

Scottish Modern Apprenticeship Centre Registration Form

To formally register as a centre to deliver one of our frameworks, you must complete all sections of this form and return with supplementary information to: Registration & Certification, Instructus Skills, Unit 3 Cherry Hall Road, North Kettering Business Park, Kettering, Northamptonshire, NN14 1UE. Alternatively you can email these documents to us at info@instructus.org.

The cost for centre registration is £50 for each framework and level. Please enclose a cheque made out to Instructus with the completed Centre Registration Form or include a purchase order number if you would prefer to be invoiced.

Section 1 • Contact Details

Name of Organisation	
Address	
Post Code	
Contact Name	
Job Title	
Telephone Number	
E-mail Address	

To register to deliver the frameworks your organisation must have a valid quality assurance system recognised by Skills Development Scotland (SDS).

Section 2 • Frameworks (Please Select)

	Level	SVQ 2	SVQ 3	SVQ 4	SVQ 5	SVQ 6
Business & Administration						
Customer Service incorporating Contact Centre Operations						
Digital Marketing						
Management						
Project Management						
Human Resource Management						
Facilities Services						
Facilities Management						
Housing						
Electrical Installation						
Heating, Ventilating, Air Conditioning & Refrigeration						
Plumbing						
IT & Telecommunications						
Information Security						
Digital Application Specialist						
Data Analytics						

Section 3 • Declaration

I declare that all apprentices will receive the following, and that Instructus Skills will be permitted further information regarding any aspects of delivery as and when they may feel it is necessary:

- A Training Agreement signed by the Apprentice, Employer and Training Centre
- A Training Plan
- An Induction Programme
- An on-going review of the Training Plan

I declare that this organisation will ensure that all apprentices have achieved the mandatory outcomes, as specified in the relevant framework, before application for certification is made.

I understand that the cost of centre registration is £50 per framework and level, which covers the centre's registration for the life of the framework. The cost for registering candidates is £50 per candidate, payable in submission of a Candidate Registration via the MA Online System, which includes the cost of the final completion certificate for the candidate.

I understand that Instructus Skills has the right to withdraw centre registration should any of the declarations shown above be in question.

[Supporting Documents \(please attach the following documents\)](#)

- A specimen Training Plan
- Evidence that the organisation is accredited to deliver the required qualification(s), Core Skills and any additional units as part of the enhancement profile*

Signed	
Print Name	
Position	
Date	

*If your organisation is not accredited to deliver any of the required qualifications/units but will be outsourcing these to external providers please attach evidence of this.