

Trade of Electrician

Standards Based Apprenticeship

Induction

Phase 2

Module No. 2.1

Unit No. 2.1.1

COURSE NOTES

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Introduction

Welcome to this section of your course which is designed to introduce you the learner, to your training programme and to help you settle into the training environment as quickly and easily as possible.

Objectives

By the end of this unit you will:

- Have been welcomed into the training centre
- Have been introduced to your instructor and other course participants
- Be able to list general information about the training centre
- Understand our policy on waste materials
- Understand the training centre clocking system
- Know how your training allowance is made up
- Understand the first aid procedure
- Know what we can offer you
- Understand the structure of the apprenticeship
- Know the course module, titles and durations
- Have reviewed the apprentice toolkit list
- Have considered your short term goals
- Have discussed a code of behaviour for the group
- Understand the training centre rules
- Understand the disciplinary procedure
- Have written up a contract between yourself and the course
- Have provided your personal details in case of emergency etc.

Reasons

The information in this unit is essential, if you are to progress through this course and the rest of your apprenticeship in an efficient manner.

Welcome



You are welcome to the Training Centre

Letter of Welcome

Welcome:

On behalf of SOLAS, I extend to you a warm welcome as you start your training programme. Whether you are a young trainee, an apprentice or an adult trainee, attending this programme may be a new experience. We hope it will be a rewarding one, where you will learn new skills to assist you during your working life.

This Induction Module has been planned to introduce you to your training programme, and to help you settle into the training situation as quickly and easily as possible.

We want you to make the most of the experience ahead. Try to become fully involved, listen carefully to your trainer and feel free to ask questions.

The Staff are here to help you and all activities are designed to promote your learning. The rules and regulations allow the training system operate smoothly, which is essentially for your own health and safety.

I wish you a happy and enjoyable time and good luck with your training programme.

Training Services Manager

Opportunity



This Is Your Opportunity - USE IT

Getting to Know Each Other

You will be asked to introduce the person seated next to you. Spend a few minutes talking to him / her and decide what information he / she would like to share with the rest of the group. Here are some suggestions to help you out.

1. What is his / her name?

2. Where does he / she reside?

3. What was he / she doing, before coming on this programme?

4. How does he / she spend his / her spare time?

5. What does he / she hope to get from this programme?

6. How is he / she feeling right now?

Training Centre Information

Training Days and Hours

The Training Centre is open five days a week Monday to Friday. The start / finish time for all apprentices in full time training is as follows:

Monday	08.30	-	15:45
Tuesday	08.30	-	15:45
Wednesday	08.30	-	15:45
Thursday	08.30	-	15:45
Friday	08.30	-	12:45
Morning Tea Break			10 Minutes.
Lunch Break			30 Minutes.

Please enquire regarding the scheduling of bus routes where applicable in your location.

Parking

- Parking arrangements will be in accordance with your training centre policy.

Entrance & Exit

- Your instructor will inform you of the entry and exit locations in your centre.

Smoking

- In line with current government legislation smoking is **not** permitted in any location in any Training Centre, **including entry lobbies**.
- Persons who wish to smoke must do so outside the building in the designated smoking areas.
- You are requested to use the bins provided in the yards to dispose of any cigarette butts and litter.

Drugs & Alcohol

- Any apprentice deemed under the influence of illicit drugs or alcohol will be asked to leave the Training location.

Security

- A security surveillance system operates on the premises.
- The Training Centre takes no responsibility for loss of personal possessions.

Computer Hardware & Software

- Resources to be used responsibly, professionally, ethically and lawfully.
- **Only** Training Centre software and floppy discs may be used.
- Use of the Internet is for educational or research purposes only.
- The sending or handling of obscene material is prohibited.

Toilets

- Location of the toilets will be advised by the instructor.

We strive to maintain these facilities to the highest standard and we would appreciate your help and co-operation.

Canteen

Your instructor will advise you of the location of the canteen and your allocated break times and the seating arrangements

Waste

SOLAS is committed to a **Waste Recycling Policy**

Please adhere to the rules of this Policy

Waste bins are located within the Training Centre and outside, for the re-cycling of waste materials. A sign on each bin will indicate the type of waste material, which should be placed into that particular bin.

These bins are then emptied into the appropriate skip located at the rear of the building.

Clocking System



- Following Registration you will be issued with a clock card
- Your instructor will inform you on the use of the machine applicable to you
- All Apprentices must clock in and out each day at the correct start and finish times in order to avoid deductions in training allowance
- Apprentices, who clock out early, will lose the specific amount of time from their training allowance for every minute involved
- To avoid unnecessary deductions from your training allowance, please ensure that the machine reads your card correctly as follows:

The clock card should be swiped from the top down with the magnetic strip facing the key pad. The clock should emit one “Beep”

Note: No “beep” indicates a misread card, try again –if the problem persists inform your instructor

- Apprentices who lose or forget their clock card must notify their instructor who will key in a number when they arrive in the morning and at the end of class. There may be a cost applicable in ordering a replacement card.

Apprentice Training Allowance

Your training allowance will be paid directly into your Bank Account on a week in arrears basis. You will not receive any training allowances during the first week of training. Payment will be made to your Bank Account during the second week of training. The Training allowance you receive is based on the industry in which your employer is engaged and while attending a Phase 2 course you will receive the Phase 2 rate.

Exemptions

- If SOLAS cannot provide a training place for an apprentice during his / her 1st year, he / she will be entitled to claim the 2nd year allowance.
- If an apprentice fails to take up an offer of a training place within the 1st year, for **any reason**, the 1st year allowance will be paid when the course is eventually attended.

On completion of training, a statement of earnings (SC4 form) will be issued by post from the Payroll Section.

This is an **important document** and should be kept safely. It is necessary to produce this document to the Social welfare when making a claim towards **Unemployment / Dental or Sick Benefit**.

Please note that this document **cannot** be re-issued if lost.

Failure to attend to any of the above matters will cause a delay in payment of your training allowance.

If you have any queries regarding your training allowance, please ask your instructor to check the copy of your time record, as a first step.

The Staff in Payroll Section will be happy to deal with queries after 14:30 Monday – Thursday or Friday Morning.

Note:

Please have the permission of your instructor to visit the Payroll Section.

Allowances and Deductions

A travel allowance is paid to apprentices who live more than 3 miles from the Training Centre and / or live more than 3 miles from the appointed bus stop.

Maximum payments for a **single** journey only.

WEEKLY MILEAGE RATES

Miles	€
00-03	_____
03-05	_____
05-10	_____
10-20	_____
20-30	_____
30-40	_____
40-50	_____

ACCOMMODATION

Maximum paid per week € _____

Deductions may be made for the provision of books, tools or protective clothing.

Entitlement for Certified Sick Leave (CSL)

On submission of an official Doctors Note / Certificate, certified sick leave will be paid, (up to 1 day per month). The first three days will be paid at anytime; the fourth day cannot be paid until the fourth month.

Doctors' certificates MUST be submitted to your instructor by Monday morning, otherwise payment will be deferred to the following week. No payment will be made for uncertified sick leave.

Sample Training Allowance Slip

Please study the payslip below.

SOLAS			
BASIC PAY	263.13	BASIC PAY	2700.26
*BACK PAY	0.00	TAX FREE PAY TO DATE	0.00
*HOLIDAY PAY	0.00	TAXABLE PAY TO DATE	0.00
*PRB	0.00	TAX DUE TO DATE	0.00
*CSL	0.00	TAX PAID TO LAST WEEK	0.00
-REDUCTION TO BASIC	52.63	TAX DUE THIS WEEK	0.00

=TOTAL GROSS PAY	210.50	NET PAY AFTER TAX	210.50
CENTRE – NORTH EAST TR. CTR.		MEALS DED	
		TOOLS DED	8.97
DUMMY CHEQUE		TRAVEL ALLOW	
		DIGS ALLOW	
REG.NO: 15011202			
WEEK NO: 14			
TRAINING W/E: 29/03/02			-----
PAYMENT W/E: 5/04/02		NET PAY AFTER TAX	201.53

PRB =
CSL =

PAY RELATED BENEFIT
CERTIFIED SICK LEAVE

Medical First Aid

The Training Centre has a statutory responsibility to provide first aid treatment to apprentices who sustain injury while on the premises.

Apprentices who are injured outside of the Training Centre, or arrive at the Training Centre feeling unwell, should notify their instructor who will refer them to their own doctor / hospital.

You are advised to inform your instructor of any existing medical condition you may have which might require medical assistance; e.g. diabetes, epilepsy, asthma.

If you are under 18 years of age you are required by Health & Safety Law to have a pre-employment medical. Please notify your instructor if this has not been arranged for you during registration.

Should you have to use an emergency eye wash unit, please dispose of the eye wash bottle as the solution is now contaminated and re-use would only lead to cross infection. Notify your instructor of any such emergency.

In the event of an accident requiring first aid:

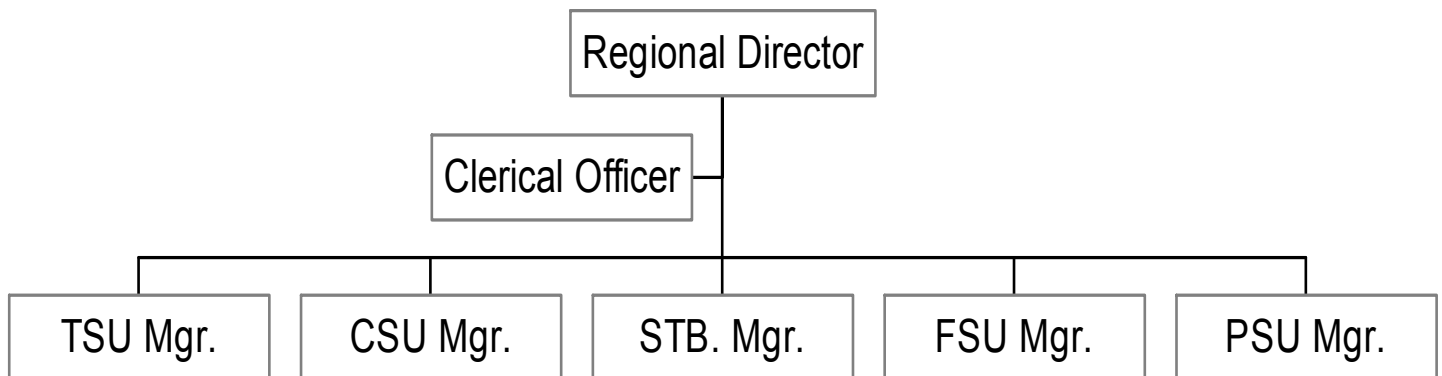
Report to your instructor. If injury permits go to reception and request first aid.

You will be taken to the medical room where appropriate first aid will be administered.

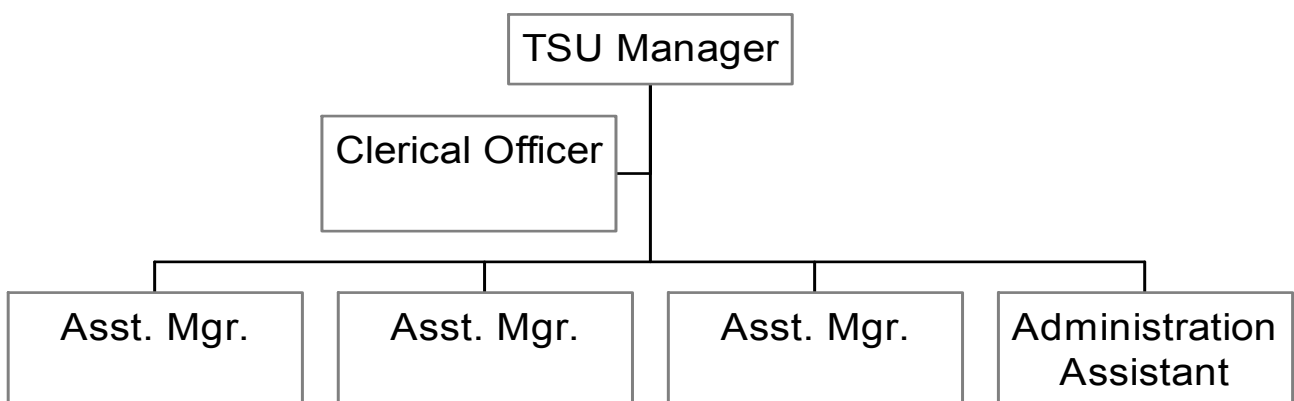
The First Aid Team is **unable** to provide you with medication of any kind.

You will be asked to give details of the accident and how it occurred, all of which will be recorded in the Accident Register.

Organisational Chart



Training Services



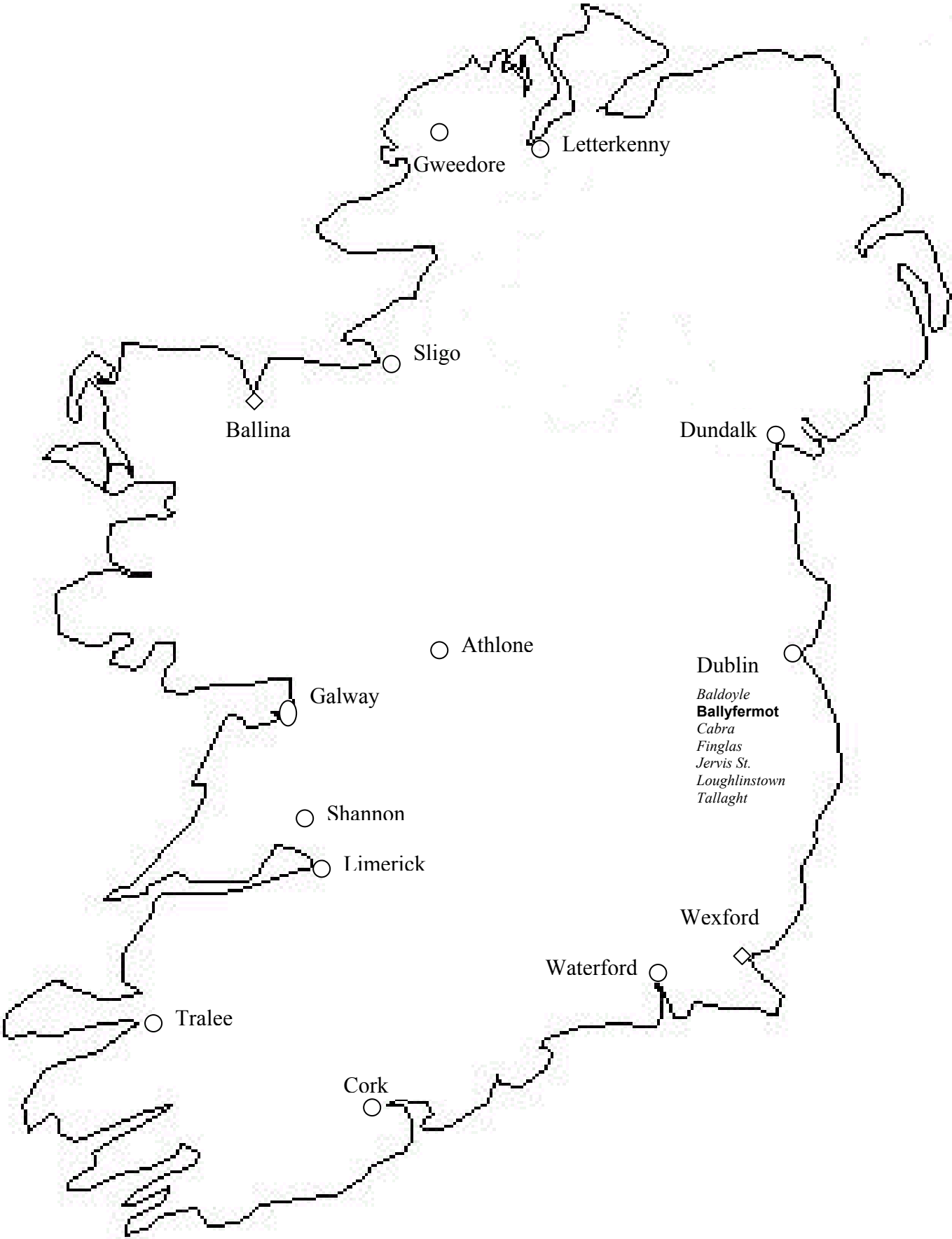
What Can SOLAS Offer You



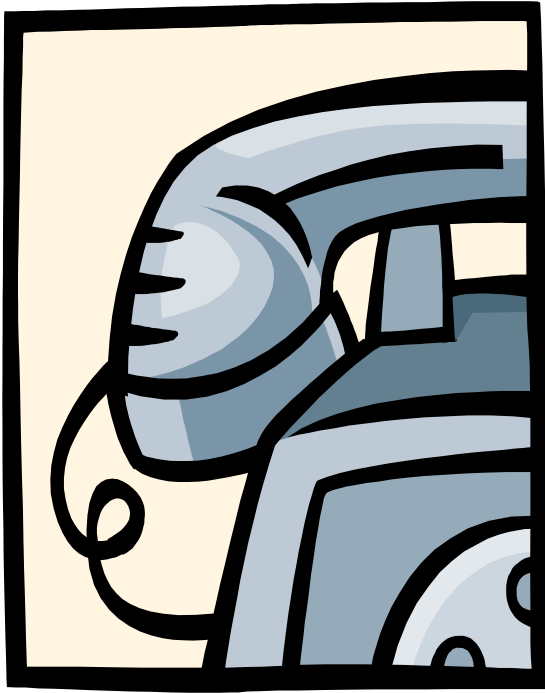
- All the support you need
- Free training and materials
- Training allowance
- Up to date equipment and facilities
- Qualified Instructors
- Subsidised meals

Training Centres

- Permanent* ○
- Temporary* ◇



What We Ask of You



- Attend **ALL** of the programme
- Let us know **in advance**, if you cannot attend
- Tell us if you have problems
- Work together
- Help other people enjoy the Phase 2 Apprenticeship Programme.

Structure of Apprenticeship

During the period of apprenticeship each apprentice will undertake alternating phases of On-the-Job and Off-the-Job training and development.

Each apprentice will spend a maximum of 40 weeks in Off-the-Job training in an approved training location. The rest of the time will be spent in On-the-Job training and development of the necessary skills.

PHASE 1 12 Weeks	On-the-Job Planned Training and Work Experience	
PHASE 2 20 Weeks	Off-the-Job Training and Development	Modular Assessment
PHASE 3 Min 6 Mths	On-the-Job Planned Training and Work Experience	Competence Assessment
PHASE 4 10 Weeks	Off-the-Job Training and Development	Modular Assessment
PHASE 5 Min 6 Mths	On-the-Job Planned Training and Work Experience	Competence Assessment
PHASE 6 10 Weeks	Off-the-Job Training and Development	Modular Assessment
PHASE 7 Min 6 Mths	On-the-Job Planned Training and Work Experience	Competence Assessment

National Craft Qualification Process

Throughout the period of apprenticeship, each apprentice will undergo a range of assessments to establish competence, monitor progress and identify areas requiring additional skill development.

On successful completion of the required assessments, each apprentice will be awarded the National Craft Qualification by the Further Education Training Award Council (FETAC).

National Craft Certificate Grades

National Craft Certificates are graded either **Pass** or **Pass with Merit**. The grade will be determined in accordance with the weighting based on graded results in each of the Off-the-Job phases together with the successful completion of the On-the-Job assessment schedules.

Assessment and Certification

FAS has established a national system for apprenticeship training, assessment and certification. The system is based on standards derived from industry surveys carried out by FAS.

Two types of assessment are used to form the basis of certification:-

1. Modular assessment – graded **Pass** or **Pass with Credit**
2. Workplace assessment – graded **Pass** (Single Grade)

Modular Assessment

Modular assessment is carried out during the Off-the-Job phases. It involves coursework assessment and standardised and supervised practical, written and where applicable, drawing tests. Coursework assessment consists of exercises and projects carried out with access to all available resources. The assessment programmes for each phase are set out in a separate manual and are implemented by the Off-the-Job training providers.

Repeat Policy

To provide for apprentices who fail assessments, the following policy and procedures apply:- Apprentices who do not successfully complete Off-the-Job Phases 2, 4 and 6 modular assessments on the first attempt are entitled to two repeat attempts. A modular assessment can therefore be taken up to a maximum of three times. However apprentices may not proceed to the next Off-the-Job phase until they have successfully completed the assessments in the previous Off-the-Job phase.

The onus is on the Off-the-Job training facility to:-

- make additional training available to apprentices to assist them in improving their skills in order to prepare them for the required repeat assessment;
- make adequate assessment facilities available for repeats e.g. materials, equipment, space, supervision, etc.

Assessment Appeals

Apprentices may appeal any Off-the-Job modular assessment result or any On-the-Job workplace assessment result. Procedures are provided in relation to time, fees and conditions of appeal. Further details are available from the local FAS Services to Business Unit.

Module Titles and Duration

Training time, 577 hours; Assessment time, 43 hours; Total, 620 hours

Training will be organised in this phase in modular blocks as follows:

Module 2.1 Electricity 1 (Science) – Duration: 91 hours

Units

- 2.1.1 Induction
- 2.1.2 Health and Safety
- 2.1.3 The Basic Electrical Circuit
- 2.1.4 Resistance Network Measurement
- 2.1.5 Power and Energy
- 2.1.6 Capacitance
- 2.1.7 Magnetism and Electromagnetism
- 2.1.8 Introduction to AC
- 2.1.9 The Transformer

Module 2.2 Installation Techniques 1 (Domestic) – Duration: 187 hours

Units

- 2.2.1 Cables and Cable Termination
- 2.2.2 Lighting Circuits
- 2.2.3 Bell Circuit
- 2.2.4 Electrical Hazards and Protective Devices
- 2.2.5 Fixed Appliance and Socket Circuits
- 2.2.6 Earthing and Bonding
- 2.2.7 Installation Testing

Module 2.3 Installation Techniques 2 (Industrial) – Duration: 211 hours

Units

- 2.3.1 Multicore Cables and Cabletray
- 2.3.2 Three Phase Distribution Boards and Socket Circuits
- 2.3.3 Lamps and Light Fittings
- 2.3.4 Conduit and Trunking Systems
- 2.3.5 Installations in Special Locations

Module 2.4 Panel Wiring and Motor Control – Duration: 88 hours

Units

- 2.4.1 Induction Motors
- 2.4.2 Motor Control

Phase 2 Assessments

During the course of Phase 2, there are three practical and two theoretical assessments to be completed.

The practical assessments are coded P1, P2 and P3.

The theoretical assessments are coded T1 and T2.

Assessments P1 and T1 are completed after about eight weeks on the course. They may be considered to be based on the Domestic Installation section of the course, which consists of the following units;-

- 2.1.1 Induction
- 2.1.2 Health and Safety
- 2.1.3 The Basic Electrical Circuit
- 2.1.4 Resistance Networks
- 2.1.5 Power and Energy
- 2.2.1 Cables and Cable Termination
- 2.2.2 Lighting Circuits
- 2.2.3 Bell Circuit
- 2.2.4 Electrical Hazards and Protective Devices
- 2.2.5 Fixed Appliance and Socket Circuits
- 2.2.6 Earthing and Bonding
- 2.2.7 Installation Testing

Assessment P2 may be completed after about 15 weeks on the course or at the end. It may be considered to be based on the Industrial Installation section of the course, which consists of the following units;-

- 2.3.1 Multicore Cables and Cabletray
- 2.3.4 Conduit and Trunking Systems

Assessments P3 and T2 are completed at the end of the course. They may be considered to be based on the Industrial Installation and Motors and Motor Control sections of the course, which consists of the following units;-

- 2.1.6 Capacitance
- 2.1.7 Magnetism and Electromagnetism
- 2.1.8 Introduction to AC
- 2.1.9 The Transformer
- 2.3.1 Multicore Cables and Cabletray
- 2.3.2 Three Phase Distribution Boards and Socket Circuits
- 2.3.3 Lamps and Light Fittings
- 2.3.4 Conduit and Trunking Systems
- 2.3.5 Installations in Special Locations
- 2.4.1 Induction Motors
- 2.4.2 Motor Control

Both theory papers consist of 75 multi-choice questions. The first 25 questions on each paper are based on the Electrical Science content and the remaining 50 questions are based on the Related Knowledge content.

The Pass mark is 70% (52 questions correct).

A Credit is achieved at 85% (64 questions correct).

All practical papers have a number of Essential Points (must be achieved to obtain a Pass).

Examples of Essential Points:-

- Completed in extra time allowed.
- Safe working practices (overalls, footwear, safety glasses etc.).
- Function 2nd attempt P1 and P3 only (half hour fault location and repair).
- Protective devices correct.
- Conductor sizes correct.
- Terminations correct.

A Credit is achieved by obtaining the required number of Desirable Points.

Examples of Desirable Points:-

- Completed in time allowed.
- Minimum waste of materials.
- Function 1st attempt.
- Circuits identified correctly.
- All accessories correct.
- Neat workmanship throughout.
- All terminations correct.

A **Pass** is required on **all assessments** to complete the course successfully. A result consisting of a **Credit** on any **four** of the **assessments** plus a **Pass** on the **fifth assessment** is required for a **Merit**.

A Credit **cannot** be awarded in the event of a Repeat Attempt.

A Merit **can** be awarded on achieving four Credits plus a Pass, even if the Pass is achieved on a Repeat Attempt.

Apprentice Toolkit

Item No	Description	Quantity
1	Toolbox	1
2	Padlock	1
3	Hand File 250mm 2nd Cut	1
4	Round File 250mm x 10 mm 2nd Cut	1
5	Eclipse Hacksaw 300mm (6 x 32TPI Blades)	1
6	Eclipse Junior Hacksaw (6 Blades)	1
7	Padsaw	1
8	Claw Hammer 16oz	1
9	Combination Square	1
10	Centre Punch	1
11	Bradawl	1
12	Terminal Screwdriver Insulated 3mm	1
13	Terminal Screwdriver Insulated 4mm	1
14	Terminal Screwdriver Insulated 5mm	1
15	Terminal Screwdriver Insulated 6mm	1
16	Pozidrive Screwdriver Insulated 1 Pt	1
17	Pozidrive Screwdriver Insulated 2 Pt	1
18	Pozi / Flat Screwdriver Insulated 1 Pt	1
19	Pozi / Flat Screwdriver Insulated 2 Pt	1
20	Electrician's Penknife	1
21	Insulated Side Cutters (snips)	1
22	Wire Stripper	1
23	Long Nosed Pliers	1
24	Electrician's Pliers	1
25	Slipjoint pliers	1
26	Adjustable Spanner 150mm	1
27	Adjustable Spanner 250mm	1
28	Bushing Spanner	1
29	Spirit Level	1
30	Measuring Tape	1
31	Light gauge Bending Spring 20mm MBSL (Coded white)	1
32	Holesaw Arbour	1
33	Holesaw 20mm	1
34	Holesaw 25mm	1

Course Expectations

Before commencing any new studies, or training course either full-time or part-time, it is often a very useful exercise to spend some time thinking about what you expect to gain from the course, in terms of skills, knowledge and personal development.

It is also a period to reflect on your past work experience and the knowledge you have already gained from this. It is important to think about any life experiences that have contributed to your own development.

In order to achieve your long-term aims, this may be for example: employment, either full-time or part-time, change of career, further education or return back to the workplace etc. it may be very helpful to set for yourself short-term goals.

Short-term goals need not be very complicated or difficult, it is more important to identify them and be committed to them as you progress through your course. Examples of short-term goals could be: a commitment to attend the course **every day**, to contribute **fully** in all the aspects of the course, to be on **time** each day etc.

As you progress through your course, it may sometimes be difficult for you to learn, or your initial enthusiasm may no longer be as strong as it was. On these occasions it can be very useful to read over any short term goals you have set, to help renew your commitment to the course and therefore to your own long term aims.

Code of Personal Behaviour

During induction you were encouraged to get to know the others in your group and to establish some form of group identity and purpose.

You will have to work closely as a group for the duration of your course therefore you will be asked as a group to agree a “Code of personal Behaviour”.

This code should cover issues such as:

- Respect for each individual.
- Respect property of others.
- Use of inappropriate language.
- Sexual harassment.
- Bullying.

We regard bullying to include:

- ✓ Ridiculing
- ✓ Verbal harassment
- ✓ Aggressive behaviour
- ✓ Intimidation and threats
- ✓ Personal insults and name calling
- ✓ Uncomplimentary remarks causing serious offence

When the group have agreed a “Code of Personal Behaviour” you will be asked to sign the rules of the course.

A breach of the rules or code may result in disciplinary action.

General Course Rules

1. (a) Normal start time. Every Day 08:30 am.
Normal Finishing Time. Mon-Thursday 15:45 pm.
Friday 12:45 pm.
(b) If you are late (after 08:33 am) or have been absent you must report to your Instructor before commencing work.

In all circumstances Apprentices must only clock in and out for themselves

2. Apprentices must behave in a responsible, respectful manner. Walk at all times, running or horseplay will **not** be tolerated.
3. Food or beverages must **not** be consumed in classrooms or work areas.
4. Apprentices must **not** enter the office area without the permission of an instructor.
5. Mobile phones must be switched off during class times.
6. Personal players e.g. walkman or MP3 player etc. are **not** allowed
7. Photocopiers are for staff use only.
8. Orderly queues must be formed at time clocks. At clock out time you must **not** leave your section until the bell sounds.
9. Apprentices must treat with care all the equipment and facilities at their disposal. Any wilful damage / vandalism may result in instant dismissal from your course.
10. No football or games within the Training Centre or car parks, lawns etc.
11. Apprentices must comply with the cleaning duties applicable to their section, classroom and work area.
12. Apprentices must obey the specific rules relating to their own section, the course instructor will discuss these rules with you during induction.

Disciplinary Procedures

Your Instructor will detail the current disciplinary steps that will be taken if you breach the rules. As of September 2007 your Instructor will use the following report form to document all disciplinary procedures taken.

F5 - DISCIPLINARY REPORT

REV 1.1

Training Services

- The severity of the event will determine the level of action required up to and including termination from the course.
- At all stages prior to the participant being terminated from the course, they must be given the opportunity to improve and must be told that failure to meet the required standard may lead to termination from the course.
- *The learner has the right to appeal any disciplinary action to the next management level.*

LEARNER NAME:

COURSE CODE:

START DATE:

Stage 1: Record of formal Verbal Warning		Date:
Summary:		
Delivered by Instructor:		
Action taken:		
I am aware of action being taken. Signed:		
Stage 2: 1 st Written Warning		Date:
Summary:		
Delivered by Instructor:		
Action taken:		
I am aware of action being taken. Signed:		
A copy of this form must be sent to the Assistant Manager in the event of a Learner being given a Stage 2: 1 st written warning		
Stage 3: 2 nd Written Warning		Date:
Summary:		
Delivered by: Assistant Manager		Instructor
Action taken:		
I am aware of action being taken. Signed:		
Stage 4: Termination		Date:
Summary Of Incident:		
Delivered by: Manager		Instructor
A copy of this form must be sent to the Training Services Manager in the event of a Learner being terminated		

Contract

Between Myself and this Training Course

Name: _____

1. What will this Training Course offer me?

2. What do I really want to get from this course?
(Be as specific as possible.)

3. What can I personally do to make sure that I get what I want?

4. Based on past experiences what can I do to avoid sabotaging myself, thereby not getting what I want?

5. How do I normally feel and behave if my expectations are not being met?

Signed by the participant

Signed on behalf of the training course

Personal Details

Apprentice Name: _____ Date of Birth: _____

Address: _____

Telephone No: _____ Mobile No: _____

E-mail Address: _____

Parents / Guardian(s) Name(s): _____

Address: _____

Telephone No: _____ Mobile No: _____

Secondary School Results.

Junior Certificate: _____

Leaving Certificate: _____

Other Qualification: _____

Employer: _____

Address: _____

Registration Date: _____ Start Date: _____

Telephone No: _____ Mobile No: _____

E-mail Address: _____ Contact Name: _____