

Notes for the Completion of the Registration Request Form

1. “Name and address of registering centre”:

Please complete all details, including the postcode, as the confirmation will be sent to the contact name at the address shown. The centre number (if known) is also required to identify the correct centre. In case of query, the contact name, fax, and email address must also be completed.

2. “Employer details”:

If all the candidates have the same employer, this form can be used for batch registrations. However, if the employer’s details are different, a form for each candidate must be completed.

Number of Employees.

Sub Sector. Refer to the categories below:

1 – Aerospace

2 – Automotive

3 – Bioscience

4 - Electrical

5 – Electronics

6 – Engineered Metals

7 – Forensic Science

8 – Maintenance

9 – Marine

10 – Mathematics

11 – Mechanical

12 – Science

13 - Other

3. “Candidate”:

Surname and forenames (up to 30 characters in total)

Date of birth: Sex, M = Male, F = Female.

“PAR” (Particular Assessment Requirements):

Please note any special assessment needs using the following classification (combinations of categories may be used).

N = None

3 = Work patterns (shift working etc.)

1 = Physical or mental disability

4 = Security constraints (Defence establishments etc.)

2= English as a second language

5 = Other

“Ethnic Origin”:

Please indicate using the following categories:

11 Asian or Asian British - Bangladeshi

12 Asian or Asian British - Indian

13 Asian or Asian British - Pakistani

14 Asian or Asian British - any other Asian background

15 Black or Black British - African

16 Black or Black British - Caribbean

17 Black or Black British - any other Black background
18 Chinese
19 Mixed - White and Asian
20 Mixed - White and Black African
21 Mixed - White and Black Caribbean
22 Mixed - any other mixed background
23 White - British
24 White - Irish
25 White - any other White background
98 any other
99 not known/not provided

4. “Framework Type”:

Please specify what type of framework is required

AMA = Advanced Modern Apprenticeship

FMA = Foundation Modern Apprenticeship in Engineering

FMM = Foundation Modern Apprenticeship in Manufacturing

FMIA – Foundation Modern Apprenticeship in Industrial Applications

A4A = Advanced Apprenticeship for Adults

AA = Advanced Apprenticeship For Young People

APP = Apprenticeship

GA = Graduate Apprenticeship

HEA = Higher Engineering Apprenticeship

YAP = Young Apprenticeship

5. “Title of Framework”:

Please indicate which framework type is required:

1. Engineering
2. Industrial Applications
3. Laboratory Technicians
4. Jewellery
5. Pharmacy Assistants
6. Optical Manufacturing
7. Optical Assistants and Practice Support Staff
8. British Marine Federation

6. “Apprentice Start Date”:

As stated on LSC/WAG form.