**Foundational Business Communications – NEW STUDENT REGISTRATION**

On the second page, there is space for your manager to confirm their understanding of your involvement in and commitment to this course of study. Please ensure that this form is completed, signed and returned to csc@gov.ky by the deadline advised.

**Face-to-face teaching time**: 2 hours per week

**Length of course**: 20 weeks

**Assessment**: One 2.5 hour examination at the end of the course and a portfolio of work completed throughout the course.

Your full name to appear on your certificate

Date of Birth Employee Number

Email Address

Telephone number

Job Title

Ministry & Department

What is the highest degree or level of education you have completed?

* Some High School
* High School
* Associate
* Bachelor's Degree
* Other

The programme uses an online interface to create and manage learning. Please contact us to let us know if you may require any accommodations or special assistance, or if you have any other special needs.

This form is used to register you with the Civil Service College, and City & Guilds and provides your contact information for use by your tutor. Your data will be retained securely for the duration or the programme and will be passed to CSC and City & Guilds for course registration and certification purposes. Data forwarded to City & Guilds will be protected and handled in accordance with their data protection policies.

I fully understand what is expected of me during this planned period of study. I will set sufficient time aside to undertake the course work and will submit the assignments by the due dates. I understand that I need to be fully engage in the workshops and will take responsibility to attend on time and make arrangements to ensure I am free of distractions.

The Civil Service College/Cayman Islands Government will pay your City & Guilds registration, course fees and tutor fees in full but reserves the right to recover this amount from your department if you fail to complete the programme in a diligent manner.

**Signature of Student & Date**

**Name of Line Manager**

**Email / telephone**

**Line Manager Endorsement:** Please ensure as a line manager you have had a meaningful conversation with your staff member and explain why you feel the programme is right for them. Please tell us the ways in which you might be able to support this person to apply the knowledge they gain from the programme practically into their role.

I will support my employee and ensure there is sufficient opportunity to study and apply what is learnt.

I will release my employee for a minimum of 8 hours per month during normal working hours in order to complete these studies.

**Signature of Line Manager & Date**