Interest Policy and the Awarding Organisation requirements.  *\*A conflict of interest can be defined as a conflict between the professional responsibilities of a tutor, assessor, and internal quality assurer and any other interests the individual may have and as such could compromise or appear to compromise their decisions.* | | | | | | | | | | | | |
| **Tutor Signature:** | |  | | | |  | **Date:** | |  | | | |

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