

Certificate in Criminal Prosecution (Level B)



Enrolment application form Autumn 2011

Applications accepted until 21 October 2011

FOR OFFICE USE ONLY	WEB
Date received	Special needs
Payment received	Email
Surname & month/year	Invoice ID

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STEP 1 PLEASE COMPLETE YOUR PERSONAL DETAILS

Title	Forenames	Grade (eg Level B1)
Surname	Date of birth	
Home address		
		Postcode
Home tel number	Home email address*	

CPS region	CPS office	CPS DX number
CPS address		
		Postcode
Work tel number	Work email address*	

As someone must be available to accept delivery, we recommend that your course is sent to your employer's address.

Please select delivery to you at your employer's address OR to your home address

Please allow up to 14 days for delivery from the closing date for enrolments.

*It is essential that you provide an email address if you would like to take advantage of the many facilities on our on-line Student Area, so that we can send you a username and password.

Please tick the box if you have a disability covered by the Equality Act 2010 and would like to discuss your needs with us

The information you provide will be used to facilitate the processing of your order, and to administer your course. Information may be shared within the ILEX group (the Institute of Legal Executives and ITC). If you do not wish to receive information about other ITC products and services please write to Ruby Denton at the address above.

STEP 2 PLEASE SELECT YOUR INDUCTION DAY DATE

The course fee includes a **compulsory** induction day, to introduce you to distance learning with ITC, assist you with study skills and give you a step-by-step guide to preparing and writing your assignments. The induction days are run by ITC and take place in the CPS offices at Rose Court, London SE1 9HS and United House, Piccadilly, York YO1 9PQ.

Please select your preferred date and location:

10 November, London 21 November, York

ITC cannot guarantee a place on your selected date as induction days can become oversubscribed, but will offer an alternative.



Skillsmark
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STEP 3 READ THE TERMS AND CONDITIONS

Enrolment. You can only enrol on this course if you are employed by the Crown Prosecution Service in England and Wales.

Refund. A full refund of the course fee will be given if the course materials are returned to ILEX Tutorial College (ITC), in good condition and with postage having been pre-paid in full by you, within seven working days following the date you receive them. Thereafter, provided all materials are returned to ITC, in good condition and with postage having been pre-paid in full by you, before the expiry of a period of four weeks from the date of your course enrolment with ITC, your course fees will be refunded less a charge of £128.00 (inc VAT) to cover the administration and induction day expenses. Refunds will not be given after this four week period has expired.

Contract. The laws of England and Wales shall apply in all respects and the courts of England shall have exclusive jurisdiction.

Copyright. Copyright in all course materials remains that of ITC. Any unauthorised reproduction or transmission of any part of the course materials, whether electronically or otherwise, will constitute an infringement of copyright. No part of the materials may be lent, resold or hired out for any purpose without the prior written permission of ITC.

Induction day. Attendance at the induction day is compulsory, and you should obtain your employer's approval for your chosen date before completing your application. No refund of any part of the course fees will be given if you fail to attend the induction day for any reason whatsoever.

Duration of tuition. Your course fee will entitle you to receive one year's tuition from the last day of the month in which your enrolment takes place. Any extension beyond that period will be at the sole discretion of ITC and will be dependent, for example, upon your ability to demonstrate an extenuating circumstance having interrupted your course of study.

Reinstatement. Reinstatement on a course at a reduced fee is available if your ITC course has expired and if you wish to purchase the same course again. A reinstatement fee of 50% of the then course fee will be payable.

Non-completion of course. Should you fail to complete this course the CPS may ask you to repay the course fees.

Non-transferability of course. The course is not transferable to any other person.

I would like to enrol on the Certificate in Criminal Prosecution (Level B) course. I agree to ITC sharing information relating to my progress and performance on this course with the CPS, including reporting on my assignment marks and other relevant information. I have read and accept the terms & conditions above.

Signature

Date

STEP 4 OBTAIN INTERNAL APPROVAL

Please obtain approval for your application from your Line Manager and Area Business Manager, before submitting to ILEX Tutorial College.

I approve this application. I agree that study time will be allowed during working hours at the rate of two hours per week (or pro rata for part-time staff). I understand that two of the assignments will be assessed on-line in the workplace and will require supervision.

Name of Line Manager	Signature of Line Manager
Work email address	Work tel number

Please state who the invoice for £510 plus VAT (£612) should be sent to:	
CPS Purchase Order Number (essential):	
Name of Area Business Manager /other budget holder	Signature of Area Business Manager /other budget holder
Work email address	Work tel number



Ethnic origin

CPS1

The information you provide in this form will be used to help us to monitor the ethnic origin of our students. Statistical information showing the breakdown of our student cohort by ethnic group will be shared with the Crown Prosecution Service. The information will not be held in your student records and will not affect your application in any way.

STEP 1 PLEASE ENTER YOUR CPS AREA

STEP 2 PLEASE TICK ONE BOX TO INDICATE YOUR CULTURAL BACKGROUND

A. White

- British
- Irish
- Any other White background, please write below

B. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write below

C. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write below

D. Black or Black British

- Caribbean
- African
- Any other Black background, please write below

E. Chinese or other ethnic group

- Chinese
- Any other Chinese background, please write below