



NVQ ASSESSMENT CENTRE

Candidates Application Form

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| Full Name: | | Telephone: | |
| Job title: | | Mobile: | |
| Organisation: | | Email: | |
| Address of organisation: | | Home Address: | |
| Name and level of Qualification: | | | |
| Summary of your current job role: | | | |
| Access, Inclusion and Diversity: Please describe any assistance you may require during your qualification, e.g. hearing system, large print, wheel chair access). If you would like to discuss your requirements, please contact the V&A Cultural Heritage Assessment Centre on, 020 7942 2523. | | | |
| Please list any qualifications you may have (If you have less than 5 GCSE's , you maybe eligible for funding.) | | | |
| | | | |
| How would your qualification be funded? | <input type="checkbox"/> | Funded by your organisation | |
| | <input type="checkbox"/> | Self funded | |
| | <input type="checkbox"/> | Other means (Please specify) | |
| Declaration: By signing this form, you declare that you have read and understood the terms and conditions of the V&A Cultural Heritage Assessment Centre, and that all the information above are correct. | | | |
| Signature. | | Date. | |
| Print Name. | | | |
| Please return this form along with your current job description to: Pat McCann, Victoria & Albert Museum, Cromwell Road, London, SW7 2RL Tel: 020 7942 2523, Email: p.mccann@vam.ac.uk | | | |



INVESTOR IN PEOPLE

Terms and Conditions for the V&A's NVQ Qualification Bookings. Please read carefully.

Before you submit an application form, please read these Conditions of Contract. These Conditions are part of the Victoria and Albert Museum's [V&A] booking process. By completing your application form and making payment, you [or the organisation you work for] are indicating your agreement to enter into contract with the V&A for your NVQ qualification and that you have familiarised yourself with the learning materials and the time commitment required for the completion of your qualification.

1. Ownership of learning material. The content provided on the V&A NVQ website and all learning materials shall remain the property of the V&A. No content in part or whole may be copied or reproduced without the prior written consent of the V&A.
2. Security. Once registered with the V&A you will receive a password. You should keep this information confidential and should not pass it onto a third party.
3. Availability. The V&A aims to ensure that its NVQ services are available 24 hours a day, 7 days a week. There will be occasions where the website and the learning materials may be interrupted for essential maintenance and upgrades. Every step will be taken by the V&A to minimise any disruption caused.
4. Bookings and Payments. Acceptance of bookings is subject to availability. By submitting your application form you enter into contract for full attendance. Your application will be confirmed subject to full payment in advance. Bookings for which payment is not received by the due date may be subject to cancellation by the V&A.
5. Payments. The V&A will invoice you for the fee as soon as possible following your application and acceptance by the V&A. Fees must be paid within 30 days from the date of invoice. Once purchased by you, NVQs are non-assignable to another person. Refunds will be given at the discretion of the V&A. Fees quoted are inclusive of VAT which will be shown separately on your invoice.
6. Cancellation, Withdrawals. We regret that no refunds will be made if you cancel or withdraw from your chosen programme after the invoice has been issued as you will have been registered with the awarding body EDI.
7. Non attendance of Assessor appointments and time bound restrictions. The V&A will be responsible for booking assessor appointments. These bookings incur a cost to the V&A. Failure to attend an appointment with your assessor [giving less than 3 working days notice] may result in you being liable for the cost of the appointment. Each NVQ must be achieved within an 18 month limit. Failure to complete within this time may result in a re-registration fee.

8. The V&A cannot accept any responsibility for loss of data or any consequential losses arising from the use of V&A materials and use of the V&A NVQ website.

9. The V&A will treat any information which it may have obtained or received in relation to our application as private and confidential in accordance with the Data Protection Act 1998