

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	£2,440 + VAT	
4	£2,575 + VAT	
6	£2,815 + VAT	
7	£2,899 + 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. Learner 20% fee contribution paid within 7 days of a valid application and CAN form being successfully submitted to NHBC.
2. NHBC Training Services Ltd. follows the principle that, once a learner has commenced a qualification programme, they are able to continue on that programme whatever their future employment circumstances. What we provide:
 - ELCAS joining and introductory learning pack sent out to learners within 7 days of a valid application and CAN form being successfully submitted to NHBC.
 - One-to-one induction with the learner (face to face/remote) – normally within four weeks of receiving the application
 - Site visits (minimum 1) + remote Zoom/Teams to completion
 - Unlimited online assessment and support with a two working day response to emails and 10 working day response to assessment requests within standard fee period
 - No more than six weeks between learner contacts by the assessor
 - Employer log in to online portfolio system allowing progress monitoring
 - Upon request – builder reports detailing candidate progress
3. What we expect:
 - Space to carry out an induction undisturbed. This can include a sales office, show house, 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

Section 7:

Data protection

National House-Building Council of NHBC House, Davy Avenue, Knowlhill, Milton Keynes Bucks MK5 8FP (NHBC), as a data controller, is collecting your personal information in connection with this application and will continue to collect and process personal information in connection with your attendance on the programme. This personal information will be kept in-line with Awarding Organisations requirements (currently three years from Award of any Certificate or Diploma – NVQ Code of Practice). This personal information will be used for the purposes of providing, administering, promoting (through social media channels) and analysing the programme. NHBC will also pass your data to City and Guilds, Pearson – Edexcel & Awarding Body for the Built Environment as appropriate to the NVQ for which you are registered, on whose behalf we are running the programme. Further details and information as to how NHBC processes the personal data which it collects from you and your rights in respect of your personal information can be found at www.nhbc.co.uk/legal/privacy-policy.

By checking this box, you consent to NHBC keeping you informed by post and email about other programmes, products, publications and services that we believe may be of interest to you. You may withdraw your consent at any time.

By checking this box, you consent to NHBC using your name, feedback, organisation name and any photographs or film content in any media, including NHBC's publications, presentations, promotional material, in the advertising of NHBC's goods & services or on NHBC's website. Your information may be used throughout the duration of your course as well as post course completion. You have the right to withdraw your consent at any time in writing.

By checking this box, you consent to NHBC sharing your personal information with City and Guilds, Pearson – Edexcel & Awarding Body for the Built Environment as appropriate to the NVQ for which you are registered who may process your personal data to keep you informed by post and email about programmes, products, publications and services that they believe may be of interest to you. You may withdraw your consent at any time.

By completing and submitting this form you confirm the above preferences (if any).

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"/> | Twitter | <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
Tel: 0344 633 1000 www.nhbc.co.uk

National House-Building Council (NHBC) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in respect of carrying on its insurance business and its insurance distribution activities.

NHBC is registered in England and Wales under company number 00320784. NHBC's registered address is NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks, MK5 8FP. Note that only certain parts of NHBC's products and services are within the scope of UK financial services regulation. For more information on our products and services, please see our website nhbc.co.uk or your NHBC product documentation.