

# Approved Training Provider Application Form

## Section 1: Your details\*

First name:

Surname:

Job title:

Email address:

Phone number:

## Section 2: Company details\*

### Registered company details

Company name:

Registered address:

Registered company number:

VAT number:

### Finance company details (that invoices should be sent to)

Finance address:

Finance email address:

### Authorised contract signatory (that would sign the license agreement)

First name:

Surname:

Job title:

Email address:

## Section 3: Programmes\*

Please select which programmes you would like to be licensed for:

### WorldHost

- WorldHost Principles of Customer Service
- WorldHost Principles of Customer Service - Employability
- WorldHost Events Ambassadors
- WorldHost Business Ambassadors
- WorldHost Inclusive Service
- WorldHost Supervising Customer Service
- WorldHost Dealing with Conflict
- WorldHost Unconscious Bias

### Train the Trainer

- Professional Certificate in Training Design & Delivery
- Certificate in Virtual Training
- Certificate in Delivering Training
- Introduction to Coaching
- Mentoring with Confidence

### Management & leadership

- Management 1st

## Section 4: Skills & Experience\*

1. Please provide a summary of all training, teaching and / or delivery qualification(s) you hold. Please provide qualification title, year of graduation and the name of the academic institution/provider the qualification was delivered through.

2. Please provide details of any Equality, Diversity and Inclusion training you have undertaken, including the title, year of completion and provider.

3. Please provide a summary of any professional memberships that you currently hold which you believe would support your application. Please provide the name of the membership organisation, the level of membership you hold and the length of time you have held this membership.

4. Please provide a summary of any relevant commercial, in-house or educational training delivery experience you have, plus any sectoral knowledge. As a minimum this should include a summary of the types and level of training you have delivered, length of programme, type of assessment / certification used and how long you have been delivering this training.

5. Please provide a link to any external feedback / verification site that you would like us to review in support of your application.

6. Were you referred by any existing member of the network? If so, please provide their details.

Please send any other information you feel will support your application (e.g. a client and / or participant reference / testimonial) along with this application form to the email address stated below.

## Section 5: Your delivery plans\*

1. Once you become approved to deliver the programme, what are your plans for delivering the training?

2. Who are your target markets/who do you plan to deliver the training to?

3. Approximately how many learners do you intend to train over the next 12 months?

### Declaration

I am authorised to apply for the Licensed Trainer Workshop on behalf of my organisation and confirm that I agree to the following:

- Pay the Licensed Trainer Workshop fees
- Terms and conditions set out on the next page

Name:

Signature:

Date:

## Submitting your application

Please return your completed form along with any supporting documents to [trainingops@people1st.co.uk](mailto:trainingops@people1st.co.uk) along with any further questions you may have.

## Terms & conditions

### 1. Commitment to licensed trainer workshop process

By submitting this agreement, the organisation commits to the licensed trainer workshop process, acknowledges its responsibility to meet all necessary requirements.

### 2. Trainer approval and final decision

The applicant understands that the final decision regarding license approval will be made by the People 1st International Master Trainer based on the final evaluation report and micro delivery videos.

If the individual is not successful, additional support is available to support the individual on completing the licensed trainer workshop, however this is subject to additional charges.

In the event of being declined as an Approved Training Provider you will receive a notification by email. This communication will include feedback regarding the decision and instructions on the appeals process. You have 14 days to appeal the decision. In the event of an appeal being lodged, the final decision will rest with the Director who is responsible for the operational running of the WorldHost brand. The Director will review the evaluation reports, view the micro-delivery video footage and consult with the Senior Trainer for further explanation of their original decision. The Directors decision will be final.

### 3. Fees and payments

The applicant agrees to pay all applicable fees associated with the licensed trainer process as specified by People 1st International. Fees are non-refundable, except in cases where the workshop is cancelled due to fault on the part of People 1st International.

### 4. Cancellation or withdrawal

If the applicant needs to cancel or postpone their place on the licensed trainer workshop, a minimum of 28 days' notice is required. Failure to provide this notice will result in a fee being charged to the organisation for any rescheduling or cancellation within this time frame.

### 5. Trainer license fee and renewal

Upon successful approval, the applicant understands that the trainer license is valid for the remainder of the licensing period. The applicant agrees to maintain compliance with the approved trainer criteria set by People 1st International during this period. Failure to comply may result in the suspension or revocation of the license.

### 6. License renewal

The applicant acknowledges that the trainer license must be renewed annually to remain valid. Renewal is contingent upon continued compliance with the approved trainer criteria and payment of the applicable renewal fee.