

APPROVED TRAINER APPLICATION FORM

COMPLETION INSTRUCTIONS

In order to be able to offer FETAC qualifications, trainers involved in the delivery of the awards must be able to demonstrate that they hold a training qualification at level 6 or above, and that they are occupationally competent in the sectors they wish to deliver.
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1. The form is divided into 4 sections. Sections 1 and 2 are mandatory, section 3 must be completed should you be applying to demonstrate occupational competence and/or attendance on a Communication & Conflict Management trainers programme, and section 4 must be completed if you are forwarding details of your trainer qualifications.

2. Please answer all questions fully in the sections you are completing.

3. Please note that occupational competence refers ONLY to operational experience. Training experience should NOT be listed in this section.

4. CV's are not required.

5. If your application is successful, an Approved Trainer Certificate will be issued at a cost of €40.00 plus VAT for each sector. Please forward your remittance.

ICOS Skillnet
The Plunkett House
84 Merrion Square
Dublin 2
Telephone Number: 01-676-4783
Fax: 01-662-4502
Email: icosskillnet@icos.ie
Web: www.icosskillnet.ie

1. PERSONAL DETAILS

NAME:

COMPANY:

ADDRESS:

POSTCODE:

EMAIL ADDRESS:

TELEPHONE NO:

FAX NO:

2. SECTOR

Please specify all areas of training for which you are applying for approval.

2.1 Specialist Training (Please specify):-

3. YOUR BACKGROUND

Please use the space below to detail your occupational competence for **EACH** sector that you wish to be approved for. Please include relevant work history/experience that covers the last 5 years as a minimum. Where you received a relevant qualification (at a minimum of level 2 within the National Qualifications Framework), please include a copy of the certificate with this application.

3.1 Name of Programme:

What courses have you completed in relation to this Programme?

YES / NO

Please give details of qualifications, dates etc.:

3.2 Name of Programme:

What courses have you completed in relation to this Programme?

YES / NO

Please give details of qualifications, dates etc.:

3.3 Name of Programme:

What courses have you completed in relation to this Programme?
Please give details of qualifications, dates etc.:

YES / NO

3.4 Name of Programme:

What courses have you completed in relation to this Programme?
Please give details of qualifications, dates etc.:

YES / NO

3.5 Name of Programme:

What courses have you completed in relation to this Programme?
Please give details of qualifications, dates etc.:

YES / NO

3.6 Name of Programme:

What courses have you completed in relation to this Programme?
Please give details of qualifications, dates etc.:

YES / NO

4. YOUR TRAINING QUALIFICATIONS / EXPERIENCE

Do you hold a FETAC level 6 or above training/teaching qualification? YES / NO

If **YES**, please include copies of certificates with this application form, and **PRINT** the title of the award below:

If **NO**, please be aware that your details cannot be included on ICOS Approved Trainer Database.

Should you wish to reserve a place on any ICOS course, please contact Billy Goodburn (billy.goodburn@icos.ie) on 01-6131349

Signature

Date

Print Name

FOR ICOS USE ONLY

OCCUPATIONAL COMPETENCE CONFIRMED?

3.1:-	YES / NO
3.2:-	YES / NO
3.3:-	YES / NO
3.4:-	YES / NO
3.5:-	YES / NO
3.6:-	YES / NO

Signature

Date

FOR OFFICE USE ONLY

TRAINER QUALIFICATION CONFIRMED?

YES / NO

Comments if appropriate

EXEMPTION LETTER?

YES / NO

EXEMPTION LETTER NEED NQ

A QUALIFICATION?

YES / NO

Signature

Date