

**Business Administration Advanced Apprenticeship (AMA)
Certificate Request Form
For 2002 Framework
(Implemented from 1 January 2003)**

To request a complete Business Administration Advanced Apprenticeship (AMA) certificate you must complete **ALL 5 SECTIONS** of this form by filling in the boxes provided.

PART 1 – Apprentice Information - Please print clearly to avoid mistakes appearing on the Certificate. Information marked with a * indicates information which will appear on the certificate. A charge of £10 may be applied for any corrections necessary.

Full Name of Apprentice*	
Sex	Male ____ Female ____ (Please tick)
Date of Birth	
Advanced Apprenticeship Start Date	
Advanced Apprenticeship Completion Date*	

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*	
Provider Contact Name	
Telephone Number of Provider Contact	
Email Address of Provider Contact	
Address for Certificate to be returned to (please use postcode)	

Please tick here if you would like your details to be added to our database. This information will be held solely for the purposes of correspondence and keeping you informed of CfA news

PART 4 – Certification Details

Qualification	Awarding Body	Start Date	End Date
Administration NVQ Level 3			
Application of Number Level 2			
Communication Level 2			
Technical Certificate Level 3			
Induction (ERR) Work Book			
Mandatory IT Enhancement	Awarding Body	Start Date	End Date
2 nd Enhancement	Awarding Body	Start Date	End Date

**Business Administration Advanced Apprenticeship (AMA)
Certificate Request Form
For 2002 Framework
(Implemented from 1 January 2003)**

Part 5- Evidence

The CfA no longer requires an LSC signature on certificate request forms. However, the following certificated evidence is now required with every certificate request form. Please tick:

- Copy of the NVQ certificate, detailing all units achieved
- Copy of the Key Skills certificates
- Copy of the Technical certificate
- A signed copy of the Induction Workbook (ERR) Evidence Record Form
- Certificated evidence of two Enhancements (of which one must be IT related)

Training Provider signature _____ Print Name _____

Date _____

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

Part 6 – Express Service

The CfA now offers an express certification service. Express certificates will be processed, printed and dispatched with a guaranteed next day delivery within 5 working days from CfA receipt of request form (excluding office closures, Christmas and New Year).

The CfA will charge an additional £10 for this service, making the total certification cost £45. Please tick the box if you would like to use the express certification service for this certification request.

Part 7 - Application and Payment Details

Please send this form to: Certification and Registration Department, CfA,
6 Graphite Square, Vauxhall Walk, London, SE11 5EE

- The price for all certificates submitted:
 - Standard postal application £35 per certificate
 - Express postal application £45 per certificate (see above)
 - Online application £30 per certificate
(please contact onlinecerts@cfa.uk.com for more information)
- All certificate applications will be invoiced
- If paying by Cheque/Postal Order please make payable to 'CfA' and ensure it is securely attached to the application form.
- If paying upfront by BACS, please ensure a remittance advice including the date of payment is securely attached to the application form.
- Please also provide an address for the invoice to be sent.

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

**CfA, 6 Graphite Square, Vauxhall Walk, London, SE11 5EE.
Tel: 0207 091 9620, Fax: 0207 091 7340
info@cfa.uk.com www.cfa.uk.com**