

# REGISTRATION FORM

Royal Air Force Recruit Training Squadron



## » RTS INSTRUCTOR TRAINING

Registration for, or successful completion of, a CMI qualification by Armed Forces personnel will result in an automatic offer of 12 months free membership. Details will be emailed once a qualification is awarded.

### MANDATORY INFORMATION

CENTRE NAME	RAF RTS
CENTRE /COURSE CODE	C10420027
COURSE NUMBER	N/A
DTTT PRACTITIONER ACHIEVED DATE	

## » PROGRAMME DETAILS AND OPTIONS

Certification requires confirmation of successful training completion from 1 April 2016 onwards. Costs subject to periodic review and VAT at current rate and may change. **No additional work is required for CMI.** You can apply for the current accredited qualification which does not require you to complete additional work for the CMI. **Completion of additional work to achieve the DTTT Practitioner Award at Level 2 may mean that Standard Learning Credits will be eligible.**

<b>RTS C&amp;M</b>	CMI Level 3 Certificate in Management Coaching and Mentoring (3C2V2) with 20 credits / 200 hours TQT	<b>£89.00 inc VAT</b>		Select relevant qualification(s) by putting 'X' in the box
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1 If you are already a CMI member, please indicate your membership number:

2 Service number:  3 Rank:

## » CONTACT DETAILS

4 Title:  5 Surname (to appear on certificate):  6 Forename(s) (to appear on certificate):

7 Male  Female  8 Date of Birth\*

\* Required for web access

9 Mailing Address: **Important:** This is the address to which your certificates will be sent. It is your responsibility to inform the CMI should you change your address.

Civilian Telephone (incl dialling code):

Email:

10 Ethnic Origin

White UK Heritage		White other (known)		White European		White, type not known	
Pakistani		Indian		Black African heritage		Chinese	
Bangladeshi		Black Caribbean heritage		Black, other		Other (known)	

11 In which language is your assessment being undertaken    English     Welsh     English/Welsh

12 I am happy for you to contact me about CMI matters on the above number/s (please tick box)

13 I am attaching evidence of successful completion of my training (see checklist below)

» **PAYMENT OPTIONS**

Registrations will only be accepted if accompanied by the appropriate fee. You can pay by cheque or debit/credit card, please indicate accordingly: (Please note Solo and Electron are not accepted)

a. Cheque:     Cheque number:     Cheques made payable to CHARTERED MANAGEMENT INSTITUTE

b. Debit/Credit card:     Debit/Credit Card number:

3 Digit Security Code     Card Expiry Date:     Issue No:

14    Signature     Date:     Daytime telephone number:

**Registration Checklist:** Have you..?

- Completed and signed the Registration Form
- Attached the appropriate remittance (cheque or completed credit/debit card details)
- Attached copy of your JPA record showing achievement of the Defence Train The Trainer (DTTT) Practitioner Award at Level 2 (from 1 April 2016 onwards)

***Incomplete forms or missing attachments will trigger return and consequent delays.***

*Allow 6 weeks from submitting registration for receipt of certification.*

Please forward these documents to:

**Customer Service Administrator (MoD); Awarding Body; Chartered Management Institute; Management House; Cottingham Road; Corby; Northamptonshire; NN17 1TT**

**Or by fax: 01536 406810**

**Any queries please contact us on 01536 207496 or [mod@managers.org.uk](mailto:mod@managers.org.uk)**

In submitting this form, you are consenting to receive marketing information about the CMI's products and services. If you wish to opt out of this arrangement, please visit the CMI's data protection site: [www.managers.org.uk/dataprotection](http://www.managers.org.uk/dataprotection)

Those who are eligible will be able to apply for **Chartered Manager**, the highest accolade in managerial competence; for more details log on to: <http://www.managers.org.uk/individuals/become-a-member/get-chartered> or call the Chartered Manager Team on **01536 207429**