

## Apprenticeship Certificate Application Form

### Level 2 Court, Tribunal and Prosecution Administration

**Cost** - Each certificate is £25 including post and packaging

**Address** - All application forms to be sent to Skills for Justice at the address below -

**Skills for Justice**  
**Centre Court**  
**Atlas Way**  
**Sheffield**  
**S4 7QQ**

**Payment** - I enclose a cheque made payable to Skills for Justice (please tick)

OR

I wish Skills for Justice to invoice me quoting this PO Number:

Certificates will be issued and dispatched as soon as payment has been received within four weeks of receipt of this form.

### Apprentice Details

**Apprenticeship pathway**

**Name of apprentice**

**Apprentice's signature**

**Date of Birth**

D	D	M	M	Y	Y	Y	Y
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**Start Date of Apprenticeship**

D	D	M	M	Y	Y	Y	Y
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**Completion Date of Apprenticeship**

D	D	M	M	Y	Y	Y	Y
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**Government Office region**  
**Delivered**

  

**Training Provider**

**Employer**

**Framework Issue Number**

**Country: (please tick one)**

**England**

**Wales**

## Framework Components (please refer to framework)

Competence Element	Awarding Organisation	Evidence attached (please tick)
Level 2 NVQ Diploma in Court/Tribunal Administration (QCF)		
<b>Knowledge Element</b>		
Level 2 Certificate In Knowledge of Court/Tribunal Administration (QCF) – Court and Tribunal Administration Pathway <b>OR</b> Level 2 Certificate In Criminal Prosecution Administration (QCF) – Prosecution Pathway		
<b>Functional Skills or alternative (please refer to framework)</b>		
Maths		
English		
ICT		
<b>Other</b>		
Employment Rights & Responsibilities (ERR)		
Personal Learning and Thinking Skills (PLTS) – England only		
Guided Learning Hours (GLH) – England only		

## Training Provider Details

### Declaration

- I certify that the candidate has met all the requirements set out in the Level 3 Court, Tribunal and Prosecution Administration Apprenticeship Framework
- I understand that there may be additional charges for applications submitted with incorrect or missing evidence
- The apprentice has given their permission to you, the training provider, to apply for their certificate

**Signed** (by training provider)

**Name** (capitals)

**Position**

**Organisation name**

**Address**

  
  


**Contact Number**

**e-mail address**

**Date**

D	D	M	M	Y	Y	Y	Y
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