**Level 3 Certificate for Supported Employment Practitioners**

**Subsidised certificate places for eligible members**

**Terms and Conditions**

1. The British Association for Supported Employment (BASE) will allocate up to 6 places annually on the Level 3 Certificate for Supported Employment Practitioners. No further free places will be available for each year following the allocation of 6 places.
2. The certificate course is delivered by Inclusive Trading CIC, the trading arm of BASE.
3. Applications will be accepted annually from 1 April and should be made using the online form at <https://www.base-uk.org/funded-training>. Applications will only be accepted if they are:

* from an eligible organisation:
  + These places are only open to BASE member organisations with an annual turnover of less than £350,000.
  + The applying organisation must have a legal status and be able to demonstrate their annual turnover through independent accounts.
  + The applying organisation must agree to the terms and conditions of the funding award.
  + Organisations can only request one free place per year and there will be a maximum of 3 places awarded to each organisation.
* accompanied by audited or scrutinised independent accounts for the previous financial year
* accompanied by a CV and personal statement for the nominated learner

1. The applying organisation must commit to supporting the learner to completed the course within 12 months. A course extension to 24 months will be available at a standard charge of £200+vat.
2. The applying organisation must pay the registration fees of the accrediting body, Gateway Qualifications. This is currently £116.50 per person (2021-22).
3. The applying organisation agrees to pay the balance of the full course costs (£1383.50+vat) where the learner fails to complete the certificate course. This payment may be waived where there are extenuating circumstances. Non-completion may negatively impact on any future applications from the same employing organisation.
4. The applying organisation must ensure that the learner has every opportunity to fully meet the [evidence requirements](https://www.base-uk.org/sites/default/files/pdfs/Evidence%20requirements_0.pdf) of the course.
5. The final decision on whether a place will be made available rests with the BASE Chief Executive and the National Executive Committee. They reserve the right to refuse funding, without reason, and there will be no right to appeal.
6. If the application is successful, BASE will endeavour to place the nominated learner on the next available course or an alternative course that meets the applying organisation’s needs. It will not be possible to place the nominated learner on the next course if it is already fully subscribed.
7. Where the nominated learner has already fully completed the [Supported Employment Techniques](https://www.base-uk.org/suppemp) course, they will be placed on a conversion course.
8. The applying organisation agrees to submit an impact report to BASE following completion of the course. The impact report template will be issued when a free place is approved.

**Declaration**

We apply for a subsidised certificate place for our staff member and agree to abide by the terms and conditions stated above.

Signed on behalf of applying organisation:

Signature:

Full name: Date

Job title:

Name of applying organisation: