



**Bizness Training Centre**

Suite 12, Wellesley House, 102 Cranbrook Road, Ilford, Essex, IG1 4NH  
[www.biznesstrainingcentre.co.uk](http://www.biznesstrainingcentre.co.uk)

**COURSE APPLICATION FORM**

**Personal Information**

Title: .....  
Surname: .....  
Forename(s): .....  
Date of Birth: .....  
Address .....  
Postcode: .....  
Telephone .....  
    Home: .....  
    Mobile: .....  
    E-mail .....

*(All information is kept strictly confidential and in accordance with the Data Protection Act 1998. We are an equal opportunity company)*

**Education and Qualifications (optional)**

Qualification	Institution	Dates
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Experience (optional)**

Institution	Dates
.....	.....
.....	.....
.....	.....

**Learning agreement and Data Protection Act 1998**

*(All learners must read and sign the consent box)*

I confirm that the information given is correct. I consent to the use of this information as outlined under the Data Protection Act . I will let you know of any change in my circumstances. I confirm that I have received information about the course and I am aware that further information, advice and guidance is available. I agree to attend the whole course. I agree to take examinations and complete assignments/course work where this is a requirement of the course.

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

**Equal Opportunities Policy and Diversity Policy**

Bizness Training Centre (BTC) has an equal opportunities and diversity policy which promotes equality of opportunity for staff and students. We strive to make all our courses inclusive irrespective of individual differences. Copies of our policy are available from the administrative office.

Do you consider yourself to have a disability? ..... Yes..... No .....  
If yes, please state.....

Do you consider yourself to have a learning difficulty?    Yes ..... No .....  
If yes, please state.....



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**Data Protection Act 1998**

BTC collects information about staff, students and suppliers for administrative, academic, health and safety and marketing reasons. This includes data from this form and any other data that BTC may obtain. Information on this form will be computerised.

**Use of Data**

- Operational purposes with regard to enrolment, education, examinations and monitoring
- Statistical purposes
- Contacting prospective, current and past students for research, quality and marketing purposes
- Providing references for training or employment

BTC does not pass your personal information to any third party organisation for marketing or sales purposes.

**Course Required**

Course Name..... Start Date .....

Preferred Course Times (circle one) : Day/Evening/Weekend

Course Fees .....Registration Fee: £25 Total Due .....

Please make cheques payable to *THE BUSINESS AND COMPUTER CONSULTANCY*

<b>For College Use Only</b>	
Admitted To Course .....	Date of Admission .....
Administration Fee.....	Course Fee..... Total Fee.....
Fees Paid.....	Date .....
Fees Due .....	Date .....
Registrar's Signature .....	Date .....
College Enrolment No: .....	Awarding Body Enrolment No .....

**Equal Opportunity Monitoring**

How would you describe your ethnic origin?

<b>Asian</b>	<b>Black</b>
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African
<input type="checkbox"/> Chinese	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Indian	
<input type="checkbox"/> Pakistani	
<b>Mixed</b>	<b>White</b>
<input type="checkbox"/> Asian and White	<input type="checkbox"/> British
<input type="checkbox"/> Black and White	<input type="checkbox"/> Irish
<b>Other</b>	
<input type="checkbox"/> Asian	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Black	
<input type="checkbox"/> White	
<input type="checkbox"/> Multi-Ethnic	