

# 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.

## 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



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

**Safeguarding Information**

Do you hold a current DBS certificate? (issued within the last 12 months)      Yes       No

If yes, please provide DBS registration number:

**References**      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:

**Other Supporting Information (optional)**

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.

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

<b>Equal Opportunities Monitoring</b>	
Do you have a disability for which we should make special provision?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details:	<input style="width: 100%; height: 30px;" type="text"/>
Please state if English is your first language	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state your ethnic origin: <b>Do Not Wish to Disclose</b> <input type="checkbox"/>	
<b>Asian or Asian British</b>	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other <input type="checkbox"/>
<b>Black or Black British</b>	African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other <input type="checkbox"/>
<b>Chinese or Other</b>	Chinese <input type="checkbox"/> Other <input type="checkbox"/>
<b>Mixed White</b>	Asian/White <input type="checkbox"/> Black African & White <input type="checkbox"/> Black Caribbean & White <input type="checkbox"/> Other <input type="checkbox"/>
<b>White</b>	British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/>

<p><b>Privacy Statement</b> We treat your data with the utmost care and take appropriate steps to protect it. You have many rights regarding your personal data and you may request a copy of the data we hold at any time.</p> <p><b>What data do we keep?</b> The information from your application form and a copy of your photo ID, as well as any work submitted towards the qualification and the associated feedback.</p> <p><b>Where do we keep it?</b> All of your information is kept securely at the centre.</p> <p><b>Who do we share our data with?</b> We will not share data with any third parties with the exception of the awarding body: Trinity College, London.</p> <p><b>How long will we keep the data for?</b> We keep all data for four years after your initial registration date.</p>
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I confirm that all the above information is true and accurate to the best of my knowledge. I understand that knowingly providing inaccurate information may invalidate my application. I accept the privacy policy.

	Sign or type your name here: <input style="width: 100%; height: 30px;" type="text"/>
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### 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.

Please return this form along with a copy of your DBS certificate & photo ID which have been certified by a third party to [cme@musiceducationsolutions.co.uk](mailto:cme@musiceducationsolutions.co.uk)

Instructions for having your DBS and ID certified can be found here:  
<https://www.gov.uk/certifying-a-document>

## Terms and 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 £250 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@musiceducationsolutions.co.uk](mailto:cme@musiceducationsolutions.co.uk). The centre will not accept verbal notification of withdrawal or cancellation, neither will we accept written notification sent to a mentor.