



# ENROLMENT DOCUMENTATION

## City & Guilds Level 3 Diploma in Equine Veterinary Nursing

Please refer to the guidance notes on pages 11 – 13 before completing each section

Oaks Meadow, Weathercock Hill, Chevington, Bury St Edmunds, Suffolk IP29 5RG  
Tel: 01284 811 401

Email: info@equinestudies.co.uk

### SECTION 1: PERSONAL DETAILS

Please print clearly

Surname:	<input type="text"/>	Sex: Male/female	Title:	<input type="text"/>
Forenames:	<input type="text"/>	Date of Birth:	<input type="text"/>	
Home Address:	<input type="text"/>			Postcode:
Telephone: (Day and mobile)	<input type="text"/>	Telephone: (Evening)	<input type="text"/>	
Email	<input type="text"/>	How did you hear about TOCES?	<input type="text"/>	
My preferred method of contact is: (please tick)	<input type="checkbox"/> Email	<input type="checkbox"/> Daytime Telephone	<input type="checkbox"/> Evening Telephone	<input type="checkbox"/> Mobile

Details of any special assessment needs / disability (if applicable):

## SECTION 2: COURSE ENTRY REQUIREMENTS

	✓	Grade
<p>City and Guilds Level 3 Diploma in Equine Veterinary Nursing</p> <p><input type="checkbox"/> Minimum five GCSEs at Grade C and above.</p> <p><input type="checkbox"/> In the absence of GCSEs, please list any equivalent qualifications (e.g. Functional Skills).</p> <p><input type="checkbox"/> Copies of certificates must be enclosed.</p>	English Language	
	Science	
	Mathematics	
	Other GCSE subject:	
	Other GCSE subject:	
	BTEC First Diploma: Equine Nursing Technician (L2)	
	Alternative qualification of a comparable or higher level. Please give details:	

## SECTION 3: TRAINING PRACTICE AND CLINICAL COACH DETAILS

Equine Veterinary Training Practice Name	
Training Practice Address	
Training Practice Contact Telephone Number	
Practice RCVS Number*	
Practice Principal Name	
Practice Principal Email	
Is the Practice an approved RCVS Training Practice (TP)? (Please circle)	Yes / No
TP Number	
Number of Hours worked per week at TP	
Proposed Secondment Training Practice (if applicable)	
TP Primary Centre Name (Existing or proposed)	
TP Primary Centre Contact Person	
TP Primary Centre Contact Address (If not TOCES)	
TP Primary Centre Contact Phone (If not TOCES)	

TP Primary Centre Contact Email (If not TOCES)	
If not currently an approved Training Practice, is approval required to be completed by TOCES?	Yes / No If Yes – Pls submit TP Approval Form to TOCES
Proposed Clinical Coach Name	
Clinical Coach Email address	
Clinical Coach RCVS Number	
Clinical Coach Status (Please circle)	Existing / New
Clinical Coach Qualification/s	
Clinical Coach Training Attended in the last 12 months?	Yes / No
If no, please book Clinical Coach Training with TOCES	Date Booked: TOCES will send Email Invitation to Training
Type of Clinical Coach Training (Please circle)	Initial / Standardisation

**SECTION 4: FEES - Fees must be paid in British pound sterling (GBP)**

Course Fee	Full payment: £8250 or Pay as You Learn (PAYL): £825 Initial Fee followed by 30 monthly payments of £250.50
Registration Fees (must be paid upon enrolment)	City and Guilds (£215) RCVS (£196)
Evolve Exams – Paper 1, 2 & 3	Payable throughout course - £30 each
Total (tick where appropriate)	Paying in full: £8,661 (not including Evolve Exams)
	PAYL Initial fee: £1,233 (not including Evolve Exams)

Please complete the following:					Fee as at January 2020
Who will be responsible for payment of course fees?	Practice		Student		<b>£8,250 (course fee total only)</b>
Who will be responsible for payment of registration fees? (City & Guild and RCVS)	Practice		Student		<b>£215 – C&amp;G £196 – RCVS</b>
Who will be responsible for payment of external exams and <b>resits?</b> (if required)	Practice		Student		<b>£30</b>
Who will be responsible for payment of internal exam <b>resits?</b> (if required)	Practice		Student		<b>£25</b>
Who will be responsible for payment of <b>assignment resubmissions?</b> (if required)	Practice		Student		<b>£20</b>
Who will be responsible for payment of <b>OSCE exam entries?</b>	Practice		Student		<b>£225.70</b>
Who will be responsible for payment of <b>OSCE exam entry resits?</b>	Practice		Student		<b>£225.70</b>
In the event of additional OSCE sittings, who will be responsible for payment of repeat OSCE practice days held at TOCES?	Practice		Student		<b>£75</b>
Payment method	Cheque	Credit or debit card	Bank transfer	Invoice required?	
Payment in Full					
Pay as You Learn (Initial fee)					
	Cheque enclosed? Yes / No	Completed card authorisation? Yes / No	Sort code: 30-95-96 Acc no: 2407 1060  Cite invoice/PO ref (Practice initials student surname) in reference	TOCES will invoice the practice, payable within 14 days. Please provide details for invoicing below.	
	Cheque to follow? (emailed enrolments) Yes / No	Telephoning office with card details? Yes / No			
<b>Invoice Details:</b>					
Invoice to be paid by (Company Name if different to practice):					
Address:					
Accounts payable contact:					
Email address/es to which invoice must be sent:					
Other notes:					

## SECTION 5: TERMS AND CONDITIONS OF ENROLMENT

1. The Open College of Equine Studies (TOCES) owns the copyright in all course material and the course material must not be copied in part or in full.
2. TOCES' policy is one of continuous improvement; accordingly TOCES reserves the right to alter and update course material without notice at any time. Where a course is in the process of being updated or revised, the modules will be sent to you as they become available. We will notify you about availability of modules subject to revision.
3. Reasonable additional costs may be incurred if you do not complete a C&G course within five years of enrolment. Additional costs may also be incurred if Study Weeks are not attended within the advised time scale.
4. Terms and Conditions of the Withdrawal Policy and Learner Agreement apply.
5. If TOCES cancels your course for whatever reason, refunds will be limited to fees paid.
6. Arrangements for payments of course fees, in particular, what happens if employment ends during the course of the training programme, are between the student and the practice and must be formally recorded in a contractual agreement.

### DECLARATION

I declare that I accept the Terms and Conditions of Enrolment as stated on the Enrolment Form and that all details given are correct. I have read, accept and retained a copy of the Learner Agreement and Withdrawal Policy.

<b>Student Signature:</b>		<b>Date:</b>
<b>Employer Signature:</b> (if paying course fees)		<b>Date:</b>
<b>Practice Principal Signature:</b> (If different to above)		<b>Date:</b>

<b>ENROLMENT CHECK LIST</b>	<b>Tick</b>
Full and correct name and address given	
Copies of relevant entry qualifications (including GCSEs, CPD and CV records if applicable)	
Terms and Conditions of enrolment, Learner Agreement and Withdrawal Policy read and declaration signed (above). <b>Please do not send a copy of the Learner Agreement and Withdrawal Policy.</b>	
Clear copy of Photo ID enclosed (Passport or Driving Licence)	
Clear passport style photo of the student accompanied by a written note from either an RVN or MRCVS confirming the photo is a true representation of the student. RVN or MRCVS to include their name, status, RCVS number, signature.	
RCVS Student Registration Form completed and enclosed ( <b>Please only complete parts 1 and 3, parts 2 and 4 should be left blank</b> )	
Copy of latest TP Review Report (if not available we can request this from your Primary Centre)	
Written agreement from secondment practice that an expert witness will be available to work through the NPL with you (if applicable)	
Copy of Clinical Coach CV and current RCVS CPD Record	
Copy of Clinical Coach Training Certificate or confirmation of booking	

# LEARNER AGREEMENT

These conditions form the basis of the Learner Agreement between The Open College of Equine Studies (the College) and the enrolled person (the Student).

## RIGHTS AND OBLIGATIONS OF THE STUDENT

### 1. PAYMENT OF FEES

- 1.1 The Service provided in return for the payment of the course fee payable by the Student includes the provision of:
- Course materials to include e-learning materials.
  - Study Guide.
  - Tutor and course advisor support.
  - Marking and assessment of assignments.
  - Study Weeks as appropriate, including lunch but excluding accommodation, breakfast and dinner.
  - Book borrowing from The Open College library service, excluding postage costs.
  - Regular newsletters sent by email
- 1.2 Responsibility for the payment of all fees lies with the Student, even when another person has undertaken to pay fees on the Student's behalf.
- 1.3 Fees shall be paid directly to TOCES in advance of the course start date.
- 1.4 Additional fees are payable for:
- City & Guilds and RCVS registration fees
  - City & Guilds external examinations
  - Re-marking fee for referred (failed) Summative Assignment and practical work
  - Additional books (optional)
  - Postage charges when borrowing books from The Open College library and sending assignments in to TOCES
  - British Library copyright fees when papers and journals are obtained
  - Travel expenses to and from Study Weeks
  - Study week accommodation, breakfast and dinner
  - Additional OSCE crammers held at TOCES (e.g. in the event of a student requiring multiple attempts)

### 2. REFUND OF FEES

College closure of Provision

- 2.1 Where the provision is closed or withdrawn by the College for operational reasons an alternative programme of study of a comparable size and level will be offered.
- 2.2 If the offer of the alternative qualification / programme is not accepted by the Student fees in respect of outstanding modules not yet completed will be refunded. Fees for modules already completed will not be refunded.
- 2.3 Where the provision is closed or withdrawn by the College normally at least 28 days' notice will be given.
- 2.4 Applications for refunds must be made in writing by the Student to the Principal and must be accompanied by the original, or a copy, of the college receipt as proof of payment.
- 2.5 All refunds have to be approved by the Principal.

- 2.6 The College will not be liable for the refund of fees to Students or for any other financial penalty should the programme, or individual elements of the programme, be cancelled due to war, flood, foot and mouth or other contagious disease, strike, lock-out, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond the College's control.

#### Voluntary Withdrawal of a Student

- 2.7 If the Student withdraws voluntarily, the Terms and Conditions of the College's Withdrawal Policy apply.

### **3. ADMINISTRATION**

- 3.1 The Student must notify the Course Administrator at TOCES of any changes of details provided on the Enrolment Form as soon as the change occurs.

### **4. ACADEMIC REGULATIONS**

- 4.1 The Colleges reserves the right to refuse admission to the programme if the following conditions are not met:

4.1.1 The Student has attained the prescribed entry qualifications for the programme.

4.1.2 In the opinion of the College the Student is likely to benefit from the programme and achieve its qualification aims and outcomes.

- 4.2 The Student will attend all Study Weeks as required which will include all lectures, assessments and examinations, and complete all work assignments which form part of the programme.

### **5. GENERAL REGULATIONS**

- 5.1 This College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

### **6. HEALTH AND SAFETY REGULATIONS WHILST ON COLLEGE PREMISES**

- 6.1 The Student has a duty to take care of his/her own health and safety and that of other Students. The Student will at all times take reasonable steps to discharge this duty and at all times comply with the Health and Safety regulations which are published by the College.

- 6.2 If the Student has a disability or has a medical condition which could affect their ability to perform the activities of the course, he/she shall inform the course tutor or equivalent at the time of enrolment.

### **7. COURSE PARTICIPATION**

- 7.1 The student will read and refer to the Course Study Guide/Handbook supplied by the College which:

- explains how the courses work
- provides support in getting started with the programme
- explains what is expected when completing assignments and sending work in
- explains how to access help and support
- explains the grading criteria that is applied to work

- 7.2 The Student acknowledges that:

7.2.1 The College is a Distance Learning College and the programme is largely delivered through tutor-supported self-directed study.

- 7.2.2 They are able to contact the College at the main office in person or by email or phone at any time during normal office working hours for any questions, queries or concerns they may have about the programme requirements.
- 7.2.3 They are able to contact their allocated course advisor, as advised upon enrolment, at any time via email to arrange a convenient time for a telephone discussion to facilitate assistance with assignment preparation, understanding of course material or any other queries they may have.
- 7.2.4 They will check their emails, including spam filters and 'junk' email boxes, on a regular basis and ensure that the domain equinestudies.co.uk is not "blacklisted" by their email provider.
- 7.2.5 For all Higher Education and Veterinary Nursing/Technician programmes, they must complete each study stage in order as per the Personal Study Planner provided by the College.
- 7.2.6 All work assignments are required to be submitted in Microsoft Word Format with the exception of PowerPoint presentations as stipulated. The student will ensure their computer system they use for assignment preparation is compatible with Microsoft Office applications.
- 7.2.7 If applicable to the programme, if they opt not to complete formative work assignments, the results in the summative assignment may reflect this. With the exception of referred work and appealed work, summative assignments cannot be re-submitted if a lower grade than anticipated is attained.
- 7.2.8 It is highly recommended that Students submit formative work for areas of the module that they are unsure of, or find challenging, in order to gain the most from the course.
- 7.2.9 All summative assignments are compulsory and all questions are required to be submitted at the same time as one document, with the exception of PowerPoint presentations.
- 7.2.10 If applicable to the programme, before attending a Study Week, the student must have read through the Modules covered at the Study Week, have attempted most of the in-text questions and begun the Formative Work Assignment for these modules. Other pre-requisites may be in place; students will be notified of these by the College.
- 7.2.11 If applicable to the programme, the student will book onto the appropriate Study Week before the Study Week booking deadline; they will also read and acknowledge the Study Week booking terms and conditions. If in any doubt about which study week should be attended and when, the student will contact the College for clarification.

## **8. COURSE COMPLETION, EXTENSION AND TRANSFER**

- 8.1 The College completion and extension policy is designed to ensure that students maintain satisfactory progress. Students are expected to complete all required coursework and assessments before the course completion date. Study Weeks must be attended within the course completion time.
- 8.2 The course completion date is calculated from 14 days following the Enrolment Date (the date payment is received). In exceptional circumstances, the completion date may be extended.
- 8.3 To request an extension a written application to the Programme Manager, two months before the expiry date is required. The Programme Manager may grant a maximum extension of six months. An extension will only be granted in exceptional circumstances and the decision of the Programme Manager shall be final.
- 8.4 In the event that an extension is not granted, or the original six month extension is exceeded, but the student wishes to complete the course requirements, any combination of the following fees may be due for payment by the Student:
  - 8.4.1 Difference between the course fees paid at time of enrolment and the current course fee at the time of course continuation request.
  - 8.4.2 Awarding/Regulatory Body re-/registration fee if required (City and Guilds, RCVS)
  - 8.4.3 Marking fee per assignment submitted after course completion date of £20 per work assignment/assessment
  - 8.4.4 Study week attendance fee - £110 per day



#### 8.4.5 Administration fee - £75

- 8.5 If more than five years has elapsed since enrolment you may be required to re-enrol onto the programme if an extension is not deemed appropriate at the College's discretion.
- 8.6 If a practice pays for a student's course fees and that student subsequently leaves the practice, fees paid may be transferred to another student subject to the adjustments listed in Para 8.4.

### **RIGHTS AND OBLIGATIONS OF THE COLLEGE**

#### **9. SERVICES TO BE PROVIDED**

- 9.1 The College will provide the services required to enable Students to complete their distance learning programmes successfully. These services include the provision of course material in e-learning formats, a study guide/course handbook, tutors to mark and assess student work, lecturers to deliver lectures at both study weeks and, where appropriate, online webinars and tutorials. A Course Advisor is allocated to each student to provide ongoing support as requested by the student.
- 9.2 Where the number of Students studying the programme falls below a level, which in the reasonable opinion of the College is necessary for the programme to viably continue, the College reserves the right to cancel, suspend, alter or merge the programme. The College undertakes to give a minimum of 28 days' notice of such alteration.
- 9.3 The College reserves the right to alter the number of learning hours, the syllabus, location, dates and methods of delivery of the programme in the interests of cost-efficiency and quality of outcome at any time during its duration.
- 9.4 The college will arrange the study weeks necessary to complete the programme and will make students aware of the dates, pre-requisites and booking deadlines via the electronic newsletter (sent to all students by email), on the Moodle e-learning platform, the college Facebook page and websites. If a study week has to be cancelled or postponed for any reason, an alternative date will be provided.

#### **10. LIABILITY**

- 10.1 The College accepts no responsibility for any loss or damage to the property, including any motor vehicle or cycle of the Student while on the College premises, nor any personal injury to the Student, unless, in the latter case, caused by the College's negligence.
- 10.2 The College hereby expressly excludes liability for any indirect or consequential loss, which may be suffered by the Student as a result of any breach of these conditions or any other act or omission of the College or its employees or agents.
- 10.3 In the event that the College is found liable to the Student, the liability of the College will be limited to the fees actually paid (except for liability for death or personal injury resulting from the College's negligence).

#### **11. CIRCUMSTANCES BEYOND THE COLLEGE'S CONTROL**

- 11.1 The College will have the right to without liability and without being deemed to be in breach of these conditions, to cancel or alter in any way the programme to which this Learning Agreement relates, where it is obliged to do so through any circumstances beyond the control of the College.
- 11.2 In these circumstances, the College may attempt to rearrange the original programme but is under no obligation to do so.

#### **12. GENERAL DATA PROTECTION REGULATION (GDPR)**

- 12.1 General Data Protection Regulation (GDPR) regulates the way in which all personal data is held and processed. Due to the nature of the business TOCES needs to collect and use information about people with whom we work. This includes prospective and existing students.

- 12.2 TOCES is registered as a data controller on the register kept by the Information Commissioner's Office (ICO).
- 12.3 The personal data of students is covered by the lawful basis of contract. The legal basis for holding this data is that of processing necessary for TOCES to comply with its contractual obligations.
- 12.4 Full information can be found in TOCES General Data Protection Regulation (GDPR) Policy which can be found at [www.equinestudies.co.uk](http://www.equinestudies.co.uk) and within the Moodle e-learning platform.

## **COURSE WITHDRAWAL POLICY**

This Course Withdrawal Policy details refunds and fees payable if you cancel your enrolment and withdraw from your course. Please read this document carefully as it forms part of your Learning Agreement.

### **Terms and Conditions of Withdrawal**

1. The Open College of Equine Studies operates on a 'pay in advance' basis. In order to provide 'The Service' the course fees cover the tutorial support you receive from the start of your course, a contribution towards the cost of developing and producing the academic content of the course, your online or PDF course material, associated administrative costs and the cost of contracting tutors and providing online resources to support your studies. These costs are incurred before you start your studies and, when you enrol, you agree to become liable for your course fee as set out in this document.
2. The 'Service' you will receive upon enrolment is detailed in the Learner Agreement.
3. Under The Consumer Contracts Regulations 2013, your right to cancel a service starts the moment you enter into the contract and lasts 14 days.
4. You are deemed to enter into a contract with The Open College of Equine Studies on the day you pay either the full course fee or the first payment of a payment plan. This date is your 'Enrolment Date'.
5. You must ensure that TOCES has received your completed Enrolment Form and signed Withdrawal Policy and Learner Agreement on or before your Enrolment Date, i.e. on or before the day your payment is received. TOCES must be in receipt of these documents before course material will be made available online.
6. If your course is predominantly delivered online you will have access to an 'Induction Module' for the first 14 days following your Enrolment Date. This provides a Study Guide and a clear indication of the style, level, content and character of the digital content of the full programme. It is designed to give you the opportunity to appraise the programme. When you select to progress beyond the Induction Module you are classified as having downloaded digital content.
7. Fees paid will be refunded if you notify us **within 14 days of your Enrolment Date** that you intend to withdraw from your course. If you download digital content within the 14-day cancellation period, you are deemed to have accepted the terms of payment and you are liable to pay the course fee in full.
8. Any payments made using a transfer from a previous course cannot be refunded.
9. Fees paid in respect of Awarding Body registration (E.g. City & Guilds, RCVS) and external examinations (City & Guilds) are non-refundable.
10. If you withdraw from your course more than 14 days following your Enrolment Date, you will be liable to pay the full course fee.
11. The Open College of Equine Studies shall not be liable for refund of fees or any other penalty should courses or study weeks be cancelled due to war, fire, strike, lockout, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond their control.
12. If you wish to withdraw from your course, please email or write to the Programme Manager at The Open College of Equine Studies. Please note that it is not sufficient to tell your tutor or course advisor that you wish to withdraw from your course. You must confirm your intentions to the Programme Manager so that you can be correctly advised of your fee liability.

# ENROLMENT FORM GUIDELINES

## SECTION 1: PERSONAL DETAILS

### Details of any special assessment needs / disability

Please outline any learning difficulties, disability or other special assessment needs you require.

Students with learning difficulties, disabilities and special needs are assessed on an individual basis and the likely impact of the disability on the student's ability to successfully complete the programme of study is evaluated. This evaluation considers the health and safety of the student, and those working with the student, in the range of situations the student likely to be encountered during the programme.

When assessing admission for students with physical or sensory disabilities health and safety is considered. Every reasonably practicable step that can be taken to ensure health and safety will be taken to ensure the student can successfully complete the programme. Where health and safety could be compromised in a situation, an alternative teaching or assessment method is used, e.g. simulation if possible.

Certain physical disabilities may, for health and safety reasons, preclude attainment of learning outcomes within certain elements of a programme. In these circumstances, following an assessment of the student's personal plans and career/learning goals, and the extent to which the learning outcomes could or could not be achieved, alternative modules or an alternative programme will be recommended.

## SECTION 2: COURSE ENTRY REQUIREMENTS

- Minimum of five GCSEs at Grade C and above. These must include English Language, at least one Science subject and Mathematics. Please outline what science subject /s you hold in the area provided.
- Please tick the box/es next to the criteria you meet.
- You MUST provide copies of all qualifications held.

## SECTION 3: TRAINING PRACTICE AND CLINICAL COACH DETAILS

**Equine Veterinary Practice Name:** Trading Name of Practice and branch if applicable

**Practice Principal Name:** State the full name of the person responsible

**Practice Principal Email:** State the direct email address - please do not give the Practice's generic email address

**Is the Practice an approved RCVS Training Practice (TP)?**

- To ensure practices are able to provide a suitable training environment they must be approved by the Royal College of Veterinary Surgeons as a Training Practice (TP).
- If a practice is not already a TP TOCES can arrange the approval process. This applies to UK and overseas practices.
- Please send a copy of RCVS approval documentation showing the Practice's RCVS Training Practice Number and latest review report. If the Practice does not have a copy of the review report, we can request this from the Practice's Primary Centre.

**TP Number:** As allocated by the RCVS. Please note this is different from the Practice RCVS Registration Number.

**Number of Hours worked per week at a TP**

- **Level 3 Diploma Students** must complete a minimum of 1800 hours at an Equine Training Practice over the duration of the course (excluding annual and sick leave). Course duration is 2½ years depending on start date and examination dates.

- **Top Up students** - There is no minimum hours requirement for the Top Up programme as students will have already completed the required number of hours for RCVS registration. Therefore a placement within a Training Practice is only required for completion of the Nursing Progress Log (NPL) and to work with the cases required for the case study based summative work assignments.

If in a small animal TP or if you are not currently working in Practice, you may enrol onto the equine top-up programme provided you have equine experience and are able to complete the Nursing Progress Log requirements within an equine TP.

**Proposed Secondment Training Practice:** If your training practice is an auxiliary training practice (aTP), secondment in an equine TP is necessary. You must have written agreement from the secondment practice that a clinical coach will be available to work through the NPL with you. TOCES will provide a copy of the required secondment memorandum of understanding on receipt of the enrolment information.

**TP Primary Centre:** Training and assessment practices must always be affiliated to an RCVS approved Primary Centre who carry out your training practice approval visits. In most cases a Primary Centre is an RCVS approved college. If the primary centre is not TOCES, please provide a contact name, address, phone number and email address.

**If not currently an approved Training Practice, is approval required to be completed by TOCES?**

- Applications for training and assessment practice approval can be made to TOCES and TOCES can act as Primary Centre. We will visit your practice, as a prospective TP, in order to verify the resources available and offer initial guidance regarding veterinary nurse training. Your practice will be viewed by TOCES solely in relation to veterinary nurse training and assessment arrangements and the facilities available in support of this.
- Further information about becoming a TP can be obtained by contacting TOCES and/or visiting <http://awardingbody.rcvs.org.uk/employers/how-to-become-a-training-practice/>
- Practices that do not quite meet the TP criteria may be eligible to become an aTP and work with TOCES and other TPs to provide the necessary training.

**Proposed Clinical Coach Name:** Clinical Coaches must be qualified and Registered VNs or MRCVS. Please provide copies of the following documents for the proposed Clinical Coach:

- RCVS Qualification Certificate
- Current RCVS CPD Record
- Current Curriculum Vitae

**Clinical Coach Email address:** Note the direct email address for the Clinical Coach. Please do not give a generic practice email address that is accessed by numerous people.

**Clinical Coach Status:**

Existing      Proposed Clinical Coach has previously acted as a Clinical Coach and has completed initial Clinical Coach training.

New            Proposed Clinical Coach has not acted as a Clinical Coach before

**Clinical Coach Qualification/s:** List all relevant qualifications held

**Clinical Coach Training Attended in the last 12 months?:** Existing Clinical Coaches must have attended Clinical Coach standardisation training in the past 12 months. Please provide a copy of certificates for this.

**If no, please book Clinical Coach Training**

- All Clinical Coaches must attend Clinical Coach training every 12 months. New Clinical Coaches need to attend a Clinical Coach Training Day, existing Clinical Coaches need to attend standardisation training.
- Clinical Coach training can be booked through your Primary Centre or TOCES. We hold regular training sessions. All clinical coaches will receive an email inviting them to join our Initial Clinical Coach Online Training Webinar. TOCES also hosts regular Clinical Coach Standardisation Webinars.
- Please register your designated Clinical Coach on the preferred session and note the date booked.

#### **SECTION 4: PAYMENT METHOD**

**Method of Payment:** Please tick your method of payment. TOCES preferred method of payment is Electronic Funds (Bank) Transfer.

Bank details:

Sort code: 30-95-96

Account number: 2407 1060

#### **SECTION 5: TERMS AND CONDITIONS OF ENROLMENT**

Please read the Terms and Conditions of Enrolment carefully and sign the Declaration section.

#### **LEARNER AGREEMENT**

- The Learner Agreement outlines our responsibilities as the course provider and your responsibilities as the student.
- By signing the Enrolment Declaration, you state that you have read and accept the terms of the Learner Agreement.
- You should retain a copy of this document for your records. A personalised Learner Agreement with your enrolment details will be emailed to you upon enrolment.

#### **WITHDRAWAL POLICY**

- The Withdrawal Policy details refunds and fees payable if you cancel your enrolment. Please read this document carefully.
- By signing the enrolment Declaration, you state that you have read and accept the terms of the Withdrawal Policy.
- All parties involved in this enrolment should retain a copy of this document.

#### **CHECKLISTS**

Please ensure you have enclosed all the required documentation. Missing documentation will cause delays in processing the enrolment and the start date of your programme. Please contact us if you have any questions relating to your enrolment:

Tel: 01284 811 401  
 Email: info@equinestudies.co.uk