

Form B

**PROFESSIONAL AND CAREER DEVELOPMENT LOANS (PCDL):
CHANGE TO REGISTRATION DETAILS**

Learning Providers are required to advise the Young People's Learning Agency (YPLA) promptly of any changes to their registration details, no later than one calendar month after the change (see the Requirements for Registration as a Learning Provider, paragraph 13 "Information and Compliance Monitoring").

If you are registering as a new legal entity you will need to complete a new application for registration (Form A, which is available at <http://pcdl.ypla.gov.uk/lprequirements>).

In order to fulfil this requirement please complete this form and declaration below and send the following documents to the address below:

**Professional and Career Development Loans
PO Box 284
Darlington
DL1 9LS**

Please Note: All sections of the form below should be completed, including the Learning Provider Declaration. Unsigned or photocopied forms will not be accepted.

Form B

**PROFESSIONAL AND CAREER DEVELOPMENT LOANS (PCDL):
CHANGE TO REGISTRATION DETAILS**

Section 1: Organisation Details

Name of Organisation & Companies House No.	
PCDL Registration Number:	

Section 2: Contact Details

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

Section 2: Changes to Organisation/Contact Details

Please state below any changes regarding your organisation registration details that require amending on our database:
(continue list on a separate sheet of paper if necessary)

Learning Provider Declaration:

I confirm that the information provided on this form and other documents furnished to the YPLA as part of this application to change registration details is complete and accurate. I confirm that the new contact has read and understands the PCDL Requirements for Registration as a Learning Provider. I understand that failure to disclose all pertinent information may result in the application being declined or subsequent removal from the register.

Signed:

Date:

Name:

Position in Organisation:

Authorised signatory on behalf of:

Form C

**PROFESSIONAL AND CAREER DEVELOPMENT LOANS (PCDL):
UPDATE TO LIST OF REGISTERED COURSES**

In order to process your organisation's request to add further courses to the PCDL register, please complete the declaration below and send the following documents to the address below:

- *Extract from your organisation's prospectus or marketing materials showing full details of course content, course duration, learning outcomes and cost for the course(s) that you wish to add.*

**Professional and Career Development Loans
PO Box 284
Darlington
DL1 9LS**

Please Note: All sections of the form below should be completed, including the Learning Provider Declaration. Unsigned or photocopied forms will not be accepted.

Form C

**PROFESSIONAL AND CAREER DEVELOPMENT LOANS (PCDL):
COURSE UPDATE FORM**

Section 1: Organisation Details

Name of Organisation & Companies House Number:	
Learning Provider ID Number:	

Section 2: Contact Details

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

Section 2: Course Details

Please supply the following information for all courses that your organisation would like to register on which learners are waiting to enrol:
(continue list on a separate sheet of paper if necessary)

Course name	Course level and length	Accrediting body	How long your organisation has delivered this course

Learning Provider Declaration:

I confirm that the information provided on this form and other documents furnished to the YPLA as part of this application to add further courses is complete and accurate. I understand that failure to disclose all pertinent information may result in the application being declined or subsequent removal from the register.

Signed: Date:

Name: Position in Organisation:

Authorised signatory on behalf of:

Form D

**PROFESSIONAL AND CAREER DEVELOPMENT LOAN
NOTIFICATION OF EARLY COURSE COMPLETION**

IMPORTANT – You must complete this form to notify the Young People's Learning Agency that an individual has left their course or has completed their training earlier than scheduled.

Please complete this form clearly in block capitals using black or blue ink and send it to the address below within **FOUR WEEKS** of the learner's last day of attendance on the course.

Section A: Learning Provider Details

Organisation Name and Companies House number:	
PCDL Registration Number:	
Address:	
Telephone Number:	
E-mail:	

Section B: Learner Details

Name:	
Address:	
Date of Birth:	
Last date attended training:	
Reason given, if known, for not competing course:	

Section C: Course Details

Course Title:	
Qualification Aim:	

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Please return this form to:
Professional and Career Development Loans
PO Box 284
Darlington
DL1 9LS

Signed:

Name:

Position in Organisation:

Date:

Form E

**PROFESSIONAL AND CAREER DEVELOPMENT LOAN
LEARNING PROVIDER DECLARATION FOR REINSTATEMENT IF
REGISTRATION HAS LAPSED**

IMPORTANT – You can complete this declaration to re-instate your organisation onto the PCDL register of Learning Providers with the Young People’s Learning Agency only if your registration lapsed within the past *THREE MONTHS*.

Learning Provider Details

Organisation Name and Companies House number:	
PCDL Registration Number:	
Address:	
Telephone Number:	
E-mail:	

Declaration:

Please re-instate the above organisation’s registration status from lapsed to registered. I confirm that this organisation’s registration lapsed within the past three months and that the registration details previously supplied to you have remained unchanged and 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.

Please sign and return this form to:

**Professional and Career Development Loans
PO Box 284
Darlington
DL1 9LS**

Signed:

Name:

Position in Organisation:

Date: