

Diploma in Communication, Speech and Drama Education (QCF)
(Syllabus effective from 1 January 2011)
Registration Form



IMPORTANT

- 1 COMPLETE IN BLOCK CAPITALS ONLY**
- 2 READ THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING THIS FORM**
- 3 Learners being entered for LSDE (QCF) units must be registered with LAMDA Examinations before submitting examination entries**

1. Learner Contact Details

Address:			
Postcode:		Tel No:	
e-mail:			

2. Learner Details

a. Unique Learner Number (if known)	b. LAMDA Pin No: (if known)	d. Given Name	e. Family Name
f. Date of Birth * (DD/MM/YY)	g. Gender (M/F)	h. Ethnicity Code	Learner Title
			Miss / Mrs / Ms / Mr / Dr / Rev

3. Learner Qualified Teacher Status

Do you hold UK Qualified Teacher Status (QTS)?	Yes / No	If yes please answer the questions below <u>and submit a copy of the relevant evidence</u>
QTS Awarded by		
QTS Awarded date		
Teacher Reference No:		

4. Learner Teaching Experience (if any) starting with the most recent

Employer	Nature of Post and Teaching	Dates from / to

5. Learner Academic and Professional Qualifications

List below your academic and professional qualifications, starting with the most recent

Name of Institute, Awarding Body, University, College, School	Date of Award	Qualification	Grade / Level

6. Learner Occupational Background Paid or Voluntary (other than teaching)

List below your occupational background, starting with the most recent

Employer	Paid or Voluntary	Duties and Responsibilities	Date from / Date to

7. Learner CRB Status

Do you currently hold a CRB disclosure check?	Yes / No	If yes please answer the questions below <u>and submit a copy of your disclosure certificate</u>
Disclosure Type	Standard / Enhanced	
Date Disclosure Issued		
Disclosure Certificate Number		

8. Special Needs or Reasonable Adjustments

Does the learner listed have any special needs or circumstances of which LAMDA Examinations should be made aware? If yes, please write their special need/circumstances in the box below.

To apply for a Reasonable Adjustment complete and attach an Application for Reasonable Adjustment Form with the appropriate supporting documentation to this registration form.

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9. Additional Information

Please list any additional information that you wish to make known

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10. Fees

Fee enclosed £	Please write your name and address on the back of all cheques. If you require a receipt (for proof of payment) you must enclose a Stamped Addressed Envelope.
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I the named Learner hereby agree that I am responsible for all entry fees and answering any queries relating to this registration and any future unit entries.

I the named Learner hereby declare that I agree to abide by the regulations published in the current Examination Syllabus Specification and Guide for Centres and Teachers.

Signature of Learner _____

Date _____

11. Ethnicity Codes

10	White, UK heritage
11	White, European
12	White, other (known)
19	White, type not known
20	Black, Caribbean heritage
21	Black, African heritage
22	Black, other
30	Indian
40	Pakistani
50	Bangladeshi
60	Chinese
80	Mixed Race
90	Other (known)
98	Parent/pupil preferred not to say
99	Ethnic group information not sought

How To Complete This Form

- 1.** Enter the Learners contact details. All correspondence from LAMDA Examinations will be directed to the address given in Learner Contact Details.
- 2.** Enter the learner details.
 - a. Unique Learner Number (ULN): Please enter the learner's 10 digit Unique Learner Number (if known)
 - b. LAMDA Pin No: Please enter the learner's 6 digit LAMDA Examinations Pin number (if known)
 - Learner's Name: This is the learner's legal name and not nickname or abbreviated name. It will be printed on the Examination Report and Certificate
 - d. Given Name: This is the learner's first name
 - e. Family Name: This is the learner's surname
 - f. Date of Birth: Please complete in numbers, in the format DD/MM/YY
 - g. Gender: Please enter M or F
 - h. Ethnicity Code: Please enter a code from the list above in **11**
- * Learner Identity** Learners aged 16 years and over must have their identity verified prior to taking their examination. Acceptable documents for identification are: Passport, Driving Licence, National Insurance Card, Certificate of Entitlement to Funding, Bank Credit/Debit Card, Armed Forces Services ID Card, Student Union Card and Travel Pass
- 3.** If you hold UK QTS status then please provide the details
- 4.** Please provide any teaching experience paid or unpaid
- 5.** List your academic and professional qualifications, starting with the most recent
- 6.** List your occupational background other than teaching, starting with the most recent
- 7.** Please complete in full
- 8.** Only complete if required
- 9.** Please provide any additional information you wish to make known to support your registration
- 10.** Do not submit this form to LAMDA Examinations without enclosing full payment. Current fees are available from LAMDA Examinations. Please make cheques payable to LAMDA Ltd.