

Level 5 Diploma in Advanced Medical Equipment Technologies Application Form



Please return this form by post to:

Avensys UK Training Ltd
Frederick Road
Hoo Farm Industrial Estate
Kidderminster
DY11 7RA

Or request this booking form as a Word document to enable you to edit and email:

Email: training@avensysmedical.co.uk Telephone: 01562 745858

Please read the notes section before completing this form which is your application for entry to the Diploma. Please complete the form in block capitals in black ink or in typescript. Incomplete application forms will delay the application process; if any information is found to be fraudulent Avensys UK Training Ltd reserves the right to reject or withdraw the application or offer of a place.
All sections must be completed in-order to be processed!

Course
Course Start Date:

1. Personal Details		
Dr/Mr/Mrs/Miss/Ms	First Name:	Surname:
Home Address:		
Town:		Postcode:
Telephone no.	Email:	
DOB:		
Business Address:		
Town:		Postcode:
Telephone no.	Email:	
Please tick to indicate your preferred correspondence address:		
Business <input type="checkbox"/> Home <input type="checkbox"/>		

2. Qualifications

Please list all subjects taken and results, starting with the earliest. If you are currently awaiting the result of any examinations taken, please mark these as pending. Awards must be accompanied by a photocopy of the original countersigned by your sponsor as having seen the original.

Level	Subject	Date (MM/YYYY)	Place of study	Result

3. Membership of Professional Bodies

Already registered with the Engineering Council? If so, please provide your registration grade, number and state the institution through which you are registered. Proof Attached Yes/No.

If not already registered with the Engineering Council, are you interested in becoming Registered?

Yes/No

4. Present Employment Details

Please give details of current position and principle duties:

Job Title and Employer:

Address:

Main Responsibilities:

5. Curriculum Vitae

Please attach an up to date CV detailing your full employment history and your responsibilities.

6. Organisational Chart and job description

Please attach a chart detailing your position in your current organisation and a copy of your current job description.

7. Referees / Sponsors and Mentors

All applicants must provide two sponsors, one of whom must be willing to act as your workplace mentor. If unable to offer existing IHEEM members as a proposer and a seconder, proposal form may be signed by two other professionally qualified persons holding responsible positions.

Name:	Name:
Position:	Position:
Address:	Address:
Telephone no:	Telephone no:
Email address:	Email address:
Institution:	Institution:
IHEEM Membership No (if applicable):	IHEEM Membership No (if applicable):
Signed:	Signed:

8. Personal Statement

Please state your reasons for choosing this Diploma, your relevant experience and how this course will benefit you. Attach a separate sheet of paper if necessary.

9. Accommodation	
Will you require accommodation for on-site practical sessions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please let us know of any dietary requirements:	

10. Proposer / Customer Details	
If your employer will be responsible for paying the course fee, the person authorising this application MUST complete the following section in full. By signing you are confirming your acceptance of our Terms and Conditions.	
Name:	
Position:	
Company/ Hospital /Trust:	
Address:	
Town:	Post Code:
Direct Telephone No:	E-Mail:
Authorised Signature:	

11. Payment Details			
Please indicate whether payment will be made in full, per Level or per module:			
Payment in full: £5995 <input type="checkbox"/>	Payment per Level: Level 4 £2997.50 <input type="checkbox"/> Level 5 £2997.50	Payment per module: 8 x £750 <input type="checkbox"/>	Accommodation POA <input type="checkbox"/>
If you are being sponsored, please request a Purchase Order number from your Accounts department and advise them to forward purchase order details to: training@avensysmedical.co.uk			
Wherever possible ALL POs should be preceded with the letters – TR, on the Purchase Order			

12. Final Payment Details			
Course Cost Total as above		Preferred Payment Method	
Accommodation		Cheque	BACS
VAT @ 20%		Please refer to the Terms and Conditions of Payment	
TOTAL			

12. Declaration

I confirm that the information given in this form is correct, complete and that I have personally signed this form. I understand the notes, Terms and Conditions and I agree to abide by the conditions set out therein. I agree that in the event of election to any class of membership in the Institute of Healthcare Engineering and Estate Management I will be governed by the Articles of Association of the Institute and the Code of Conduct then in force and as they may be altered thereafter. If I should wish to terminate my membership of the Institute, I will notify the Chief Executive in writing and having paid any subscription, and arrears, due at that time, shall hence be free of obligation.

Signature of Applicant:	Date:
-------------------------	-------

If you wish to **opt-out** of receiving information from all divisions of Avensys UK Ltd [please click Unsubscribe](#) and send a quick email to training@avensysmedical.co.uk and we will remove all your personal details from our records.

Do you give permission to be added to our mailing list? YES NO

How did you become aware of Avensys training Services? (Please Circle)

(Web, Facebook, Twitter, Advert, Word of Mouth, Other)

Please sign and date to confirm that you accept our Terms and Conditions.
(Stated on the following page)

Signature..... Date.....

Please check this application and return via email to: training@avensysmedical.co.uk , or by post, to Avensys UK Training Ltd, Frederick Road, Hoo Farm Industrial Estate, Kidderminster, Worcestershire, DY11 7RA.

Once this application form is received, you will be contacted directly in order to confirm your acceptance on to the course.

*Avensys UK Training Ltd collects information about learners for administrative, academic and health and safety reasons. For the Training Academy to operate efficiently it needs to process this information. Your consent to process such information is therefore a requirement **before we are able to register you as a learner.***

I agree that Avensys UK Training Ltd may process personal data contained in this form for any purposes connected with my studies or my health and safety or for any other legitimate reason. In respect of sensitive data, I understand that this form will be used only for the purposes set out in this statement above. My consent is conditional upon Avensys UK Training Ltd complying with its obligations and duties under the [EU General Data Protection Regulations](#). I hereby grant Avensys UK Training Ltd authority to release information relating to my academic status to the Education and Skills Funding Agency or awarding bodies: - Pearson and Open College Network.

Ethnicity Form – Please Indicate

Do you consider you have a disability Yes No

What is your sex? Male Female

What is your age? 16-19 20-29 30-39 40-49 50-59

What is your ethnic group?

Choose ONE section from A to G, then tick the appropriate box to indicate your background.

A White

British

Other British Scottish Welsh Irish Any Other

Any other White background, please write in

B Mixed

White and Black Caribbean White and Black African White and Asian

Any other Mixed background, please write in

C Asian

Indian Pakistani Bangladeshi

Any other Asian background, please write in

D Black, Black British, Black English, Black Scottish, or Black Welsh

Caribbean African

Any other Black background, please write in

E Chinese

Chinese

Any other Chinese background, please write in

F Other ethnic background

Any other background, please write in

G I do not wish to state my ethnic origin

Please indicate if you have a disability: No disability Autistic Spectrum Visual Impairment Hearing Impairment Long-term Health Mental Health Dyslexia Wheelchair User Other disability not listed Multiple disability

Please give further details of any support needs which might necessitate special arrangements or facilities:

.....

.....

.....

Data Protection: This information will only be used to monitor compliance with the law and best practice in terms of equal opportunity and non-discrimination.

Notes for Applicants

Please read the following notes before completing your application.

The Data Protection Act 1998

The information given on your form will be used for the following purposes:

- To enable Avensys UK Training Ltd to determine your eligibility for acceptance on the Diploma
- To enable Avensys UK Training Ltd to establish your student record file
- To enable Avensys UK Training Ltd and OCNWMR to compile statistical reports
- To enable IHEEM to hold and use the above data for administration purposes, to keep you informed of its activities and to offer you goods provided by the Institution.

General

Please complete your form either in typescript or in block capitals.

1. Personal Details

Please complete this section fully, including an email address through which you may be contacted and sent course materials and information as necessary.

2. Qualifications

Please list all of your qualifications, regardless of the result, starting with the earliest. Please include copies of post-16 education and training certificates with your application.

Post-16 qualifications: The minimum level of formal qualification in electronics that is necessary in order for a candidate to enter this course is level 3. If you are unsure as to the level of qualifications that you hold, please refer to <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/> Students who do not hold formal qualifications should refer to notes 4 & 5 below.

3. Membership of Professional Bodies

Please indicate any relevant professional memberships that you may hold.

4 & 5. Present employment details and CV

Due to the nature of the content of the course we require candidates to be able to demonstrate a suitable level of prior knowledge of hospital/clinical settings, equipment and electronics gained via work experience and/or education. Candidates who do not hold any formal qualifications but have worked in a relevant setting for a minimum of 5 years will still be considered for entry to the Diploma. Please note that responsibility for ensuring that the student has the appropriate level of technical understanding lies with the Customer.

6. Organisational chart

Please include a chart showing the structure of your organisation and your position in it and also a copy of your job description.

7. Referees / Sponsors and Mentors

Please provide the contact details of two individuals who would be able to provide suitable educational and/or work-related references. One of these individuals must be willing and able to act as your workplace mentor who will oversee your work-based practice. If you are not able to provide details of a mentor, please inform us as soon as possible in order that appropriate arrangements may be made.

8. Personal statement

Please detail any information you may wish to offer in support of your application such as your career plans, what you hope to gain from the Diploma and your relevant experience.

9. Accommodation

The cost of accommodation is **not** included in the course fee for this Diploma. Please indicate whether you wish to take up the option of accommodation. Further information can be found here:

<http://www.hallmarkhotels.co.uk/hotels/stourport>

The accommodation package consists of bed, breakfast and evening meal. Lunches will be provided at the training centre during the day.

We will do our utmost to cater for any particular dietary requirements.

10. Proposer/Customer Details

This section should be completed by the employer authorising application to the course if the employer is paying the course fees.

11. Payment Details

Please indicate whether payment in full, per Level or in instalments is preferred. Payment may be made by BACS or cheque. If a purchase order number is being provided by a sponsor, please advise the person raising the PO to precede the PO number with the letters **TR**.

12. Declaration

Any offer of a place is made on the understanding that in accepting it you agree to abide by the Terms and Conditions of Avensys and by signing this form you are confirming your agreement to this. Any false information may lead to withdrawal of any offer or acceptance on to the Diploma. It also confirms your agreement to be governed by IHEEM's Articles of Association and Code of Conduct.

Checklist for Applicants

Please ensure that you provide the following information on application:

To be provided	Tick ✓
Fully completed application form	
Signature of applicant	
Signature of Sponsor	
Signature of Mentors	
Certificates of highest level of education	
Job Description	
Organisation Chart	
Personal Statement	
Purchase Order details from Sponsor including TR reference on the PO (if applicable)	

Terms and Conditions

The following Terms and Conditions are Avensys UK Training Ltd course booking conditions. These become binding when an Avensys UK Training Ltd course is booked.

1. Payment for the course, together with VAT must be received by Avensys UK Training Ltd 8 weeks prior to the commencement of the course or upon booking the course in line with terms of payment as in 3. The course fee includes tuition, training materials, manuals and handouts as appropriate to the course. Distance learning courses will also receive online support via online learning platforms. Pre-reading and any associated work related to the course as home study will only be issued upon receipt of full payment prior to the course start date.
2. Course spaces will only be confirmed upon receipt of full course payment.
3. Cancellations of any course spaces must be received by Avensys UK Training Ltd within a minimum of 2 weeks prior to the course start date. Avensys UK Training Ltd will be entitled to a cancellation fee in accordance with the following sliding scale, however should the customer be able to substitute the original candidate with a suitable replacement then no cancellation fee will be applicable:
 - 6 weeks or more notice 75% Rebate
 - 4-6 weeks notice 50% Rebate
 - 2-4 weeks notice 25% Rebate
 - 1-2 weeks notice no Rebate

In the event Avensys UK Training Ltd accept a late registration within the timescales, payment must be received in full prior to attendance of the first day of the programme

Late bookings will only be confirmed upon receipt of payment as above.

*Full refunds after a course start date will only be given in the case of Distance Learning programmes where the clause states a 6 week period from the start date and decisions made to the suitability to the programme.
4. Where a course fee includes accommodation if requested in addition to the course fee, this will be in a suitable standard of Hotel in the vicinity of the training facility.
5. No refunds will be given to learners or organisations in respect of meals not taken during the duration of the course where such an arrangement forms part of the course fee.
6. It is the customer's responsibility, having referred to the relevant course material and literature, to ensure that all students have the necessary technical understanding and pre-requisites to undertake that particular course, and that the course is appropriate for the customer's and learner's requirements.
7. Avensys UK Training Ltd will make every effort to deliver the course to the learner in a manner which conforms to the highest standards, however, Avensys UK Training Ltd will make no other guarantee, warranty or representation about quality, suitability or otherwise in relation to the course or course content. Avensys UK Training Ltd accepts no liability in the event that the content of the course does not meet the customer or learner's requirements.
8. All Learners will be required to abide by any site security or Health & Safety measures operating at the course location. Avensys UK Training Ltd and its staff reserve the right to deny any learner access to its premises or courses, when in its opinion, the learner is deemed to have acted in a manner which is detrimental to the safety of, or contravenes the rules governing the operation of, the facilities or associated facilities at the training location. Under these circumstances no refund will be given.
9. Avensys UK Training Ltd and its staff reserve the right to deny any learner access to its premises or courses, when in its opinion, the learner is deemed to be a disruptive influence. Under these circumstances, no refund will be given.
10. All intellectual property rights, including copyright, patents, design rights and know how in or relating to the course or course materials provided or made available in connection with the course shall remain the sole property of Avensys UK Training Ltd. No copies of course materials may be made unless expressly agreed in writing by Avensys UK Training Ltd. The customer agrees for itself and on behalf of its learners that by booking a course or courses it will be bound by and will comply with any licenses and/or agreements applicable to course materials and/or the delivery of such course materials and services.
11. Neither party may, without the written consent of the other, assign any of the benefits or obligations of these Terms and Conditions to any third party, however, Avensys UK Training Ltd may without the consent of the Customer, assign to a connected company the benefit of all or any of its rights under these terms and conditions and cause all or any of its obligations to be performed by an affiliate company in connection with, or for the purposes of, facilitating a re-organisation. For the purposes of this condition an "Affiliate" means "a company which is a subsidiary or a Holding Company of the contractor or which is a holding company or a subsidiary of such holding company, where "Holding Company" and "Subsidiary" shall have the meanings defined in Section 735 of the Companies Act 1985.

Once you have booked a course the following information will be sent to you:

- VAT receipt of payment
- Course confirmation and joining instructions (includes date, times, venue and location maps)