Chartered Educational Assessor Programme Application Form

# **By applying for this Programme, I agree to participate and pay the Programme fee** [ ]

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| Applicant Details |
| Name  | Click here to enter text. |
| Current role | Click here to enter text. |
| Email Address | Click here to enter text. |
| Address | Click here to enter text. |
| CIEA Member | Yes [ ]  No [ ]  |

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| Programme Details |

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| **Stage 1**Certificate in Educational Assessment | Date AttendingChoose a date | £350 | [ ]  |
| **Stage 2**Diploma in Educational Assessment | Date AttendingChoose a date | £750 | [ ]  |
| **Stage 3**Chartered Educational Assessor Assignment | DateTo be confirmed on Applicant Approval | £350 | [ ]  |
| **Stage 1, 2 and 3**Certificate, Diploma, Chartered Educational Assessor | Date AttendingChoose a date | £1195 | [ ]  |

Please tick the Course you wish to participate in:

Please the complete this section for

 The Certificate

or

The Full Chartered Educational Assessor Course (CEA)

### We appreciate that in certain circumstances applicants may have sufficient knowledge, understanding and experience in assessment to warrant an exception from Stage 1 of the CEA Programme, The Certificate in Educational Assessment.

### This form is available on our [Website](https://www.herts.ac.uk/__data/assets/word_doc/0011/296804/Certificate-Exemption-Proforma-and-Task.docx)

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| Work Experience |
| Please write a brief description of your current employment situation, to include your role and responsibilities.Please attach your current CV when sending your Application. |
| Click here to enter text. |

Please complete this section for all Courses

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| Assessment Experience |
| Provide a reflection, no longer than 500 words, detailing your experience which you believe would make you eligible to become a Chartered Educational Assessor. Please use the CIEA Professional framework below to support your reflection. |
| Click here to enter text. |



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| Invoice Details |
| Please complete details of your organisation and finance department or your own personal details if you are self-funding your course. |
| Customer's full legal name | Click here to enter text. |
| *NB: If a Limited Company please also provide official letterhead of company showing company name, number and registered office address* |
| Customer's full postal address | FAO : Accounts Payable |
| Address line 1 | Click here to enter text. |
| Address line 2 | Click here to enter text. |
| Address line 3 | Click here to enter text. |
| City | Click here to enter text. |
| County | Click here to enter text. |
| Post Code | Click here to enter text. |
| Country | Click here to enter text. |
| Accounts Payable telephone number | Click here to enter text. |
| Accounts Payable e-mail address  | Click here to enter text. |
| VAT Reg No. (EU customers only) | Click here to enter text. |
| UK, EU or overseas sales? | Click here to enter text. |
| Purchase Order Number | Click here to enter text. |
| Please add a Purchase Order number if your organisation requires this to be quoted on the invoice.  The purchase order should be emailed to **administratorciea@herts.ac.uk** |
| If customer is a company is it an SME? | Click here to enter text. |

CHECK LIST

1. Completed Personal Details for all Programmes [ ]
2. Completed Work Experience, for the Certificate or CEA [ ]
3. Attached current CV, for Certificate or CEA [ ]
4. Attached Exception form from Certificate, if required [ ]
5. Completed Assessment Experience for all Programmes [ ]
6. Completed Invoicing Details, for all Programmes [ ]

On completion of this form please email to: [administratorciea@herts.ac.uk](https://herts365.sharepoint.com/sites/CIEATraining/Shared%20Documents/CEA%20Standard%20Documents/administratorciea%40herts.ac.uk)

## FOR OFFICE USE ONLY

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| Application Form Received | Click to enter date. |
| Date Approved | Click to enter a date. |