



Young People's
Learning Agency

PROFESSIONAL AND CAREER DEVELOPMENT LOANS (PCDL) LEARNING PROVIDER REGISTRATION FORM A

*****IMPORTANT!*****

**You must read and agree to adhere to the Requirements for Registration as a PCDL
Learning Provider before completing any of these forms.**

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- A. Professional and Career Development Loans - Learning provider registration form and declaration

Form A

PROFESSIONAL AND CAREER DEVELOPMENT LOAN – LEARNING PROVIDER REGISTRATION FORM AND DECLARATION

**Please Note: All sections of Form A should be completed, including the Learning Provider Declaration. If a nil response is required please enter Nil, N/A or strike through as appropriate.
Unsigned or photocopied forms will not be accepted.**

Section 1: Organisation Details

Name of Organisation			
Trading Name (if different from above)			
Legal Status of Organisation e.g. registered company, statutory corporation, partnership	Companies House Registration number or Charity Commission Registered number (if applicable)		Is your organisation publicly Funded? YES <input type="checkbox"/> NO <input type="checkbox"/>
If applicable list all company directors/designated member (Use a separate sheet if necessary)	Name:	Date of Birth:	

Is your company linked to any other company? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please give details of all linked companies, including Companies House registration numbers and explain the link (use a separate sheet if necessary)	
What is your organisation's annual turnover? £	Has your organisation been registered previously with either this programme or the Career Development Loans (CDL) programme? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, what was your programme reference number:

Section 2: Contact Details

Contact Name	
Address (Head Office or Registered Office)	Telephone Number: Fax Number: Email Address: Website Address:

If applicable, list all regional sub offices that should be listed with your registration (continue list on a separate sheet of paper if necessary)	
Address	Name of Manager

Section 3: Funding Information

Does your organisation receive or has it ever received from the following organisations: Young People's Learning Agency
 Skills Funding Agency Learning and Skills Council

If yes, please supply the following information for all relevant forms of funding (continue list on a separate sheet of paper if necessary)

Type of funding	Start & finish dates	Value (£)	Funding body	Name & telephone number of contact from relevant organisation

Section 4: Training Details

Please tick the statement that applies to you:	<input type="checkbox"/> We offer distance learning only <input type="checkbox"/> We offer classroom learning only <input type="checkbox"/> We offer distance learning and classroom based learning	How long has your organisation been providing training?	
If the learning is classroom based where does it take place? (list all premises on a separate sheet if necessary)			
List memberships of any governing, awarding or accrediting bodies. (list all applicable membership numbers)			
Are the qualifications you offer accredited? If so, by whom?		How many learners are currently learning with your organisation?	
Do you offer Careers counselling/job search courses? YES <input type="checkbox"/> NO <input type="checkbox"/>	Does the training offered by your organisation lead to a franchise arrangement? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please quote the cost of the franchise element: £	

Please supply the following information for all courses that your organisation offers for which learners have applied for PCDL support:
(continue list on a separate sheet of paper if necessary)

Course Name:	Course Level:	Course Length:	Accrediting Body:	How long has your organisation delivered this course:

In order to process your organisation's application please complete the declaration and send the following documents to the address below:

- Completed Learning Provider registration form (this Form A) with signed Learning Provider declaration (see below);
- Your organisation's learning agreement;
- Your procedure for dealing with learner complaints;
- Your organisation's refund policy;
- Prospectus, brochures and publicity material that show course details, lengths and prices including process for assessing learner suitability.
- A list of prospective PCDL-funded learners' names and contact details together with the course(s) for which they are applying.

Professional and Career Development Loans

PO Box 284

Darlington

DL1 9LS



Young People's Learning Agency

Learning Provider Declaration:

I confirm that the information provided on this form and other documents furnished to the YPLA as part of the PCDL Learning Provider registration process are complete and accurate. I understand that failure to disclose all pertinent information may result in the application for registration being declined or subsequent removal from the register.

I declare that I have read and agree to adhere to the requirements of the registration as a PCDL Learning Provider and any subsequent amendments thereto. I understand that a breach of the Learning Provider requirements may result in this organisation's removal from the PCDL register of Learning Providers.

I declare that none of the Directors/Senior Managers of the Company have previously been involved with an organisation registered either as a PCDL or a CDL Learning Provider which ceased trading before all learners had completed their training or which was removed from the register of Learning Providers.

I confirm that financial stability of the organisation will not be dependent on income derived from learners who obtain PCDLs.

Signed:

Name:

Authorised signatory on behalf of:

Position in Organisation:

Date:

Data Protection Act 1998: *Personal information you provide will be used to process your details as a learning provider for the YPLA Professional and Career Development Loans programme. This information may be used by the YPLA to monitor and evaluate PCDLs without identifying individuals.*