



# Care Home Assistant Practitioner (CHAPs) Enrolment Form

In order to qualify for enrolment on to this course, this declaration **MUST** be completed by both yourself and your manager and scanned back 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 following 12 week course commencing (please tick):

**Friday 26th May 2023** (then every Monday for a total of 12 weeks)

There are 12 face-to-face, fully practical sessions which will take place from **9am to 4.30pm** each week at **Abuka Ltd, A14 Riverview House, Embankment Business Park, Stockport, Greater Manchester, SK4 3GN**. I understand that this course includes workbooks, study materials, and a final exam.

Signed (Learner) .....

Date .....

## Abuka Limited

**Director:** Shell Halliwell  
**Training Manager:** Ashlyn Cartwright

Tel: 0161 641 1297 [www.abuka.co.uk](http://www.abuka.co.uk) email: [bookings@abuka.co.uk](mailto:bookings@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 .....

Manager’s Telephone Number .....

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 care role at my organisation.

I confirm that I am happy for my email address to be used in place of a wet signature on this enrolment form.

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 course.

**GMCA Skills for Growth funding can only be accessed once – Declaration**

I confirm that this staff member has not accessed any other GMCA Skills for Growth funded training during the past year (for example CHAPs, HDP, Falls Prevention Champion etc.) **and** that the staff member is not **currently** undertaking a Government-funded NVQ (however, an NVQ completed in the past is acceptable).

**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 **bookings@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 **bookings@abuka.co.uk** after successful completion of the 12 week CHAPs course
- ✓ I understand the staff member will need to bring **1)** their Passport (expired is acceptable) or Birth Certificate and **2)** a copy of their most recent payslip 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 funding eligibility. **If the member of staff does not have a UK Passport,** they will also need to bring a UK work permit for viewing.
- ✓ 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 £500 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!**



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