



Application for E-learning

Please use a separate application form for each course requested
 Please note: a different email address is necessary for each applicant

Please be aware that the course is free of charge but will incur a fee of £15 if not completed within a four week period from allocation unless there are exceptional circumstances

Course requested			
Full Name			
Job Title			
Work place address (inc. postcode)			
Email address <i>(please print clearly)</i>			
Applicant's statement: I request approval for my application on the course detailed above. I have discussed this with my line manager / supervisor. If allocated a place I shall participate in the course and complete it within the given timescale. I shall comply with any course evaluation or assessment procedures.			
Applicant's Signature:		Date:	
DCC Budget code			
Manager's Name:			
Manager's Statement: I have discussed the relevance of this course with the applicant concerned and support their application. I accept that, if a course place is allocated, I will ensure (barring unavoidable emergencies) their availability to complete the course in the given timescale and know of no major reason why they would be unable to participate.			
Manager's Signature:		Date:	

Please return by post or email to:

Jo Glassbrook
 Integrated Workforce Development Team
 John Hadfield House
 Matlock
 DE4 3RD

Email:
jo.glassbrook@derbyshire.gov.uk

DATA PROTECTION DECLARATION:

Data relevant to your personal details will be stored in a secure information system within Derbyshire County Council's Childrens Services Integrated Workforce Development Section.

We use the information you provide to complete DfE returns and any other statutory Government returns as required by law.

The above personal information will be used in order that Derbyshire County Council can retain a record of your training activity and to enrol you on your chosen course with Virtual College.

The information will be retained securely by the Council in line with Derbyshire County Council's retention schedule.

Your information will not be shared with any third parties without your consent, except for when we are required to do so by law.

For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at www.derbyshire.gov.uk/gdpr If you would like to contact Derbyshire County Council's Data Protection Officer please telephone Simon Hobbs on 01629 538306 or email GDPR@derbyshire.gov.uk You have the right to contact the Information Commissioner's Office if you have any concerns about how Derbyshire County Council handle your data.

For more information on how Virtual College uses the data they hold about you, how long they keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data please go to their website www.virtual-college.co.uk/privacy-policy

For office use only

Date received	
Date allocated	
Course number	
Date completed	
Date entered on Tribal	
Date entered on LDS	