

**Business & Administration Apprenticeship (Level 2)
Certificate Request Form
For 2005 Framework
(Implemented from 1 August 2005)**



To request a complete Business & Administration Apprenticeship 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.

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

PART 4 – Certification Details

Qualification	Awarding Body	Start Date	End Date
Business & Administration NVQ Level 2			
Application of Number Level 1			
Communication Level 2			
Technical Certificate Level 2			

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Part 5- Evidence

The following certificated evidence is required with every certificate request form. Please tick:

- Copy of the Business & Administration NVQ certificate, detailing all units achieved
- Copy of the Key Skills certificates
- Copy of the Technical certificate
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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**