 Dentrain Professionals Ltd

Bridge Place, Rear of 22 Bridge Street

Bolton, BL1 2EA

01204 528652

info@dentrain.net

[www.dentrain.co.uk](http://www.dentrain.co.uk)

**Level 3 Education and Training Course Enrolment Pack**

A place will be allocated to you on the next course **subject to correct completion of the necessary enrolment forms enclosed**

**DO NOT LEAVE ANY BLANK SPACES ON THE FORMS AS THEY WILL BE RETURNED TO YOU!**

**YOU ARE NOT CONSIDERED AS BEING ON THE WAITING / ENROLMENT LIST UNTIL ALL ENROLMENT FORMS HAVE BEEN RETURNED.**

Students are presented with a certificate on completion of the course work, once it has been Assessed, Internally Quality Assured and claimed from City & Guilds.

**Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist to return / do**

Tick

 Completed enrolment form/ Learning Contract

Terms and conditions statement – signed

BAC’s payment for £300 ***Acc No: 96472066 Sort code: 09 01 27***

£25 surcharge included (if applicable)

***If you are not on mainland UK or within our postcode areas please add £25 to your payment to cover postage costs. Please note once the enrolment and payment have been processed no refund or transfer will be given.***

|  |  |  |
| --- | --- | --- |
| ***Dentrain office use only***  |  |  |
| *Online IA complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *All forms complete initial: \_\_\_\_\_\_\_\_*  | *Pack sent* *date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  |
| *BACS & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  | *Database:*  | *Scanned:*  |
| *Paid amount:\_\_\_\_\_\_\_\_\_\_\_\_\_* | *ILP/Googlesheets:* |  |
|  |  |  |

**The Level 3 Award in Education & Training** (formally known as Pttls) covers the basics of teaching in continuing and adult education – including how to plan sessions, motivate learners and use a variety of assessment methods.

The Award is for new entrants to the Lifelong Learning Sector and also suits people working in the area already who need the minimum threshold status as a teacher within a FE College, adult and community learning centre, work-based learning or training organisations and want to gain official qualifications.

You should have an idea of what subjects you’d like to teach and either have or be working towards a qualification in your chosen area.

**Outline of Programme**

Successful candidates will be able to:

-Understand their own role, responsibilities and boundaries of role in relation to teaching

-Understand appropriate teaching and learning approaches within a specialist area

-Demonstrate their planning skills. Plan deliver, observe and evaluate a micro-teach session

-Understand appropriate teaching and learning approaches within a specialist area

-Understand how to deliver inclusive sessions that motivate learners

-Understand the use of different assessment methods

-Understand and analyse the need for accurate record keeping and procedures that can be adopted – including internal and external assessment information

**Assessment:** The course is delivered over 1 day across a 4 week period. There are 8 assignments to be completed of which one will be a micro teaching session. All assignments must be passed in order to receive the award.

This course aims to provide you with an introduction to teaching as a step towards licensed practitioner status. It introduces different aspects of teaching.

**How is the course assessed?**

Modules will be assessed through assignments. The Microteach session will be assessed by observation.

**When can I start the course?**

Courses throughout the year.

**Skills Scan**

An appropriate level of Literacy at a minimum of Level 2

Be able to communicate clearly in assignments.

Be computer literate and have the ability to produce handouts, etc.

**Cost**

The cost of the course is £300. This includes the cost of the Microteach.

**Enrolment Form / Learning contract**

To complete the enrolment process please check, amend and complete the following information and send back to the address on the covering letter. Please also make sure you include the completed section from your work place supervisor and the form for your record of experience.

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Wk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

yes no

Have you had a DBS check for your workplace? 

Was the DBS check acceptable to your employer? 

Do you need a visa to remain resident in this country? 

*(If yes, we cannot train you as we do not hold a home office license and will not sponsor migrants)*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dentrain

Bridge Place, Rear of 22 Bridge Street

Bolton, BL1 2EA

****

**Please note that information provided in this section will NOT affect your application.**

**Skills Scan**

An appropriate level of Literacy at a minimum of Level 2 - **YOU WILL BE SENT A LINK TO COMPLETE AN IA ONLINE**

Be able to communicate clearly in assignments

Be computer literate and have the ability to produce handouts, etc.

**Cost**

The cost of the course is £300. This includes the cost of the Micro teach.

**Terms & Conditions**

**Refunds**

Once the module has been sent to you no refunds can be given under any circumstances. As with any course, once a student has booked onto a course, the student has taken a place that could have been allocated to another student. At this late stage printing materials would have been ordered and tutors would have been paid.

**Tutorial**

Dentrain has a policy for tutors not to contact students unless they state they wish a courtesy call each month from their tutor. Dentrain has followed market research which states ‘Students feel unnecessary pressure if tutors contact them’.

If a student needs help then it is the student’s responsibility to contact the tutor. If the tutor is unavailable then a message should be left and the tutor will contact the student usually within 24 hours. The tutor is there to help the student. The student should contact the tutor for help and advice.

**Extending / Leaving / transferring / re-sit**

If you decide not to sit the exam ( if applicable) but extend or transfer till the following exam date then you will incur extra tutorial fees. The course can only be extended whilst the RoC is in date (expires after 18months). After this period, the full course fee will be applicable if you wish to extend again. If you leave the course then re-apply at a later date you will have to pay the full course fee again. Course fees are not transferable to another course or another person.

**CPD**

Students are presented with a certificate from Dentrain on completion of the course work to indicate CPD hours gained.

If there is a break between re-sits then the **full** course fee will be payable.

I agree to the terms and conditions above

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**PLEASE KEEP A COPY OF THIS AGREEMENT**

Data Protection: Personal data supplied by you will be used only for the purposes of administering your application & course, including the transfer of data between home, office, tutor, Exam Board and vice versa. The information provided on these forms is essential to your application.

**Dentrain Privacy Notice**

We process personal data in accordance with the Data Protection Acts of 1984 and 1998 and any other applicable legislation (referred to as the "data protection legislation").

We are registered with the Information Commissioner's Office.

**What information we collect**

We collect general data about you: Name, email address primarily. Then if you enrol on a course we collect further information; address, phone number, mobile number , work place details, date of birth, previous qualifications, etc.

**How information about you will be used**

We collect information about you when you register with us for a course or or ask for further information. We may share your information with examining boards and awarding bodies such as, National Examining Board for Dental Nurses, City & Guilds, Qualsafe, Education and Skills Funding Agency, Ofsted and other companies involved with training and funding within our organisation.

We send you information about our services mainly by email. If we need to contact you about a course you have enrolled on then we may contact you by post, telephone, email and SMS. We shall process personal data that is considered to be "sensitive personal data" only in accordance with the requirements of the data protection legislation. You have a right at any time to stop us from contacting you.

If you need any further information please write to us at the address below. We will not disclose any information to any other company except to help prevent fraud, or if required to do so by law.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email; info@dentrain.net . We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For information visit [www.aboutcookies.org or](http://www.aboutcookies.orgor/) [www.allaboutcookies.org.](http://www.allaboutcookies.org/)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

### Changes to our privacy policy

We keep our privacy policy under regular review and we will make regular updates.

### How to contact us

Please contact us if you have any question s about our privacy policy or information we hold about you:

info@dentrain.net

01204 528652

Dentrain Professionals Ltd, Bridge Place, Bolton, BL1 2EA

## I have read the above privacy notice and give consent for my information to be collected and used as directed above.

## Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Please note: Failing to add on postage could result in further costs outstanding**

Please check to see if you live in any of the out of area post codes

*(There will be a £25 surcharge to cover postage costs within the out of area post codes).*

The course comes with full tutorial support & course materials.