

## Sales and Telesales APPRENTICESHIP Certificate Request Form for 2003 Framework

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

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

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

**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:**

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

**Part 3 – Provider Information:**

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

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

<b>Qualification</b>	<b>Awarding Body</b>	<b>Start Date</b>	<b>End Date</b>
<b>Sales Level 2 NVQ</b>			
<b>Telesales Level 2 NVQ</b>			
<b>Communication Level 1</b>			
<b>Application of Number Level 1</b>			
<b>Improving Own Performance and Learning Level 1</b>			

**Please Indicate which of the additional requirements were undertaken:**

<b>ERR Workbook</b>	
<b>Key Skill at Level 2 (please indicate which key skill was taken)</b>	
<b>Unit from NVQ at Level 2 or above (please indicate which NVQ unit was undertaken)</b>	

**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 2, detailing all units achieved
2. Copy of the Key Skills Certificates
3. Copy of certificates of the additional requirements (if the ERR workbook was undertaken please include sign off sheet duly signed)
- 4.

**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 427106 [chahidfourali@cim.co.uk](mailto:chahidfourali@cim.co.uk) [www.msssb.org](http://www.msssb.org)**