

NHBC Commercial Services

Application form for ELCAS funded qualification programmes

For use only when undertaking a formal qualification with the NHBC, using Enhanced Learning Credits under the Ministry of Defence ELC scheme. For further information please visit: www.enhancedlearningcredits.com

Complete electronically and print. Please use BLOCK CAPITALS if completing this form by hand. Please obtain signatures and post to: **Qualifications, National House-Building Council, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FP.**

NHBC USE ONLY

Learner reg. no.



NHBC Services Limited
Approved ELCAS Learner Provider
Elcas Centre Number: 12287
DUNS Number: 779644608

Please complete all information requested. For assistance, please call **0344 633 1000** and ask for 'ELCAS applications' or email ELCAS@nhbc.co.uk

Section 1:

Programme/
course title

Level:

Section 2:

Applicant
details

Title:

First name(s):

Last name:

Job title:

Address:

Postcode:

Date of birth:

Mobile:

Email address:

Site address (if applicable):

Claimant Service Number:

Branch of Service:

Claim CAN Number:

ELCAS Funding Tier:

Tier 1 (Lower)

Tier 2 (Higher)

Aggregated Lower Tier Payment

Aggregated Lower Tier Payment
- A single payment of up to £3000 for those with 6 or more years of qualifying service completed on or after 1 Apr 2016, which will count as all 3 payments.

Applicant signature:

Date:

ELCAS funding

Further guidance and funding rules can be found by visiting: www.enhancedlearningcredits.com

Do you consider yourself to have a learning difficulty, or physical disability in regards to providing evidence towards your NVQ?

Yes

No

Section 3: Employer details

Company name:

Region/division (if appropriate):

Address:

Postcode:

NHBC registration number (if registered):

Please enter full details as this will be used in all correspondence.

This should be the person who is authorising this application and will be used by us for all correspondence to the company.

This signature confirms acceptance of the terms and conditions.

Contact information

Title:

First name(s):

Last name:

Job title:

Tel. (daytime):

Mobile:

Email address:

Signature:

Date:

Section 4: Payment

ELCAS funding

Further guidance and funding rules can be found by visiting: www.enhancedlearningcredits.com

ELCAS funding (subject to conditions) to a max contribution towards gross course costs of 80% with 20% learner contribution. All costs are subject to VAT at the current amount. I confirm that my authorised CAN form is attached

NVQ Diploma/Certificate Level	Cost of NVQ + VAT	Tick
3	£2,565 + VAT	
4	£2,705 + VAT	
6	£3,105 + VAT	
7	£3,200 + VAT	

Tick one box

I enclose a cheque for the fee + VAT made payable to National House-Building Council

Online

Section 5: Additional information

Important notice to Applicant:

Please make sure that you attach your ELCAS CAN notice and understand no application can be approved without a fully authorised CAN form.

Please use this space to provide any relevant additional information to support your application.

Section 6: Terms and conditions

1. Once initial assessment is undertaken and sign up agreed, programme fees will be applied and will be payable within 30 days of the date of invoice.
2. Once a learner has commenced a qualification programme, they are able to continue on that programme whatever their future employment circumstances. We therefore recommend that employers consider some recovery arrangement to protect their investment should a learner decide to move to another employer.
3. In the event of a withdrawal of a learner, NHBC reserves the right to retain full payment of the programme fees received at the date of withdrawal.
4. What we provide:
 - One-to-one induction with the learner (face to face/remote) – normally within four weeks of receiving the application.
 - Site visits (minimum 1) plus remote assessment via Zoom/Microsoft Teams meetings until completion.
 - Twenty four hour access to an e-portfolio system for each learner and limited employer access.
 - Ongoing support: we aim to respond to queries within forty-eight hours of receipt and complete assessment of work within ten working days of submission.
 - Conduct targeted assessment meetings with the learner at least once every eight weeks.
 - Reports and meetings are available on request to discuss updates on your candidate's progress.
5. What we expect:
 - Space to carry out an assessment undisturbed. Examples might include a sales office, show house or head office etc. with good internet access.
 - Learners to be committed to the qualification and to follow agreed assessment plans.
 - Learners to contact their assessor a minimum of five days prior to any meeting if they wish to cancel, re-schedule or change the location of the meeting.
 - The NHBC standard fee period assumes learners should reasonably be able to achieve their qualification within 12 months. If learners do not complete their qualification within this timeframe, NHBC reserves the right, at its absolute discretion, to decide whether the learner can continue with the programme for up to an additional 6 months to complete the qualification. NHBC may charge additional fees for learners extending the programme beyond the initial 12-month period as follows:
 - Level 3,4 & 6- £175 plus VAT per month
 - Level 7 -£200 plus VAT per month.

We will request payment for these additional fees from the original fee-paying company or individual.

Section 7: Data protection

NHBC is the data controller responsible for processing your personal data in connection with this application and your participation in the programme.

We collect and process your personal data to administer, deliver, and evaluate the programme. This may include:

- Managing your application and attendance.
- Meeting awarding organisation requirements.
- Promoting the programme through NHBC's social media channels
- Analysing participation for continuous improvement.

We will also share your data with City & Guilds, Pearson Edexcel, and the Awarding Body for the Built Environment as relevant to the NVQ for which you are registered, as we run this programme on their behalf.

Your personal data will be retained in accordance with awarding body requirements (currently three years from the award of any certificate or diploma, as per the NVQ Code of Practice).

We will only use your personal data for marketing and promotional purposes with your explicit consent. Please indicate your preferences by checking the relevant boxes below:

I consent to NHBC keeping me informed by post and email about other programmes, products, publications, and services that may be of interest to me. I understand that I can withdraw my consent at any time.

I consent to NHBC using my name, feedback, organisation name, and any photographs or film content in NHBC's publications, presentations, promotional material, advertising, and on NHBC's website. I understand that this applies during and after course completion, and that I can withdraw my consent in writing at any time.

I consent to NHBC sharing my personal information with City & Guilds, Pearson Edexcel, and the Awarding Body for the Built Environment, as appropriate to my NVQ registration, for the purpose of receiving information about their programmes, products, publications, and services. I understand that I can withdraw my consent at any time.

By submitting this form, you confirm the preferences you have selected above.

For further details on how NHBC processes your personal data and your rights, please visit our Privacy Policy at [Privacy Notice | NHBC](#)

Section 8: How did you hear about us?

(Please tick the relevant box(es) below)

- | | | | | | | | |
|----------|--------------------------|---------------|--------------------------|--------------------|--------------------------|------------|--------------------------|
| Email | <input type="checkbox"/> | Word of mouth | <input type="checkbox"/> | Search engine | <input type="checkbox"/> | Buildforce | <input type="checkbox"/> |
| Website | <input type="checkbox"/> | X | <input type="checkbox"/> | Military Colleague | <input type="checkbox"/> | | |
| Facebook | <input type="checkbox"/> | Instagram | <input type="checkbox"/> | CTP | <input type="checkbox"/> | | |
| LinkedIn | <input type="checkbox"/> | NHBC website | <input type="checkbox"/> | NHBC colleague | <input type="checkbox"/> | | |

Other (please specify)



NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP
0344 633 1000 nhbc.co.uk

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