

Notes on the completion of the FC Registration Form

The form should be completed electronically and submitted by email to the address shown.

please return this form to:
fca@ifslearning.ac.uk

Please note for all new centres delivering ifs qualifications a Centre Approval Form and Security Undertaking Form must be completed before learners can be registered. All forms relating to the ifs Financial Capability Qualifications can be found by following the link below.
<http://www.ifslearning.ac.uk/FinancialCapability/downloads/forexamofficers.as>

All fields marked with a * are mandatory and must be completed.

Centre name:*	ifs School of Finance
Centre address (Inc postcode):*	4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ
Centre telephone number:*	01227 818609 (option 3)
Examinations officer name:*	Mr Stephen Jenner
Examinations officer email address:*	fca@ifslearning.ac.uk
Main tutor name:*	Mr Gary Welch
Main tutor email address:*	fca@ifslearning.ac.uk
Other tutor(s) name(s):	Ms Natalie O'Shea
Other tutor(s) email address(s):	fca@ifslearning.ac.uk

It is important that this section is completed accurately, providing the full name of the Centre, full address including postcode, and the full names and titles of the Exam officers and Tutors. This section of the form is mandatory as it is used by us to confirm our main points of contact at your centre.

Please select your preferred method of examination delivery

How would you like to run examinations?	Paper based	<input type="checkbox"/>
	via ifs e-test™	<input checked="" type="checkbox"/>
IT Technician's Name	Ms Lindsay Parker	
IT Technician's email address	fca@ifslearning.ac.uk	

If you have not registered for ifs e-test before, a software pack will be sent out containing everything you need to get started. You are not tied into one method of delivery until you begin running examinations.

For more information on ifs e-test click on the e-test logo or go to www.ifslearning.ac.uk/FinancialCapability/e-test

Please register the learners listed below for the following Financial Capability Qualification:*	Please Tick
Level 1 Award in Personal Finance (APF1)	<input type="checkbox"/>
Level 2 Certificate in Personal Finance (CPF2)	<input checked="" type="checkbox"/>
Certificate in Personal Finance (CPF5) Scottish Centres Only	<input type="checkbox"/>
Certificate in Financial Studies (CeFS)	<input type="checkbox"/>
Diploma in Financial Studies (Dip FS)	<input type="checkbox"/>

If required, the ifs will provide binders for your students study materials. For those learners sitting Level 3 CeFS or DipFS, we will also provide the learners materials.

Select only **one** of the qualifications. If you have learners studying more than one qualification in a single academic year, you will need to seek approval from the ifs prior to registration using the Non standard delivery form.

Would you like complimentary binders?	<input checked="" type="checkbox"/>
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Choose one of the academic year groups. If you are running the course over 2 academic years you will need to complete a Non-Standard Delivery Form.

Over which academic year is the course being delivered?*	
10-12	<input type="checkbox"/>
11-12	<input checked="" type="checkbox"/>
11-13	<input type="checkbox"/>

Purchase Order No (if applicable)	PO - 1234567890
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If you require a PO number on your invoice please provide it here.

ULN: Unique Learner No.	
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If your learners have been allocated a ULN please complete the appropriate column in the form below

The ifs School of Finance will process the data supplied on this form in accordance with the principles of the UK Data Protection Act (1998). The learner details you provide will be used to process the registration and examination entry for those learners. The learner details may also be passed to third parties for the preparation of examination papers or for notification of results, eg UCAS. By providing us with these learner details you are confirming that you have the necessary consent to transfer the data to us for the stated purpose.

Please complete separate forms for each teaching set if applicable. If your centre is using teaching sets, all learners must be entered into a set, including any additional registrations. For paper based examinations we only allow a maximum of 4 teaching sets, each teaching set must sit all examinations together.

We allow a maximum of 4 teaching sets for centres delivering paper based examinations. Each teaching set must be submitted on a separate registration form.

Teaching Set	ifs 1
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Title*	Forenames*	Surname*	Gender*	Date of Birth*	ULN
Mr	John	Learner	M	31-Jan-07	# applicable
Mr	John	Smith	M	01-Jan-97	
Miss	Mary	Bloggs	F	30-Sep-96	

Learner information must be completed accurately as the details are used for Certification purposes. Please display the names in the format to be shown on their Certificate E.G. Do not use all upper or lower case.