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| **Course Details** |
| Please refer to the accompanying guidance sheet for more guidance on how tutors are to complete this form. |
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| Provider Name: |  |  | Project Code: |  |
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| Course Title: |  |
| Please ensure that we can tell what the subject is from the course title. |
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| Learning Aim Ref: |  |  | Level of Learning | **🗸** |  |
|  | Entry Level 1 |  |  |
| Entry Level 2 |  |  |
| Entry Level 3 |  |  |
| Start Date: | d | d | m | m | y | y | y | y |  | Level 1 |  |  |
|  |  |  | Level 2 |  |  |
| End Date: | d | d | m | m | y | y | y | y |  |  |  |
|  |  |  |  |
| Achievement Date: | d | d | m | m | y | y | y | y |  |  |  |
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|  |  |  |  |  |
| Venue Name: |  | Postcode:  |  |  |  |  |  |  |  |
|  |  |  |  |  |
| Tutor Name: |  | Tel No: |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
| Total Sessions: |  | GLH: |  |  |
|  |  |  | The hours you intend to deliver the course in. |
| Day session occurs: |  |
|  |  |  |  |  |
| Start time: |  |  |  |  | End time: |  |  |  |
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| **Course Classification** |
| Please specify what type of course or qualification you are providing (tick only one): |  | If it is a **Regulated qualification**, please select if any of the below apply: |
|  |
|  | **🗸** |  |  |
| Adult Skills Fund |  | **→** |  | Industry-specific or vocational course |  |  |
|  |  |  | Maths & English Legal Entitlement |  |  |
| Tailored Learning |  |
|  |  |
| UKSPF |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Other (please state) |  |  |  |  |
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|  | **Course attendees and their funding levels** |
|  | Please refer to the Learner Registration Form to ascertain which funding level your learners fall under. |
| **Learner First & Last Name** |  | **DOB** |  | **Unemployed & Claims Benefits** |  | **Earns below £25,750 Threshold** |  | **Co-Funded** |
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**Please see next page for tutor declaration and conflict of interest notice**

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| **Tutor declaration and conflict of interest notice** |

I confirm that I will be teaching this course with these learners. I have checked that these learners are eligible for funding for this course and I have informed the team if any of the learners have completed any part of this course or qualification previously. I also confirm that I have seen evidence of income for learners who are funded on the basis of being under the Earnings Threshold of £25,750 . *\*Evidence could be wage slips or contract of employment stating gross annual salary.*I confirm that there is no conflict of interest\* and that the assessment processes will be completed according to the standards set by the Conflict of Interest Policy and the Awarding Organisation requirements.*\*A conflict of interest can be defined as a conflict between the professional responsibilities of a tutor, assessor, and internal quality assurer and any other interests the individual may have and as such could compromise or appear to compromise their decisions.*  |
| **Tutor Signature:** |  |  | **Date:** |  |

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