

**Sales and Telesales ADVANCED APPRENTICESHIP
Certificate Request Form for 2003 Framework**

To request a complete Sales and Telesales **Advanced Apprenticeship** certificate you must complete **ALL SECTIONS** of this form by filling in the boxes provided. **For Apprenticeships please use the Apprenticeship Form**

Part 1 – Advanced Apprentice Information – Please make sure you print clearly to avoid mistakes appearing on the Certificate

Full name of Apprentice			
Sex	Male	Female	(please tick)
Date of Birth	Day	Month	Year
Apprenticeship start date			
Apprenticeship completion date			

Description of Ethnic origin of apprentice (please tick only one):

White

- British
- Irish
- Any other white background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Chinese or other ethnic group:

- Chinese
- Any other (please state): _____

Mixed

- White and black Caribbean
- White and black Asian
- White and Asian
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

Part 2 – LSC/ELWA/Employer Information

Name of LSC/ELWA Office	
Name of Employer	
Address of Employer	
Type of Business	
Job Title of Apprentice	

Part 3 – Provider Information

Name of Provider	
Contact Name at Provider	
Telephone no. of Provider contact	
Email of Provider contact	
Address for return of certificate (please ensure you include full address and postcode)	

Part 4 – Certification Details (please indicate which NVQ was undertaken)

Qualification	Awarding Body	Start Date	End Date
Sales Level 3 NVQ			
Telesales Level 3 NVQ			
Communication Level 2			
Application of Number Level 2			
Technical Certificate			

Part 5 – Evidence

The following certificated evidence is required with every certificate request form. Please tick and include copies of all certificates:

1. Copy of the Sales OR Telesales NVQ at level 3, detailing all units achieved
2. Copy of the Key Skills Certificates
3. Copy of the Technical certificate

I certify that the apprentice has met all the requirements of the MSSSB Sales/Telesales Advanced Apprenticeship (please delete as appropriate)

Training Provider Signature.....

Print name..... Date.....

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS WILL RESULT IN YOUR CERTIFICATE REQUEST FORM BEING RETURNED

Part 6 – Application and Payment Details

Please send this form to: Chahid Fourali, MSSSB, Education Division, Moor Hall, Cookham, Maidenhead, Berkshire, SL6 9QH

- The price per certificate is £30
- If paying by cheque please make cheques payable to The Chartered Institute of Marketing and attach it securely to the application form
- If you require an invoice, please include an official Purchase Order or Purchase Order Number with your application

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS WILL RESULT IN YOUR CERTIFICATE REQUEST FORM BEING RETURNED

In case of queries please contact:

MSSSB, Education Division, Moor Hall, Cookham, Maidenhead, Berkshire, SL6 9QH

Tel: 01628 427 106 chahidfourali@cim.co.uk www.msssb.org