



ACP Group

Vehicle AC Assessment / Training Application Form

Please complete in black/blue ink and in block capitals

Applicants Contact Details											
Forenames:	Surname:										
Title:	Date of Birth:										
Company Name:											
Home Address:											
Postcode:											
Phone:											
Mobile:											
Email:											
Please indicate how many years relevant industry experience you have for the course that you wish to attend:											
<p>Date of Course: _____</p> <p style="text-align: center;">PLEASE TICK THE COURSE REQUIREMENT.</p> <p style="text-align: center;"><u>ACP Group MAC AIR CONDITIONING COURSES</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">C & G MAC Systems 7543 – 001 (5101 04 301) Refrigerant Handling Assessment only</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>C & G MAC Systems 7543 – 001 (5101 04 301) Refrigerant Handling Training & Assessment</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>C & G MAC Systems 7543 – 001 (5101 04 301) Refrigerant Handling Training & Assessment & our VACSAR</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Add ACP Group AAACSAR (Advanced Automotive Air Conditioning Service and repair)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ACP Group VACSAR and AAACSAR only</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		C & G MAC Systems 7543 – 001 (5101 04 301) Refrigerant Handling Assessment only	<input type="checkbox"/>	C & G MAC Systems 7543 – 001 (5101 04 301) Refrigerant Handling Training & Assessment	<input type="checkbox"/>	C & G MAC Systems 7543 – 001 (5101 04 301) Refrigerant Handling Training & Assessment & our VACSAR	<input type="checkbox"/>	Add ACP Group AAACSAR (Advanced Automotive Air Conditioning Service and repair)	<input type="checkbox"/>	ACP Group VACSAR and AAACSAR only	<input type="checkbox"/>
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Add ACP Group AAACSAR (Advanced Automotive Air Conditioning Service and repair)	<input type="checkbox"/>										
ACP Group VACSAR and AAACSAR only	<input type="checkbox"/>										
Candidate Signature: _____											
Print Name: _____											
Date: _____											
I enclose: <input type="checkbox"/> 2 current passport sized photos.											

To be completed by the applicant

Equal Opportunities information for Dfes and QCA monitoring purposes

Please state: Your nationality: _____

Your ethnic origin (please tick a group from the list below)

A White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

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B Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / multiple ethnic background, write in

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C Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

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D Black / African / Caribbean / Black Irish

- African
- Caribbean
- Any other Black / African / Caribbean background, write in

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E Other ethnic group

- Arab
- Any other ethnic group, write in

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Please indicate any special requirements or disabilities the learners may have while attending the ACP Group training, to enable ACP Group to make arrangements to accommodate any disabilities identified.

Example: sight impairment hearing impairment mobility learning difficulties

Other please specify

Disabled Registration Number (if applicable)

Age Groups: (Please tick)

16 – 20 21 – 24 25 – 34 35 – 44 45 – 54 55 +

TO BE COMPLETED BY EMPLOYER

I certify that the details on this application are correct to the best of my knowledge and the enclosed photograph is a true likeness of:

Candidate Name:	Who has been known to me for: (years)

Company Name:		Employers Tel No:	
Company Address:		Employers Signature:	
		Print Name:	
		Position in Company:	
		Email:	
Main Business:		Date:	

DATA PROTECTION POLICY STATEMENT FOR THE REGISTER OF ACP GROUP OPERATIVES

Data Protection Act 1998 – Our Policy

The Data Protection Act (“DPA”) is there to protect you from having your personal details misused or passed to a third party without your consent. ACP GROUP, Menta Business Centre, 21-27 Hollands Road Haverhill is the registered data controller under the DPA.

The information (“data”) you provide regarding yourself will be retained by ACP Group for a maximum period of 5 years for the purposes of historical analysis.

Employers and contractors who need to verify a candidate’s qualifications may be granted access to our database but we will only disclose your data to such parties if you have contacted us with your specific consent to do so.

As the subject of data held by ACP Group, the DPA entitles you to inspect the data held on your records at any time, with reasonable notice.

If you require any information with regard to the treatment of your data please contact the Data Controller at ACP Group.

The information provided in the application form is covered by the Data Protection Act 1998. If you do not wish to receive information from other companies please tick this box.

Please send your completed application form and all enclosures to:

**ACP Group, Menta Business Centre, 21-27 Hollands Road, Haverhill, Suffolk, CB9 8PU
Tel: 01440 762211**

TERMS AND CONDITIONS OF ASSESSMENT AND TRAINING.

THE FOLLOWING APPLIES TO ALL ASSESSMENTS AND TRAINING EITHER AT OUR PREMISES OR HELD AWAY.

If any candidate is in breach of any health and safety regulations throughout the duration of training or assessment the candidate's participation will be terminated.

Any candidate that is not present at the correct date and time will not be trained or assessed.

It will be at the instructor's or assessor's discretion to allow any candidate to attend any course or assessment should they be late arriving.

For workshop activity while training or practical assessments candidates must be wearing the following PPE. Steel-toe capped footwear and overalls. Gloves and Goggles will be provided at our premises.

There will be no refund of fees or payments for the failure to comply with the above.

No course or assessment will be carried out until full payment and cleared funds have been received.

We will need two current passport photographs of each candidate at the time of training / assessment for the C & G 7543-001 Handling Refrigerant..

Candidate must hand in at the time of assessment the original application form if it is not already in our possession.

Candidate must bring with them any pre course study notes (no seconds will be supplied without an extra charge).

We will endeavour to facilitate any assessments that we have bookings for with no dates set with our and your cooperation.

I/ we agree that completing successfully the C & G 7543-001 Handling Refrigerant does not constitute in being qualified to service and repair vehicle air conditioning systems only handling the refrigerant. I E de-gas and recharge AC system.

I/we agree to the above terms and conditions.

Date.....Candidates signature.....

Print

Date.....Employers signature.....

IF applicable. Print

**Please fax or send with completed application form. Please retain we need the original to process your assessment
Fax : 0871 714 6312**