

LEARNER PROFILE FORM

Please complete and return the personal information form below.

Once completed, please send via email to info@e-assessment-4u or fax on +44 (0) 1296 388110.

Your personal information will be treated confidentially. On receipt of the completed form you may also be contacted to arrange a guided interview prior to starting the programme of learning. This will be conducted by telephone.

Our care programmes are intended primarily for those who are working in or aspire to work in care management. Learners are likely to benefit most readily from the programme if they have at least one of the following:

- a Level 3/4 BTEC Certificate in Management (Supervision and Leadership)
- a first degree
- an appropriate professional qualification
- a level 3/4 qualification with work experience
- experience of working in a management position at level 4.

Based on the principles of open and flexible learning, learners will gain the opportunity to achieve units by being continually assessed through professional discussion with an approved assessor. The qualifications comprise units, each unit specifying outcomes which the learner has to achieve.

All fields are required to be completed, thank you.

Section 1: Your Personal Details

First name		Surname	
Home address (if Learner)			
Postcode		Tel No:	

Email			
Date of Birth		Female <input type="checkbox"/>	Male <input type="checkbox"/>

Section 2: Your Work Experience / Current Employer

Organisation Name			
Business Address			
Postcode		Tel No:	
Email		Fax No:	
Present Role			
Please outline your current role			

Please tick if you are currently unemployed

Section 3: Your Qualifications

Please list your qualifications below:				
Exam Board	Grade	Subject	Level	Date

Section 4: Your Personal Reasons

Please state why you want to study a Management qualification:
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Section 5: Your understanding of IT

Question 1: Please rate your skill level in using IT applications including Microsoft Word. Please use the following scale and circle the most appropriate response:

- 1 = extremely skilled – *something you do extremely well*
- 2 = very skilled
- 3 = moderately skilled
- 4 = slightly skilled
- 5 = not at all – *a real opportunity area!*

1	2	3	4	5
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Question 2: Do you have a CD-ROM drive in your work computer?

- Yes
- No
- Do not have work computer
- Not sure

Question 3: Do you have a home computer?

- Yes
 - No
 - Not sure
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Once you have completed your Learner Profile form either:

FAX: +44 (0) 1296 388110
EMAIL: info@key-knowledge.com
POST: Learner Services
AdVal KeyKnowledge
Ringwood House
Walton Street
Aylesbury
Buckinghamshire
HP21 7QP

If you have any queries please email or call Client Services on +44 (0) 1296 423496.