

# LEVEL 3 AWARD IN AWARENESS OF THE MENTAL CAPACITY ACT

## Application Form

Please use this form to apply for CQM's distance learning course, Awareness of the Mental Capacity Act, Level 3 Award. This course is accredited by Ascentis and suitable for anyone working in health and social care, financial services (advisory roles), psychology, occupational therapy, support workers and anyone else with an interest in the subject or responsibility towards people who may lack capacity.

|                                |                      |                                    |                      |
|--------------------------------|----------------------|------------------------------------|----------------------|
| Business name                  | <input type="text"/> | Learner name                       | <input type="text"/> |
| Business address inc. postcode | <input type="text"/> | Delivery address (if not business) | <input type="text"/> |
| Phone                          | <input type="text"/> | Phone                              | <input type="text"/> |

Digital or paper-based? (please see notes on page 2)

Digital (£235 +VAT)       Paper (£325 +VAT)

Who should be invoiced for the cost of this course?

Business       Learner

Date of birth

Email

I understand:

1. That on receipt of this application, the relevant person/organisation will receive an invoice from CQM for £235 +VAT (£325 +VAT for the paper-based version) per person, payable within 30 days.
2. Upon receipt of payment, CQM will send out a Registration pack to each learner.
3. Each learner will be contacted directly by telephone within five working days to complete the Registration pack.
4. The Registration pack must be returned within five working days of telephone conversation/registration.
5. That the learner is not enrolled onto the L3 Award in MCA until CQM receive, audit and confirm the fully completed Registration pack.
6. The learner confirms they are willing to participate in the course and commit to completing it once enrolled.
7. The learner must answer the qualifying questions on page two of this form to demonstrate their ability to complete this qualification.

Learner Signature

Date

Manager/Payment Authorisation Signature

Date

This qualification is a stand alone knowledge unit, consisting of 28 Guided Learning Hours. It will be completed by distance learning, and full supporting materials and assessment paperwork will be provided by CQM within the price detailed overleaf. No observational visits are required by the tutor.

Each learner will receive a Learner Handbook, offering guidance on the learning process, and can contact the centre at any time during their learning if they have any queries. During the registration process, each learner will be advised of their submission due dates, which must be strictly adhered to. Should a learner require an extension, they must contact the centre as soon as possible to discuss the reasons for this.

You may choose to complete this qualification:

### **Digitally**

Resource material and workbooks will be emailed to you in PDF format. You will complete them on your computer and e-mail them to CQM for marking.

You will need an up to date version of Adobe Reader, which can be downloaded free from <http://get.adobe.com/uk/reader/>

If you choose to complete your qualification digitally, you will still need to FREEPOST a 'confirmation of own work' form to CQM once we have received your digitally submitted workbook.

### **On Paper**

Resource material and workbooks will be posted to you. You will complete these by hand and return them FREEPOST to CQM for marking.

To confirm your suitability for this qualification, please answer the following:

Job Title/Role

Highest previous qualification  
(e.g. 5 GCSES, Level 3 in Care or Degree)

What is mental capacity, and what things might affect it?