



# Safety Training Awards



The Awarding Body of the STA

## Start of Course Declaration Form

This form must be sent to the STA immediately after the **registered start date**. If the form is not received by the STA within 10 days of the registered start date the STA or if the Registration Fees are not paid on time a **£25** administration charge will be payable by the Course Organiser.

<b>Registered Course Details</b>			
Course Organiser	_____	STA Course Reference	_____
Type of Course	_____	Registered Start Date	_____
1	Did the above course start on the Registered Start Date	YES / NO	If NO go to question 8
<b>Candidates and Training Manuals</b>			
2	Number of manuals supplied for this course		<input type="text"/>
3	Number of manuals held from previous courses (Provide Course Reference Numbers) _____		<input type="text"/>
4	Number of candidates starting the course as set out on the <b>Course Register</b> overleaf		<input type="text"/>
5	Number of manuals remaining = (2 + 3 - 4)		<input type="text"/>
<b>Registration Fees – complete as appropriate</b>			
6	I enclose my cheque for £ _____ in respect of the number of candidates in 4 above		
or			
7	The undermentioned will pay the Registration Fees direct to the STA. Please note that the Organiser must submit a <b>Purchase Order</b> , the Organiser will be liable if the fees are not paid.		
	Name of organisation	_____	
	Contact name	_____	Contact telephone number _____
<b>Courses NOT starting on the Registered Date and Ongoing Courses</b>			
8	Is the course cancelled	YES / NO	If YES go to question 11
9	The course is being re-scheduled to start on _____		
or			
10	The course is an ongoing course. The next candidates start on _____		
<b>Surplus Manuals</b>			
11	I am returning the surplus manuals shown above	YES / NO	
	Please note that any surplus manuals being returned should be received within 2 months of the course start date, they must be in perfect condition and a Manuals Return Form must be completed.		
or			
12	I am holding the manuals for use on future courses	YES / NO	
	(If known give course details) _____		
	Please note that if an Organiser retains Training Manuals they are responsible for any loss or damage. They should not be retained for longer than 2 months; the STA will not replace out of date manuals that are retained for longer than 2 months.		
<b>Quality Assurance</b>			
Was the course paperwork correct for the course? <b>YES / NO</b> If no, set out below what was wrong.			

Signed by Course Organiser: \_\_\_\_\_

Date: \_\_\_\_\_

If you require an additional declaration form for a re-scheduled or an ongoing course tick this box.

**One copy of this form, completed on both sides, must be returned to the STA immediately after the first session. If the course is cancelled or re-scheduled, this side of the form must be completed and sent to the STA.**



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## Course Register

STA Course Ref No: \_\_\_\_\_

No	Ref no. If known	Candidates Full Name	Notes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Notes on completing the **Course Register**:

1. The Ref Numbers is only required for the STC(F) qualification where names **MUST** not be used on the written examination papers. Normally the Ref Numbers will be provided by the STA on courses where the duration of the course is longer than 14 days. If the course is less than 14 days, or you have not been issued with numbers, the Course Organiser should use the course reference plus the line number on the above register – 1 to 16.
2. If any candidate fails to finish the course, does not attend the examination or is transferred to, or from, another course please give details in the “Notes” column.

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