

# Introduction to Criminal Prosecution (Level A)



## Enrolment application form for Autumn 2010 entry

### Applications accepted until 20 August 2010

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

VAT No: GB 904 4448 34

This form is for applications for the new Introduction to Criminal Prosecution course for Level A caseworkers. It should not be used for applications for the Certificate in Criminal Prosecution.

### STEP 1 PLEASE COMPLETE YOUR PERSONAL DETAILS

Title	Forenames	Grade (eg Level A1)
Surname	Date of birth	
Home address		
		Postcode
Home tel no.	Home email address*	

CPS region	CPS office	CPS DX number
CPS address		
		Postcode
Work tel no.	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 21 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 DDA 1995 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.

**ILEX Tutorial College** College House, Manor Drive, Kempston, Bedford, MK42 7AB.

**T.** 01234 844356 **F.** 01234 841373 **E.** cps@ilex-tutorial.ac.uk **DX** 124782 KEMPSTON 2 **www.ilex-tutorial.ac.uk**

### 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. There will also be a session on effective communication skills. The induction days are run by ITC and take place in the offices at the Institute of Advanced Legal Studies (IALS), University of London, 17 Russell Square, London WC1B 5DR and at the CPS offices in United House, Piccadilly, York YO1 9PQ.

Please select your preferred date and location:  8 September, IALS, London  22 September, United House, York

ITC does not guarantee you a place on your selected date, or at your selected venue, as the induction days can become oversubscribed.

### 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 to six month'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 Introduction to Criminal Prosecution (Level A) course. I have read and accept the terms and conditions and 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.

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 the equivalent of two hours' study time per week will be allowed during working hours. I understand that two of the assignments will be assessed on-line during working hours and will require supervision.

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

Please state who the invoice for £199 plus VAT (£233.83) 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