

**It is of the upmost importance to the National Association of Shopfitters (NAS), and its Members, and Stakeholders that we review, and quality check all approved 3rd parties, members and partners.  
This application will form part of our annual ‘Quality Assurance Standards’ review. Both pre-existing and potential training providers are required to complete this form annually and attach new (/renewal) copy documentation where relevant, i.e. renew insurance and accreditation certificates.   
The NAS will review and consider your application and respond to your ‘Primary Contact’ (per below) by email, within three working days of receipt of this completed form and attaching documents.**

**Kindly return your completed form and attachments to:** [**info@shopfitters.org**](mailto:info@shopfitters.org) **for the attn. of NAS Training Manager**

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| **Are you an existing NAS Member?** | **YES / NO** (delete as appropriate) | | |
| **Contact Name** |  | | |
| **Role/Position** |  | | |
| **Company Name** |  | | |
| **Company Registration No.** |  | | |
| **Address** |  | | |
| **Mobile No.** |  | **Email** |  |
| **Landline No.** |  | | |
| **Company Website** |  | | |
| **Secondary Contact Name & Email Address** |  | | |
| **No. of employee’s** |  | | |
| **Annual UK Turnover** |  | | |

**Information**

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| **Has your company been prosecuted for any breach in Health & Safety or Environmental issues within the last 5 years? If Yes, please provide full details.** | (please continue on a separate page if necessary). |

**Visit by NAS Training Manager (incl. Training Course evaluation)**

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| **To verify the quality of ATP course delivery and offering, the NAS requests your permission to attend a scheduled training session, where an ATP Course Evaluation will be undertaken:** |
| **YES / NO** |

**Trainers / Instructors**

|  |  |
| --- | --- |
| **How many direct Trainers do you employ directly?** |  |
| **How many sub-contracted Trainers do you employ?** |  |

|  |
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| **Please provide brief details /attach of your inclusivity policy in relation to delivering training courses.** |
| *Example (“Our in-house inclusivity team has xxxxxxxxx in place to encourage everyone's voice to be heard)* |

**Required attachments:**  
 **In order for us to consider your application, please provide copies of the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Company Insurance(s):** | **Insurer name** | **Policy number** | **Level of cover (£)** A minimum of  £1 million is required for each level | **Date of Expiry** | **I have not included copies of my documents because** |
| **Public Liability** |  |  |  |  |  |
| **Employers Liability** |  |  |  |  |  |
| **All Risks** |  |  |  |  |  |
| **Professional Indemnity** |  |  |  |  |  |
| Please ensure renewals of the above insurances are emailed to: [info@shopfitters.org](mailto:info@shopfitters.org) for the attn. of  NAS Training Manager | | | | | |

**The NAS require your directly employed Trainers to be trained in First Aid:**

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| --- | --- | --- | --- |
| **Please give 2 examples, thank you;** | **Full Name** | **Date of Expiry** | **I have not included copies of my documents because** |
| **TRAINER 1** |  |  |  |
| **TRAINER 2** |  |  |  |

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| **Your Company Policies:** | **Date of Policy** | **I have not included copies of my documents because** |
| **ENVIRONMENTAL** |  |  |
| **QUALITY** |  |  |
| **HEALTH & SAFETY** |  |  |
| **EQUALITY & DIVERSITY** |  |  |
| **MODERN SLAVERY** |  |  |
| **INCLUSIVITY** |  |  |

**Required attachments:**  
In order for us to consider your application, please provide copies of the following:

|  |  |  |
| --- | --- | --- |
| **Accredited Provider qualifications:** | **Date of Expiry** | **I have not included copies of my documents because** |
| **CITB ATO Certificate (Approved Training Organisation’)** |  |  |
| **CITB Site Safety Plus** |  |  |
| **CPCS** |  |  |
| **NPORS** |  |  |
| **Mental Health First Aid England  (MHFA-E)** |  |  |
| **NVQ** |  |  |
| **UKATA** |  |  |
| **ARCA** |  |  |
| **BOHS** |  |  |
| **CITY & GUILDS** |  |  |
| **NOCN** |  |  |
| **OFQUAL** |  |  |
| **CORIAN®** |  |  |
| **BREEAM** |  |  |
| **CIOB** |  |  |
| **CPD** |  |  |
| **IOSH** |  |  |
| **NEBOSH** |  |  |
| **BTEC** |  |  |
| **CISRS** |  |  |
| **Ot** |  |  |

**I hereby confirm our organisation is accredited to train in the following (please tick as appropriate)  
Please continue on a blank sheet if your courses do not appear here  
If you use a Training Partner please put ‘TP’ in the box**

|  |  |  |  |  |  |  |  |
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| **FIRST AID AT WORK** |  | **SCAFFOLD INSPECTION** |  | **CITB SITE SAFETY PLUS:  Achieving Behavioural Change** |  | **CONFINED SPACE** |  |
| **EMERGENCY FIRST AID WORK** |  | **SPILL RESPONSE** |  | **CITB SITE SAFETY PLUS:  Health & Safety Awareness** |  | **DELIVERING STAFF APPRAISALS/REVIEWS** |  |
| **AED (Automated External Defibrillation)** |  | **UKATA ASBESTOS AWARENESS (& Refresher)** |  | **CITB SITE SAFETY PLUS:  SEATS Site Environmental Awareness Training Scheme** |  | **EXPERT WITNESS** |  |
| **MENTAL HEALTH FIRST AID** |  | **Director UKATA ASBESTOS AWARENESS (& Refresher)** |  | **CITB SITE SAFETY PLUS:  SMSTS Site Management Safety Training Scheme** |  | **SAFE USE OF HAND & POWER TOOLS** |  |
| **MENTAL HEALTH AWARENESS** |  | **UKATA Non-Licensable Work with Asbestos Including NNLW (& Refresher)** |  | **CITB SITE SAFETY PLUS:  SMSTS Site Management Safety Training Scheme Refresher** |  | **WOOD MACHINE TRAINING** |  |
| **CPR (Cardiopulmonary Resuscitation)/** |  | **FIRE MARSHALL** |  | **CITB SITE SAFETY PLUS:  SSSTS Site Supervision Safety Training Scheme** |  | **OXY-PROPANE / OXY FUEL CUTTING** |  |
| **IPAF** |  | **QUALITATIVE FACE FIT (We require Fit2Fit trainers only)** |  | **CITB SITE SAFETY PLUS:  SSSTS Site Supervision Safety Training Scheme Refresher** |  | **SETTING OUT** |  |
| **PASMA** |  | **QUANTIATIVE FACE FIT (We require Fit2Fit trainers only)** |  | **CITB SITE SAFETY PLUS:  Directors Role for Health & Safety** |  | **PAINT WORKSHOPS** |  |
| **WORKING AT HEIGHT LEADING EDGE** |  | **SPILL RESPONSE** |  | **CITB SITE SAFETY PLUS:  TWCTC Temporary Works Co-ordinator Training Course** |  | **SPRAY PAINT FINISHING** |  |
| **SAFE USE OF LADDERS (& HARNESSES)** |  | **HAND ARM VIBRATION** |  | **CITB SITE SAFETY PLUS:  TWSTC Temporary Works Supervisor Training Course** |  | **AUTOCAD** |  |
| **CAT & GENNY** |  | **MANAGING & SUPERVISING EMPLOYEES USING MACHINES** |  | **CDM PRINCIPAL ADVISOR** |  | **ESTIMATING & TENDERING** |  |
| **CAT & GENNY Inc ECAT4+** |  | **ABRASIVE WHEELS** |  | **CDM 2015 REGULATIONS AWARENESS** |  | **WATER GILDING** |  |
| **COSHH AWARENESS** |  | **PLASTERING** |  | **METAL FABRICATOR** |  | **DRIVERS CPC** |  |

**I hereby confirm our organisation is accredited to train in the following   
Please continue on a blank sheet if your courses do not appear here**

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|  | **NVQ’s** | | | | | |
|  | Please circle or highlight as appropriate | | | | | |
|  | **NVQ2** | **NVQ3** | **NVQ4** | **NVQ5** | **NVQ6** | **NVQ7** |
| Office Based/Admin | Diploma in Business Administration | Diploma in Business Administration |  |  |  |  |
|  | Diploma in Management |  |  |  |  |
|  |  |  |  |  |  |  |
| Fitted Interiors | Certificate in Fitted Interiors (Construction) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Floor Occupations | Diploma in Floorcovering Occupations (Construction) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Wood Occupations | Diploma in Wood Occupations  (Shopfitting -Site + Bench Work) | Diploma in Wood Occupations - Shopfitting (Site + Bench Work) |  |  |  |  |
| Diploma in Wood Occupations  (Construction) - Architectural Joinery | Diploma in Wood Occupations (Construction) - Shopfitting Bench Work |  |  |  |  |
| Diploma in Wood Occupations (Construction) - Site Carpentry | Diploma in Wood Occupations (Construction) -Site Carpentry |  |  |  |  |
|  | Diploma in Wood Occupations (Construction) - Timber Frame Erection |  |  |  |  |
|  |  |  |  |  |  |  |
| Decorative Finishing - PAINT | Diploma in Decorative Finishing and Industrial Painting Occupations (Construction) - **Industrial Painter** | Diploma in Decorative Finishing - Painting and Decorating (Construction) - **Decorative Finishing** |  |  |  |  |
| Diploma in Decorative Finishing and Industrial Painting Occupations (Construction) - **Painter** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Damage Repair /Resurfacing Refurbishment | Certificate in Associated Industrial Services Occupations (Construction) - Damage Repair and Resurfacing |  |  |  |  |  |
| Diploma in Building Maintenance, Multi-trade Repair and Refurbishment Operations (Construction) |  |  |  |  |  |
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|  | **NVQ’s** | | | | | |
|  | Please circle or highlight as appropriate | | | | | |
|  | **NVQ2** | **NVQ3** | **NVQ4** | **NVQ5** | **NVQ6** | **NVQ7** |
| Construction/Civil Engineering & General Occupations | **Diploma** in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - General Building Operations | Diploma in Construction Contracting Operations - General | Diploma in Construction Contracting Operations -**Supervision** |  | Diploma in Construction Contracting Operations Management - Estimating | Diploma in Construction Senior Management |
| **Certificate** in Construction and Civil Engineering Operations (Construction) - General Construction | Diploma in Occupational Work Supervision (Construction) | Diploma in Construction Contracting Operations - **Surveying** |  | Diploma in Construction Contracting Operations Management - Quantity Surveying |  |
|  |  | Diploma in Construction Site Supervision - Building and Civil Engineering |  | Diploma in Construction Site Management - Building and Civil Engineering |  |
|  |  |  |  | Diploma in Occupational Health and Safety Practice |  |
|  |  |  |  | Diploma in Construction Contracting Operations Management - General |  |
|  |  |  |  | Diploma in Construction Site Management |  |
|  |  |  |  |  |  |  |
| Ceilings | Certificate in Interior Systems (Construction) - Ceiling Fixing |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Dry Lining | Certificate in Interior Systems (Construction) - Dry Lining Boarder |  |  |  |  |  |
| Certificate in Interior Systems (Construction) - Dry Lining Finishing |  |  |  |  |  |
| Diploma in Interior Systems (Construction) - Dry Lining Fixing |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Partitioning | Diploma in Interior Systems (Construction) - Modular Demountable Partitioning |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Plastering | Diploma in Plastering (Construction) - Solid | Diploma in Plastering (Construction) - Solid |  |  |  |  |
|  |  |  |  |  |  |  |
| Sealant | Certificate in Specialist Installation Occupations (Construction) - Joint Sealant Application |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Tiling | Certificate in Wall & Floor Tiling (Construction) | Diploma in Wall & Floor Tiling (Construction) |  |  |  |  |
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| **Marketing and Promotion** |
| **May we have your; (and your Company’s)  LinkedIn Profile address:**  **Twitter Handle:** |

**Apprentice Considerations**

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| **Please provide any specific Apprentice courses you run and include copies of your Young Persons Risks Assessment that you use (as and where appropriate).** |
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***Thank you for taking the time to complete this document.***

**Declaration**

**I confirm that the information provided above is correct and to the best of our knowledge and belief, and will wholly adhere to the National Association of Shopfitters Objects & Rules, available within the NAS Members Area, and a copy provided to me within this application form:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name** |  | **Title** |  |
| **Signature** |  | **Date** |  |

**NAS Office use only.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  | **Title** | **NAS**  **Training Manager** |  |
| **Signature** |  | **Title** | **NAS**  **Director** |  |