**Application form for NDORS Instructors**

UKROEd Ltd has an Equality and Diversity Policy that reflects the requirements of the Equality Act. UKROEd aims to ensure that everyone who applies to deliver NDORS courses is treated fairly and is not subjected to unlawful discrimination on grounds of their sex, age, race, marriage or civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief and disability.

When completing this application form, please refer to the Instructor Person Specification and ensure you have used examples to evidence how you meet the criteria.

**Please tell us your details**

What is your name? ………………………………………………………………………………..

What is your trainer licence number? ………………………………………………..……

For which course are you applying to be an instructor? ……………………………

**Please tell us your contact details**

Address ………………………………………………………………………………………..…………

Phone number ……………………………………………………………………….………………

Email ………………………………………………………………………………………………..……

**Which course provider(s) will you instruct for?** ……………………………………….

**Are you willing for your details to be shared with any providers who wish to commission external instructor services?** Yes / No

**Qualifications and training**

Please give details of qualifications and training relevant to your application. This should include a qualification in delivering teaching or training, and a qualification or training in behaviour change theories and practices.

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**Professional licences and memberships**

Please list any professional licenses and memberships of professional bodies you currently hold

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**Experience of delivering NDORS courses**

Please give details of your experience of delivering NDORS courses in both classroom and iCourse formats. Include examples of your ability to deliver material accurately, as specified in the course manual, and your commitment to doing so.

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**Presentation and facilitation skills**

Please provide examples of your excellent presentation skills, both in face-to-face and online formats, and your skills in facilitating group discussions that help bring about behaviour change.

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**Training and assessment skills**

Please provide examples of your ability to support trainers’ learning and development, to assess their knowledge and skills and to provide them with constructive feedback.

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**Professional and administrative skills**

Please provide examples of your ability to work professionally with colleagues, and to follow UKROEd administrative processes.

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**Data Protection Act 2018**

The information you have given on this application form will be used for the purposes of processing your application and will be treated confidentially. All application forms will be retained for six months. If you are successful, your data will only be shared between UKROEd and the course provider you have chosen\* and will be processed under a separate privacy notice as part of the Instructor Licence Agreement.

\*A course provider for the purposes of this application is an UKROEd licensed course provider who will provide your training, or process your application, or both. The information shared is your NDORS Trainer ID, first and last names and the course types you are licensed to deliver. We will not share any other details.

I give my permission for my details and this application form to be shared with my nominated licenced course provide who is:

**I agree that UKROEd Limited and my nominated NDORS course provider can process my application in accordance with the Data Protection Act 2018** [ ]  **(Please select and check).**

Please contact data.protection@ukroed.co.uk if you have any concerns about how your data is handled or to access your data.

If you wish to withdraw from the application process, please email trainingacademy@ukroed.org.uk.

**Declaration**

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

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| Signature Date |

**How to submit this application form**

Your completed application form should be forwarded **through your course provider** to trainingacademy@ukroed.org.uk.