



Care Home Assistant Practitioner CHAPs Enrolment Form

In order to qualify for enrolment on to the CHAPs course, this declaration **MUST** be completed by both yourself and your manager and returned as soon as possible.

Full Name of Learner

Learner's Date of Birth

National Insurance Number

Personal Email Address (NOT work)

Personal Telephone Number

Personal Address (and Post Code)

.....

.....

Employing Organisation

Current Job Title

I confirm that I wish to be enrolled on the **CHAPs** course, commencing (**tick one option**):

Monday 5 September 2022

Tuesday 6 September 2022

Wednesday 7 September 2022

There are 12 face-to-face, fully practical sessions which will take place at **Abuka Limited, Riverview House, Heaton Mersey, Stockport, Cheshire SK4 3GN** from **9am to 4.30pm** each day.

I understand that this course includes workbooks, study materials and a final exam.

Signed (Learner)

Date

Please turn over for your manager's declaration.

Abuka Limited

Director: Ashley Nelson
Training Manager: Ashlyn Cartwright



Training centres in **Colwyn Bay, Stockport, Chester, Leeds and Liverpool**
Tel: 0161 641 1297 **www.abuka.co.uk** email: training@abuka.co.uk





To be completed by the manager of the employing organisation:

Full Name of Manager

Name and Address of
Employing Organisation

Manager's Email Address

I confirm that I wish for to be enrolled on the CHAPs course, commencing on the date as ticked overleaf.

I confirm that the member of staff works in a health and social care role within my organisation.

I confirm that I am happy for my email address to be used in place of a wet signature on the CHAPs enrolment form **and** for my email address also to be used in place of a wet signature on the Progression in Work form, once the course is completed.

I confirm that I have attached a copy of the staff member's current Job Description, **complete with their name, date of birth and "Version 1" clearly displayed**, and confirm I will send an updated Job Description ("Version 2"), showing revised duties, upon successful completion of the CHAPs course.

Please read the statements overleaf before signing and scanning-back this form in its entirety.

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Managers' Checklist for to be enrolled on the CHAPs course.

- ✓ All the above fields have been completed / signed as appropriate
- ✓ I have attached a copy of the staff members' current Job Description **with name, date of birth and "Version 1" clearly displayed**
- ✓ I understand myself and the staff member will receive email confirmation shortly after this enrolment form has been scanned to **ash@abuka.co.uk**
- ✓ I understand the staff member will not receive the certificate of completion until a revised Job Description ("Version 2") has been submitted to **ash@abuka.co.uk** after successful completion of the 12 week CHAPs course
- ✓ I understand the staff member will need to bring their Passport (expired is acceptable) or Birth Certificate to the first session, as required by the Greater Manchester Combined Authority (funders). No copies of these will be taken, but are required to be seen to prove eligibility.
- ✓ I understand that if the member of staff does not turn-up to the enrolment session (the first date), my organisation will incur an invoice charge of £250 for a lost enrolment space

Full Name of Manager
 Signed (Manager)
 Date

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GMCA Funded Training – Information for Learners and Managers

When undertaking our funded courses, many of our learners ask the question:

“Why do we need to complete all this paperwork and provide all this information?”

The Greater Manchester Combined Authority (GMCA) have put aside a special fund called the “Skills for Growth” funding stream and Abuka are fortunate to have gained a place as one of their delivery partners via Acorn Training Limited. This is what is enabling you to complete this training, completely free of charge.

The purpose of the “Skills for Growth” fund is to train and upskill health and social care staff to become even better at their roles, improve their career prospects and ultimately to improve the standard of care and support provided to service users, residents and patients across the district.

In order to prove to the GMCA that their funding is being used correctly, Abuka are required to evidence that you have not only completed this program of learning, but to show that – as a result – you have progressed in your role as health care professionals.

This is why we require all the completed paperwork and copies of your current and, then, new job descriptions when you have completed the course (“Version 1” and “Version 2”).

Abuka will assist your managers with the wording required to update your job descriptions – this will be a very simple and straightforward process, but the co-operation of yourself and your managers is paramount. **Thank you for your assistance!**



**SKILLS FOR
GROWTH**

DOING THINGS DIFFERENTLY FOR
GREATER MANCHESTER'S WORKFORCE



European Union

European
Social Fund

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