

# Registration Form for Trinity Level 4 Certificate of Music Educators

## Personal Details

Name:	Address:
Date of Birth:	
Email Address:	Telephone:

### Please describe your current working situation:

Please note that you will be required to generate evidence from the workplace during the course, so you must be currently working as a music educator to qualify. Include the contexts, age ranges and geographical locations in which you work as a music educator.

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## Education History

Please list secondary schools, colleges and universities attended in date order

Date from	Date to	Place	Subjects Studied

## Qualifications

Please list all relevant qualifications in date order. Relevant qualifications include GCSE, A level, BTEC, Foundation, Degree or Postgraduate qualifications in English, Music, Performing Arts and/or Education.

Qualification	Subject	Result	Year



CPD CENTRE WEST MIDLANDS



Employment History		Please list all relevant employment history (ie within music, education or the arts) in date order.		
Date from	Date to	Company	Role	Reason for leaving

<b>Safeguarding Information</b>	Please note that if you do not hold a current DBS certificate you will be required to apply for one through Target Education Alliance at a cost of £51.75 before you can be accepted onto the course.
Do you hold a current DBS certificate? (issued within the last 12 months)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide DBS registration number:	<input type="text"/>

<b>References</b>	Please supply the details of two references, both of which must have known you in a professional or educational capacity within the last three years. They should be able to comment on your level of musical skill, your work as an educator, and your ability to cope with the academic demands of this type of course.
Name:	Name:
Address:	Address:
Email Address:	Email Address:
Telephone:	Telephone:
Relationship to candidate:	Relationship to candidate:

<b>Other Supporting Information (optional)</b>
Please list links to any websites etc which showcase your work as a musician and/or educator, or attach video and audio files to this application.



### Equal Opportunities Monitoring

Do you have a disability for which we should make special provision? Yes  No

If yes please give details:

Please state if English is your first language Yes  No

Please state your ethnic origin: **Do Not Wish to Disclose**

**Asian or Asian British**

Bangladeshi  Indian  Pakistani  Other

**Black or Black British**

African  Caribbean  Other

**Chinese or Other**

Chinese  Other

**Mixed White**

Asian/White  Black African & White  Black Caribbean & White

Other

**White**

British  Irish  Other

<b>Applicant Statement</b>	Finally, please briefly state your reasons for applying for the Trinity CME through CME Centre West Midlands (max 250 words).

**IMPORTANT INFORMATION:**

We aim to approve all applications electronically, however, it may in some circumstances be necessary to call you into the centre for an interview. If this is the case you will be notified of this in advance in order to arrange a mutually convenient time.

On your first visit to the centre (either for interview or for your initial mentoring session) you must bring photo ID and a copy of your DBS certificate.

Please return this form to [cme@hillcrest.dudley.sch.uk](mailto:cme@hillcrest.dudley.sch.uk)

## CME Fees for Candidates working within the West Midlands Region

### For Candidates working in the West Midlands:

The basic cost of our version of the Trinity CME for all candidates is £725. This price includes all mentoring, assessment and online learning services provided by CPD Centre West Midlands, as well as the £115 candidate certification fee charged by Trinity College London.

### Distance Learners:

We are happy to consider distance learners from all parts of the UK for the Trinity CME. There are two distance learning options, one is to complete the course entirely remotely, using the online learning materials and meeting with your mentor via skype or telephone. This option costs £725. The second option is to have one or two face-to-face visits with your mentor, including should you wish, an observation of your teaching. In this circumstance in addition to the £725, a travel surcharge would apply to cover the cost of the mentor's travel. Of course if you choose to travel to the West Midlands yourself to meet with your mentor, no travel surcharge would apply.

### Terms & Conditions:

1. All fees must be paid in advance in one lump sum.
2. All learners who successfully apply for the Trinity CME are required to hold an enhanced DBS disclosure issued not more than 12 months prior to the date of application. Learners who do not meet this criteria will be required to apply for a DBS through their employer or an umbrella company. Acceptance onto the programme will not be officially confirmed until the DBS is returned.
3. All learners must complete the Trinity CME within 24 months of registration. In exceptional circumstances (eg medical emergency or pregnancy), learners may apply for a deferment from the programme, which will be considered on a case-by-case basis. No fees will be refunded in the case of deferment, however no additional fees will be charged on recommencement of the course.
4. If a learner wishes to cancel their place on the programme at any point after being invoiced for their fees, the following terms apply:
  - Cancellation immediately after invoicing and before commencing any programme activity: £250 cancellation fee (£475 returned)
  - Cancellation after commencement of programme activity (e.g. once mentoring and/or assessment has begun) minimum charge of £200 plus additional charges calculated on a case-by-case basis in proportion to the amount of activity that has taken place.
  - Cancellation 6 months or more from the date of registration £725 charge (no refund).
  - Cancellation after entire portfolio has been submitted £725 charge (no refund).
5. Any learner who wishes to cancel their place or withdraw from the programme must contact the centre directly in writing at [cme@hillcrest.dudley.sch.uk](mailto:cme@hillcrest.dudley.sch.uk). The centre will not accept verbal notification of withdrawal or cancellation, neither will we accept written notification sent to a mentor.

