

ECA Management Development Programme

Application Form 2012



The ECA Management Development Programme has been developed specifically for electrical contractors, to provide effective and flexible staff development training for potential supervisors and managers. It is open to the public, but fully and automatically funded for ECA and FSA members via the ECA Training Fund (on a fees reimbursement basis, i.e. pay then claim) when their candidates complete a full stage or both stages. *Discounted rates apply for ELECSA members.*

Key details

The full Programme consists of 2 stages which can be undertaken as a stage or as the full programme (both stages), depending on the skills required by the learner:

Stage 1 is made up of 4 courses that aim to provide the fundamentals of **supervision**

Stage 2 is made up of 8 courses, designed to develop the **management** competencies, building on the knowledge and experience gained in Stage 1.

Employers will need to commit not only to the time for the delegate to attend the training programme, but also their own time. This is because they will need to oversee the delegates training, on-the-job experience, ability assessment, progress and assessment of the overall benefit to the business.

For full course content, fees and other relevant information or to watch the course video, visit www.eca.co.uk/professionalandmanagement.

Funding for ECA & FSA Members

Applications for the ECA Management Development Programme must be made directly to ECA Education and Training Darlington (full address at the bottom of the booking form on page 2). ECA Training Fund support for the programme is automatic for ECA/FSA registered members; however the following two conditions apply:

- To ensure that all places are taken up the ECA Education and Training committee have stated that all places are to be paid for in full when the training is booked. Reimbursement will then be made (ex VAT) on successful attendance and completion of the booked training programme.
- Places will be allocated on a first come first served bases but will initially be limited to two places per member company. If you would like to put more than two candidates forward for a programme please notify the administration team and you will be notified on the spaces available approximately 2 weeks prior to the programme commencing.

How it works

1. Apply to the ECA Education and Training using the application form attached. You will be asked to state what stage you are applying for, giving the location.
2. All applications are received on behalf of the delegate's company, rather than on an individual candidate basis; thus the employer must sign off the application in support of the named course candidate. Full payment must be included with your application.
3. ECA Funding: The ECA/FSA member company (the applicant) is responsible for paying the course fees. Reimbursement for candidates having successfully attended and completed one or both stages of the training programme will be issued on receipt of a completed claim form.
4. ECA Funding: The agreed training fund grant will be paid by BACS directly to the ECA/FSA member for the course fees excluding VAT.

ECA Management Development Programme

Delegate Details



Company Name			
Address			
Telephone			
Company Contact (used for all correspondence)			
Address (if different)			
Telephone			
E-mail address			
		Supervisor	Management
Programme fees (VAT included)	ECA members <input type="checkbox"/>	£960.00	£2305.20
	ELECSA members <input type="checkbox"/>	£1104.00	£2593.20
	Non-members <input type="checkbox"/>	£1248.00	£2881.20
Location:	For the current locations/date information please contact the admin team on 0845 872 5361 or visit the ECA website www.eca.co.uk/training		
In order of priority, please list your nominations here	Please tick the programme/s required next to each candidate name	Supervisor Programme	Management Programme
Delegate 1 - Name		<input type="checkbox"/>	<input type="checkbox"/>
Position/Job Title		Supervisor Programme	Management Programme
Telephone			
E-mail			
Delegate 2 - Name		<input type="checkbox"/>	<input type="checkbox"/>
Position/Job Title			
Telephone			
E-mail			
Delegates' manager/mentor name	Delegate 1	Delegate 2	
Position / Job title			
Tel			
E-mail			

I agree with the terms and conditions of the ECA Management Development Programme, and enclose full payment of £.....

Signed **Date**

Please complete this page, and return it with the full programme fee to:
Stashia Dawson, ECA Education and Training, Camden House, Dudley Court, Dudley Road, Yarm Road Business Park, Darlington, County Durham. DL1 4GG

If you would like more information on how to pay for the programme via BACS or credit card please see page 3 under terms and conditions – in the payment information section.

