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| **Corporate Registration of Learners for a NISQ Regulated Qualification** |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Telephone Number:** |  |
| **Fax Number:** |  |
| **Email Address:** |  |
| **Invoicing Address (if different from above):** |  |
| **Purchase Order Number:****(Please provide hard copy Purchase order if required)** |  |

**Learner Information**

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| --- | --- |
| **Qualification Title:** |  |
| **Qualification Date:** |  |
| **No 1 Learner: Name and Position** | **Name:**  | **Position:**  |
| **No 2 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 3 Learner: Name and Position** | **Name:**  | **Position:**  |
| **No 4 Learner Name and Position** | **Name:**  | **Position:** |
| **No 5 Learner: Name and Position** | **Name:**  | **Position:**  |
| **No 6 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 7 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 8 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 9 Learner: Name and Position** | **Name:**  | **Position:**  |
| **No 10 Learner: Name and Title** | **Name:**  | **Position:** |
| **No 11 Learner: Name and Position** | **Name:**  | **Position:**  |
| **No 12 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 13 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 14 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 15 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 16 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 17 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 18 Learner: Name and Position** | **Name:**  | **Position:**  |
| **No 19 Learner: Name and Position** | **Name:**  | **Position:** |
| **No 20 Learner: Name and Position** | **Name:**  | **Position:** |
| **Cost Per Learner excluding VAT:** |  |
| **Total Cost excluding VAT:** |  |
| **Approval Signatures:** | **Approver 1:** **Name:** | **Approver 2:****Name:**  |

**N.I. Security Qualifications**

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| **NISQ 12C – Company Registration Application -**  | **Support Material** | **NISQ – Only** |
| **For Learners Registering through Approved Centres Only – This Section****Learners Applying First Point of Contact is the NISQ Approved Centre** |
| Centre Name - |  | Yes/No |
| Centre Address - |  |  |
| Centre Approval Registration Number - |  |  |
| Director/head of Organisation - |  |  |
| Centre Email - |  |  |
| Web Address - |  |  |
| Domain - |  |  |
| **All Learners – This Section** |
| **Learner/Learner 1** |
| **Section 1 Learners Details -** |  | Requirements Met |
| 1.1 Learners/Learners Name - | Photograph Identification Required – **Circle 2 and Attach Copies,** Driving Licence – PhotocopyPassport – Photocopy –Student Identification – National Identity Card -Photocopy -  | Yes / No Notes - |
| Does the Learners have a Unique Learning Number ULN (this should be 10 Digits), registered through the Learning Records Services | ULN Number - |  |
| ULN Requires to be Applied for | Learner Requires a ULN Yes/no |  |
| The Unique Learner Number (ULN) is a unique identifier used within education and training for examination entries. You can find information about the ULN by searching for Unique Learner Number at www.ccea.org.uk From September 2015 onwards, all post-primary school learners aged 14 + will have a ULN. You can find the ULN on your ‘Candidate Statement of Results’ that you received on results day. If you cannot find your ULN, you should contact your school who should be able to confirm this for you. If you have taken any qualifications at a FE College from 2010 onwards, you will have received a ULN. If you cannot locate your ULN, you can contact the FE College you were registered with, who should be able to confirm your ULN for you.If you do not fit into either of these categories, NISQ will generate a ULN for you and share this with you. If you have any questions around this process, you can ask NISQ during your registration process. |
| NISQ fully supports the Equality Act 2010, Section 53, 19 and has implemented an open and transparent attitude to Diversity, NISQ is also determined to provide as few barriers to access as possible, but due to the complex and sometimes physically demanding aspects of Specialised Security and Security Practice Teaching and Training, some medical conditions may/will preclude learners from achieving a full qualification in certain circumstances.To Assess this NISQ requires the following information;Is the Learner less abled bodied, disabled, wheelchair Bound, pregnant, or suffer from any condition or learning difficulty that may normally preclude them from applying for or attending such a Regulated Qualification? Reasonable AdjustmentThere may be aspects on certain NISQ Regulated Qualifications that require full physical and mental ability and would not be suitable for a learner with a specific disability, however the Learner may meet the criteria to apply for Reasonable Adjustment, – Discuss this with NISQ Qualifications Division –Chief Compliance Officer. Reasonable adjustments will not either provide an advantage or disadvantage to those Learners. NISQ Approved Centres support those with disabilities in all aspects and will have suitably qualified staff to provide support throughout the Qualification Cycle for those persons requiring Reasonable Adjustment. Decisions on Reasonable Adjustment are made by an Approval Panel, Reasonable Adjustment is not always possible to practically implement due to health and safety constraints, and role specific specialised security or security requirements. learner’s may not be able to receive effective Reasonable Adjustment for their disability or condition. NISQ may on certain circumstances suggest another Regulated Qualification which is better suited to the learner’s physical and mental capabilities, where Reasonable Adjustment can be successfully and effectively implemented.1.1a Any medical conditions or allergies we should be aware of:1.1b Any dietary requirements -1.1c Emergency Contact Name -1.1d Emergency Contact Number - |
| 1.2 Learners Address – | Provide **two** Supporting documents –Rental/Mortgage Statement-Utility Bills –Council Tax –Electric Bill –Gas Bill –Government Letter headed Document –Solicitors Letter - | Yes / NoNotes - |
| 1.2a If less than 3 years at the above address, provide previous address –  |
| 1.2b Please provide details where Qualification joining instructions should be issued to, if different to invoice address.Contact Name:Address:Email:Tel No: |
| 1.2c Email Address - | Tel Number - |
| 1.3 Learners Date of Birth - | Provide a copy of either a;Birth Certificate – Driving Licence - | Yes / NoNotes - |
| 1.4 Learners Qualifications – Provide a Comprehensive Curriculum Vitae – include qualifications, past experiences, letters of reference/endorsement you have –1.4a Does the Learner have Qualifications that require to be assessed against the EQF – to the RQF level – | Qualifications –Provide Photocopies of **second and third** tier qualifications – ExamplesGCSE, A Levels, Diplomas, Degrees, andNon-Regulated Qualifications;Any work-related Qualifications the learner has– ACPO, NPCC, SIA, Previous security certificatesPhotocopy – Letters of Reference/Endorsement – | Yes / NoNotes - |
| 1.5 Does the Learner have an existing Unique Learner Registration Number – Number -  | Learner Requires a Learner Identification Number;Yes/No (Circle one) | Yes / NoNotes - |
| 1.6 Learners – Security Related Experience to date - summary | Provide photocopy of any supporting material -  | Yes / No Notes - |
| **IMPORTANT****In order to process Enhanced security clearance, the following documentation as listed below is required, please complete the information and return with your booking form clear and concise copies of required documents. Distorted copies, faint or poor copies will not be accepted and may result in delay for Qualification attendance.****Privacy Notice:****All documentation and booking information will be treated strictly private and confidential and will only be disclosed to the required organisations, i.e. NIDirect, will not be disclosed to any other individuals or organisations as per ICO legislation.** |
| 1.7 Learners Security Clearance Level at Present –**Security Clearance – Enhanced– is minimum requirement, NISQ can arrange to have SC carried out for a Fee for the Learner through NIDirect.** | Provide Original or have Photocopy countersigned by the Approved Centre Staff member –Does the Learner require SC – see NISQ fees on NISQ 06. | Yes / NoNotes - |
| 1.8 Has the Learner any Criminal Convictions, Current or Spent, including Driving Convictions – declare –  | Criminal Convictions –Driving Convictions - | Notes - |
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| **Section 2 Qualification Criteria** |  | **NISQ Notes** |
| 2.1 The Learner is Interested in Registering for the Following Qualification – |  |  |
| 2.2 Is the Learner aware of the/any entrance Criteria that is in Place -  | Yes/No |  |
| 2.3 How does the Learner fulfil the criteria - explain – | Criteria FulfilledYes/No |  |
| 2.4 Is the learner aware of the Total Qualification Time – time they need to commit to the Qualification - | TQT -  |  |
| 2.5 Is the Learner Aware of the assessment and marking process - | Yes/No |  |
| 2.6 Is the Learner aware of the Qualification Fees – NISQ 06 form - |  |  |
| 2.7 Start Date of Qualification Learner wants to be registered for/as advertised/ the learner can attend – on the following date or datesChoice 1 – date –Choice 2 – date –Choice 3 – date - | Qualification Dates advertised on - website -  |  |
| **Section 3 The Fees and Personal Learner Declaration** |  | **NISQ**Yes / NONotes - |
| 3.1 Has the Learner paid the initial application Fee on line -  |  |  |
| 3.2 I the Named Learner confirm the information I have supplied on this application form is true and correct, it is a true representation of the personal qualifications and experience, I understand any information presented that may be misleading or misrepresents the personal information, qualifications or experiences may render this application not suitable for registration for the NISQ Regulated Qualifications,I also understand that registration cannot be completed until the fees for the named NISQ Regulated Qualification choice are paid in full, Name –Signature –Date -  | Confirm the Qualification Title –Fees Paid –Fees Owing - |  |
| **Section 4 NISQ - Only** |  |  |
| 4.1 Application Action required - | Application SuccessfulYes/No | Application Completed – Yes/NO |
| 4.2 Learner Has been informed –Yes/NoMethod – | Means –Telephone –Followed up by Email –Letter - | Who By - |
| 4.3 Start Date confirmed - | Means –Telephone –Followed by Email –Letter - | Who By - |
| 4.4 NISQ Chief Compliance Officer – Name –Signed –Date - | Signed by the Chief Compliance Officer of NISQ – confirming the Learner has been fully updated as to their Registration Status - |  |
| **Privacy Notice:****All documentation and booking information will be treated strictly private and confidential and will only be disclosed to required organisations, i.e. Security Clearance organisation, NIDirect will not be disclosed to any other individuals or organisations** |

If Required.

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| **In order for training equipment, including clothing, to be supplied if required,****please provide the following information.** |
| Trouser Waist Size:Trouser Length: |  |
| Shirt Size: (Small, Med, Large, XXL, XXXL etc) |  |
| **Hat Size:** (Place measuring tape around your head about 1/8”above your ear, across the mid-forehead. Completely circle your head,holding the tape firmly, but not too tight. Please provide your measurement in centimetres) |  |
| **UK Shoe Size:** |  |

***Terms & Conditions:*** *Please make an early reservation to guarantee your place/s, as numbers are strictly limited per qualification. Once the booking has been received you are liable for payment in full, subject to acceptance following security clearance. An invoice will be issued to you upon receipt of this booking form. Invoice will cover two sections of payment, initial payment due by return of £100.00 + VAT per learner, for security clearance administration, this fee is non-refundable. The remainder of outstanding fees to be received a minimum of 30 days prior to the qualification commencement date. Cancellation: 90 days or more prior to qualification commencement date will result in 100% refund excluding security clearance administration. Cancellation 61-89 days prior to qualification commencement date will result in 50% refund excluding security clearance. Cancellation 31-60 days there will be no entitlement to any refund but may attend the same next available qualification. Cancellation 30 days or less, no refund or change of qualification date applies and payment is required in full. Transfers to alternative qualifications are not permitted. The content of the programme may be updated if appropriate. We reserve the right to cancel the qualification, for example due to under-subscription. In this instance a future qualification will be booked or a full refund issued. Learners who do not pass security clearance will not be eligible to attend qualifications.*

**Please return all completed documentation to: Administration**

**N.I. Security Qualifications Ltd**

**The Stables**

**51 Old Ballygowan Road**

**Comber**

**BT23 5Np**

**Thank You for your business**

This Section 12C is Repeated for the Number of Learners – Learners the Company/Client is Proposing.



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| **All Learners – This Section** |
| **Learner/Learner 1** |
| **Section 1 Learners Details -** |  | Requirements Met |
| 1.1 Learners/Learners Name - | Photograph Identification Required – **Circle 2 and Attach Copies,** Driving Licence – PhotocopyPassport – Photocopy –Student Identification – National Identity Card -Photocopy -  | Yes / No Notes - |
| 1.1a Any medical conditions or allergies we should be aware of:1.1b Any dietary requirements -1.1c Emergency Contact Name -1.1d Emergency Contact Number - |
| 1.2 Learners Address – | Provide **two** Supporting documents –Rental/Mortgage Statement-Utility Bills –Council Tax –Electric Bill –Gas Bill –Government Letter headed Document –Solicitors Letter - | Yes / NoNotes - |
| 1.2a If less than 3 years at the above address, provide previous address –  |
| 1.2b Please provide details where Qualification joining instructions should be issued to, if different to invoice address.Contact Name:Address:Email:Tel No: |
| 1.2c Email Address - | Tel Number - |
| 1.3 Learners Date of Birth - | Provide a copy of either a;Birth Certificate – Driving Licence - | Yes / NoNotes - |
| 1.4 Learners Qualifications – Provide a Comprehensive Curriculum Vitae – include qualifications, past experiences, letters of reference/endorsement you have –1.4a Does the Learner have Qualifications that require to be assessed against the EQF – to the RQF level – | Qualifications –Provide Photocopies of **second and third** tier qualifications – ExamplesGCSE, A Levels, Diplomas, Degrees, andNon-Regulated Qualifications;Any work-related Qualifications the learner has– ACPO, NPCC, SIA, Previous security certificatesPhotocopy – Letters of Reference/Endorsement – | Yes / NoNotes - |
| 1.5 Does the Learner have an existing Unique Learner Registration Number – Number -  | Learner Requires a Learner Identification Number;Yes/No (Circle one) | Yes / NoNotes - |
| 1.6 Learners – Security Related Experience to date - summary | Provide photocopy of any supporting material -  | Yes / No Notes - |
| **IMPORTANT****In order to process Enhanced security clearance, the following documentation as listed below is required, please complete the information and return with your booking form clear and concise copies of required documents. Distorted copies, faint or poor copies will not be accepted and may result in delay for Qualification attendance.****Privacy Notice:****All documentation and booking information will be treated strictly private and confidential and will only be disclosed to the required organisations, i.e. NIDirect, will not be disclosed to any other individuals or organisations as per ICO legislation.** |
| 1.7 Learners Security Clearance Level at Present –**Security Clearance – Enhanced– is minimum requirement, NISQ can arrange to have SC carried out for a Fee for the Learner through NIDirect.** | Provide Original or have Photocopy countersigned by the Approved Centre Staff member –Does the Learner require SC – see NISQ fees on NISQ 06. | Yes / NoNotes - |
| 1.8 Has the Learner any Criminal Convictions, Current or Spent, including Driving Convictions – declare –  | Criminal Convictions –Driving Convictions - | Notes - |
|  |
| **Section 2 Qualification Criteria** |  | **NISQ Notes** |
| 2.1 The Learner is Interested in Registering for the Following Qualification – |  |  |
| 2.2 Is the Learner aware of the/any entrance Criteria that is in Place -  | Yes/No |  |
| 2.3 How does the Learner fulfil the criteria - explain – | Criteria FulfilledYes/No |  |
| 2.4 Is the learner aware of the Total Qualification Time – time they need to commit to the Qualification - | TQT -  |  |
| 2.5 Is the Learner Aware of the assessment and marking process - | Yes/No |  |
| 2.6 Is the Learner aware of the Qualification Fees – NISQ 06 form - |  |  |
| 2.7 Start Date of Qualification Learner wants to be registered for/as advertised/ the learner can attend – on the following date or datesChoice 1 – date –Choice 2 – date –Choice 3 – date - | Qualification Dates advertised on - website -  |  |
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| 3.1 Has the Learner paid the initial application Fee on line -  |  |  |
| 3.2 I the Named Learner confirm the information I have supplied on this application form is true and correct, it is a true representation of the personal qualifications and experience, I understand any information presented that may be misleading or misrepresents the personal information, qualifications or experiences may render this application not suitable for registration for the NISQ Regulated Qualifications,I also understand that registration cannot be completed until the fees for the named NISQ Regulated Qualification choice are paid in full, Name –Signature –Date -  | Confirm the Qualification Title –Fees Paid –Fees Owing - |  |
| Payment by debit card / Bank Transfer: Bank Transfer details:  A/C Name: Sort Code: A/C Number:BIC:IBAN: | GSQ Group Corporate Acc.09-02-2210796959GB39ABBY09022210796959 |
| (please quote the following reference via your bank transfer payment) | “Ref: NISQ and ………… [the applicants unique reference number]“ |
| **Section 4 NISQ - Only** |  |  |
| 4.1 Application Action required - | Application SuccessfulYes/No | Application Completed – Yes/NO |
| 4.2 Learner Has been informed –Yes/NoMethod – | Means –Telephone –Followed up by Email –Letter - | Who By - |
| 4.3 Start Date confirmed - | Means –Telephone –Followed by Email –Letter - | Who By - |
| 4.4 NISQ Chief Compliance Officer – Name –Signed –Date - | Signed by the Chief Compliance Officer of NISQ – confirming the Learner has been fully updated as to their Registration Status - |  |
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