

# NHBC Commercial Services

Application form for NVQ programmes (Awards, Certificates and Diplomas)

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

Please complete all information requested. For assistance, please call **0344 633 1000** and ask for 'NVQs'.

**NHBC USE ONLY**

Learner reg. no.

## Section 1: Programme

Title:

Level:

## Section 2: Applicant details

Title:

First name(s):

Last name:

Job title:

Address:

Postcode:

Date of birth:

Mobile:

Email address:

Site address:

Applicant signature:

Date:

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

Please enter full details as this will be used for invoicing or receipt for payment, and all correspondence.

This should be the person who is authorising this application and will be used by us for all correspondence to the company. If a third party is responsible for the fee, please enter details in the 'Fee notes' section.

This signature confirms acceptance of the terms and conditions.

Company name:

Region/division (if appropriate):

Invoice address:

Postcode:

NHBC registration number (if registered):

#### Contact information

Title:

First name(s):

Last name:

Job title:

Tel. (daytime):

Mobile:

Email address:

Signature:

Date:

## Section 4:

### Payment

NVQ Diploma/Certificate Level	Cost of NVQ + VAT	Tick
2 (trade)	£2,470 + VAT	
3	£2,565 + VAT	
4	£2,705 + VAT	
6	£2,980 + VAT	
7	£3,045 + VAT	

## Section 5:

### Payment method

Please invoice me (NHBC registered builders or account holders only)

Purchase order number if using a procurement system:

I would like to pay by Credit/Debit card

Tick one box

☐☐

## Section 6:

### Terms and conditions

- 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.
- 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.
- 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.
- 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.
- 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"/> | NHBC colleague                     | <input type="checkbox"/> |
| Website  | <input type="checkbox"/> | X             | <input type="checkbox"/> | Colleague                   | <input type="checkbox"/> | Previously completed NHBC training | <input type="checkbox"/> |
| Facebook | <input type="checkbox"/> | Instagram     | <input type="checkbox"/> | Clicks & Mortar eNewsletter | <input type="checkbox"/> |                                    |                          |
| LinkedIn | <input type="checkbox"/> | NHBC website  | <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](http://www.nhbc.co.uk)**

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