

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

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 form our main points of contact at your Centre.

If you wish to examine your students using **ifs e-test™**, then you will need to tick the box and provide us with the full name and contact email of the IT technician responsible for supervising the installation and maintenance of the software.

Please note for all new centres delivering **ifs** qualifications a **Centre Approval Form and Security Undertaking Form** must be completed before students 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/FCDownloads.aspx>

Items marked with a * are mandatory and must be completed.

Name:*	ifs School of Finance
Address (inc postcode):*	4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ
Telephone number:*	01227 818609
Examinations officer name:*	Mr Richard Parmenter
Examinations officer email address:*	fca@ifslearning.ac.uk
Tutor name:*	Mr Tim Palmer
Tutor email address:*	fca@ifslearning.ac.uk

Would you like to run examinations via **ifs e-test™**?

IT Technician's Name: Mr Chris Kirby
IT Technician's email address: ctest@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/ifsctest

Select **one** of the qualifications from the list. If you have students studying more than one qualification in a single academic year, you will need to seek approval from the **ifs** prior to registration.

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

Please register the students listed below for the following Financial Capability Qualification:*	Please Tick	National Cen No. (NCN)	ADMN No. (known)	No of students
Level 1 Award in Personal Finance (APF1)	<input type="checkbox"/>			3
Level 2 Certificate in Personal Finance (CPF2)	<input checked="" type="checkbox"/>			
Certificate in Financial Studies (CeFS)	<input type="checkbox"/>			
Diploma in Financial Studies (Dip FS)	<input type="checkbox"/>			

Would you like to receive complimentary **ifs** binders?

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?*

09-11	<input type="checkbox"/>
10-11	<input checked="" type="checkbox"/>
10-12	<input type="checkbox"/>

Purchase Order No (if applicable): PO - 1234567890

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

If you require a PO number on your invoice, please provide it here.

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 student details you provide will be used to process the registration and examination entry for those students. The student 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 student details you are confirming that you have the necessary consent to transfer the data to us for the stated purpose.

If you intend to examine students in separate cohorts, you will need to provide details of the teaching sets and submit each cohort on a new form.

Please complete separate forms for each teaching set if applicable. If your centre is using teaching sets, **all** students must be entered into a set, including any additional registrations.

Teaching Set					
Title*	Forenames*	Surname*	Gender*	Date of Birth*	ULN
Mr	Test	Student	M	31-Jan-07	if applicable
Mr	John	Smith	M	17-Feb-93	
Miss	Joan	Smith	F	12-Sep-93	
Miss	Joanne	Bloggs	F	14-Jan-92	

Student 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. names not all in upper or lower case.