

Application Form: **ABM + Early Years Education**

ATTACH PASSPORT PHOTO

Course code: **ABM EYE013**

SECTION A

This application form is for the ABM Early Years Education + management experience placement in the United Kingdom.

- Please ensure that you have carefully reviewed our application guidelines in SECTION D of this application form. Incomplete applications may be refused and the fees will be forfeited.
- Please ensure that you sign the declaration at the end of SECTION B
- Make sure that all the information you submit on this form is true as you will be held responsible for any false information provided on this form
- For a partial scholarship on this programme, please fill SECTION C of this application form. It is important to note that ETK is not bound by any laws to oblige a scholarship for this programme, and will use absolute **discretion** as well as a **strict selection criteria** to fund eligible applicants. Successful applicants will be interviewed, and asked to do a short presentation if they are shortlisted
- For the Management Experience Placement in the UK, you will be required to secure a business visa. Applicants who are accepted can receive help for their application against an additional fee – please note that this does not guarantee a visa as visas applications are reviewed by the United Kingdom Border Agency and are dependent on personal circumstances, please note: this is **NOT** a job placement but a shadowing opportunity
- The programme is to take place on 8th – 17th October 2014
- Course work will commence 6 weeks prior to prepare successful applicants for the UK Study Days
- If you require further clarification for filling your form, please do not hesitate to call our customer services number on +44 1206 563698

This form should be scanned and returned **with evidence of payment – a bank teller or printed e-transaction notification. You will receive a confirmation of receipt within 2 working days.**

Bank Account Details: ECOBANK: ETK CONSULTING AND SERVICES LIMITED

ACCOUNT NUMBER: **3332043858**

APPLICATION FEE: **NIGERIA:** NGN 15,950 **UGANDA:** 256,201.63 UGX **GHANA:** 297.760 GHS

REFERENCE: ABM EYE013 APPLICATION FEE

APPLICATION DEADLINE FOR OCTOBER ADMISSION: **8th August 2014**

Customer Service Help: +234 (1) 4406266 (Nigeria) or for the UK +44 (0) 1206 563 698

Forms can be scanned and returned to courses@etkgroup.co.uk

FOR OFFICE USE ONLY

Completed Application Form	
Evidence Of Payment	
Supporting Documents Enclosed	

Signature of Administrative Officer _____ Date _____



APPLICANT COURSE DETAILS AND REASON FOR APPLYING QUESTION 3

Name of the course applied for	
Location	
Dates	
	Please explain in a few lines why you want to attend the ABM/EY Education course?

APPLICANT EMPLOYMENT INFORMATION-QUESTION 4

Company:	Phone:
Address:	Supervisor:
Job Title:	
Responsibilities:	

Reference:

Name:	Relationship:
Company:	Phone:
Address:	Supervisor:
Job Title:	

SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature	Date
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SECTION B: MANAGEMENT EXPERIENCE PLACEMENT/MENTOR PROGRAMME

WORK PLACEMENT APPLICANT DETAILS AND REASON FOR APPLYING	
Q 1	Please write your full name:
	Please write the name of your organization:
Q 2	Please explain in a few lines why you want to attend the ABM/EY management experience placement?
Q 3	Do you have any special needs?
Q 3	Do you have any dietary requirements?
Q 4	Do you have any medical conditions we need to know about?
Q 5	Please give name and address and phone number of who to contact in an emergency?
Q 6	You will require a visa to come for the programme. Do you have a valid passport?

Q 7	Are you able to arrange your own travel and transport? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Q 8	Are you able to arrange your own accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Q 9	Do you need any added valued services provided by ETK for ` which will be an additional fee? (Please Tick)								
	<table border="1"> <tr> <td>Visa Application Support</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Accommodation</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Flights</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Airport Pick-Up</td> <td><input type="checkbox"/></td> </tr> </table>	Visa Application Support	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>	Flights	<input type="checkbox"/>	Airport Pick-Up	<input type="checkbox"/>
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Accommodation	<input type="checkbox"/>								
Flights	<input type="checkbox"/>								
Airport Pick-Up	<input type="checkbox"/>								
Q 10	Who will pay the fee for the ABM EY and management experience placement? (Please Tick)								
	<table border="1"> <tr> <td>Self-Funded</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Employer</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Self-Funded	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>
Self-Funded	<input type="checkbox"/>								
Employer	<input type="checkbox"/>								
Other	<input type="checkbox"/>								
	<input type="checkbox"/>								
Q 12	Have you been mentored before and what was your experience? Briefly describe								
Q 13	Do you have access to the internet for the mentor programme?								

Q 14	How many years of experience do you have in management, describe your experience?
Q 15	Do you have a criminal record? If yes please explain!
Q 16	Do you have police clearance documentation?
Q 17	Would it be beneficial to establish a relationship between your placement and your workplace?
Q 18	Do you have any further questions and what are they?

SECTION C: SCHOLARSHIP APPLICATION

SCHOLARSHIP APPLICATION

Q 1 Have you received scholarship funding before? Yes No

Q 2 Please give details

	INSTITUTION	SCHOLARSHIP OR PRIXE NAME	VALUE

Q 3 In the 12 months immediately preceding the start of this programme, have you worked full-time or part-time?

Q 3 What is your gross annual income?

Q 4 Do you have any other sources of income (e.g. savings, savings returns, trust fund, relatives, dividends, or rented property)? Please state the total annual value?

Q 5 Explain why you believe you will need financial support?

DECLARATION

- ✓ I have provided all details required and I confirm that the information provided in this application is, to the best of my knowledge, true and correct. I undertake to notify ETK of any changes in my circumstances without delay.
- ✓ I understand that false information will invalidate this application.
- ✓ I give my permission for the information provided in this form (and the supporting documentation) to be shared with scholarship donors if they request it.
- ✓ I have read the criteria of the scholarships for which I wish to be considered and the relevant Guidance Notes. I confirm that I have enclosed or have arranged to send all required supporting documentation.

Signature

Date

SECTION D:

Guidelines to Completing your Forms

Admission Criteria

- Must be in a Management position at an Early Years' Education Centre or relevant Management Experience
OR
- Must be able to provide evidence that you are in the process of establishing an Early Years' Education Centre with relevant Management Experience
- Must have the ability to work at Level 6 (equivalent to a foundation degree)*
- General knowledge of the Early Education sector
- If admitted, will be required to provide evidence of the ability to sponsor yourself or partially fund yourself if you are awarded a scholarship for the programme
- Willing to provide a character reference for the application and particularly, the Management Experience placement
- Must have no prior criminal convictions

Question 1

Surname: This is the name under which your application form will be registered and the name you should use on any future correspondence with us. Make sure that this is the name on all your paperwork and references to avoid confusion. If you have a previous surname please enter it as well e.g. if you have married/divorced and especially if the name on your transcript is different from your current name. **If you will need a visa to attend the management experience placement, this should also be your passport name.**

Use the box to indicate the title you usually use. Ms., Mr., Miss, Mrs. Etc. Please do not leave this field blank. Please ensure you enter your address in the correct format in order to receive post from the UK. Please check with your local post office if you are unsure of the format. You should keep your address up to date throughout the application cycle

Please enter the date that you were born in the format shown here: Day/Month/Year.

Include a valid email address that you check **on a regular basis**, as this is the way we will communicate with you regarding your application. Past experience has shown that free email accounts are sometimes unreliable. It is essential that you add the ETK domain name, etkgroup.co.uk, either to your safe list or your contact list. From this point on all email contact will be database driven and as such emails may be directed to your junk mail folder if you do not amend your email settings. If you change your email address, please inform the ETK Office **immediately**, using courses@etkgroup.co.uk. Enter your nationality. If you have dual nationality, enter this as well. Sex: Select from the options shown.

Question 2: Qualifications

Please give details of current university level qualifications you already hold. The information you provide here will need to be able to be backed up with official or certified copies of degree certificates and transcript.

When choosing the principal subject, you should choose the closest match to your degree. For example, if you studied Engineering and no other subjects then use "single subject" If you studied Engineering as the main subject,

but also did one more other "minor" subjects (for example a few modules/subjects in French or Law) then you should choose "main subject"

Question 3: Course details and reasons for applying

Please enter the name of the ABM you want to attend and the location. There are two options to complete the ABM in Nigeria or the UK, state your preference. We will take your preference into consideration but we have the right to carry out the training in the most suitable location depending on circumstances such as number of applicants etc. Enter the dates that you wish to take the course.

Explain in a few lines why you are taking this course, this paragraph we will also use to assess the level of your writing skills and what you want to get out of the course.

Question 4: Employment history and a reference

Please include details of your current or most recent employer. You should also submit a full CV/ including your full employment history, including other internships. Clearly outline your management responsibilities as this will be information for the facilitator to present relevant case studies.

Name your referee and allow them to submit a reference online. You will not be able to read this reference but it will be recorded as soon as it has been submitted. Please contact your referee to remind them to expect to write and submit the reference as soon as possible when requested. If your referee does not have access to email or is having technical issues with the online system you can send a PDF or Word copy of the reference to us.

Please sign and date the form.

UK Data Protection laws require you to tell us who else you would like to be able to access your application information. Your information will not be passed on to anyone (this includes parents and partners) unless you specifically ask us to do so.

Signature box: Please sign and date the form and submit to ETK Educational as instructed.

To be considered for the work experience/mentor programme also complete SECTION B.

Please give us all the relevant information that answer the questions

SECTION C SCHOLARSHIP APPLICATION

Scholarship for this programme is competitive as there are limited places on both admissions. **Please do not apply for a scholarship if you are able to support yourself financially**, as this may take the chance away from someone who genuinely needs it.

You will be required to do an interview and presentation to qualify for the scholarship separately if you are shortlisted. Candidates will be notified by email and published on our website www.etkgroup.co.uk and national newspapers.

Supporting Documents

- ✓ 1 Passport Photograph
- ✓ Reference Letter
- ✓ Proof of Qualifications (if any)
- ✓ Proof of Identity (copy of International Passport or Driver's License)
- ✓ Proof of Payment for NGN15,950 application fee to ETK Consulting & Services Ltd account

If you are successful with your application, we will expect you to send all the original documentation to:

Mr Ken Okolo
205 A Corporation
Dolphin Estate
Ikoyi
Lagos

*******PLEASE NOTE THAT WE WILL NOT BE LIABLE FOR PAYMENTS MADE TO ANY OTHER ACCOUNT. CASH PAYMENTS WILL NOT BE ACCEPTED AND WE DO NOT EXPECT YOU TO PAY CASH TO ANYONE EVEN IF THEY REPRESENT THE COMPANY*******