

Mr. BARNES (Registrar & Head Dept)
THE GENERAL NURSING COUNCIL

FOR ENGLAND AND WALES

23 PORTLAND PLACE

TELEPHONES: 01-580 8334 (5 LINES)

TELEGRAMS: GENURCOUN, LONDON, W.1

REGISTRAR: MISS MAUDE STOREY, S.R.N., S.C.M., R.N.T.

LONDON,

W1A 1BA

*See
Harriet HENDER.*

This supersedes Circular 79/13

IN REPLY
PLEASE QUOTE REFERENCE.

80/38

+ enclosure 80/38/A

December, 1980

Revised Standard Training Record Instructions

The standard training record is composed of three parts, and each part is divided into sections. These provide the minimum data required by the Council to establish and maintain an appropriate record on student and pupil nurses from the time they enter training, until they enter the Register or Roll, or discontinue their training.

Part One is all contained on the first page of the Record Card and has to do with the recording of facts on nurses entering or resuming training. Part Two (the two centre pages) provides for the Training Schools to record all theoretical and practical experience while in training and to record absences of various kinds, i.e. holidays, sickness, etc.

Part Three (the back page) has to do with recording facts relating to discontinuation (sections 18-20, 24, 26-28) entry into examinations or assessments (sections 18, 21-23, 28) ward based practical tests (sections 18, 24) and completion of training (sections 18, 24-28).

The revised format of the Record Card does away with the need for schools to submit more than the back page when a student/pupil enters the exam/assessment. This has been done by providing, at the top of page four, space to include the code designating the reason for submitting this part of the record (section 18).

Henceforth, in using the Revised Training Record Card schools should submit the sections appropriate to need as follows:-

1. Page One

- (1) Within 30 days of entry into training.
- (2) Change of name, whether by Deed Poll or Marriage, with a specimen of new signature.
- (3) Re-entry into training on a different course or into a different school.
- (4) Upon acquisition of additional educational qualifications from those originally submitted.

2. Page Two and Three

- (1) Immediately upon completion of training.
- (2) Upon discontinuation (within 7 days thereof).

① photocopies

3. Page Four

- (1) On discontinuation (within 7 days thereof).
- (2) On entry to exam or assessment, by the date specified.
- (3) Immediately upon completion of training.

NOTE: Photocopies only should be submitted; they should be signed and dated each time, to provide validity for the information supplied on that part of the record. The signatory must be the Director of Nurse Education or an authorized deputy.

The spaces relating to fees on pages 1 and 4 are for Council's use only. Note that fees are not required when:

- (1) A registered nurse enters training for another part of the Register or a part of the Roll.
- (2) An enrolled nurse enters training for another part of the Roll or a part of the Register.
- (3) A student nurse who has discontinued training and transfers to pupil nurse training.
- (4) A pupil nurse who has discontinued training and transfers to student nurse training.

Please read these notes in conjunction with the revised forms:-

1. Reason For Submission

Indicate on the Photocopy only the code number designating the reason for submitting the record card using the box at the top of either page 1 or page 4, depending upon why the record is being submitted. Use the LEFT hand box only, the right hand box being for Council's use.

The codes and the appropriate page on which to use them are:-

<u>Code</u>	<u>Reason For Use</u>	<u>Page</u>
1	Commencement of Training	One
2	Resumption of Training	One
3	Transferred training, without any break in training, within the same training school	One
4	Transferred training from a different training school	One
5	Discontinuation of training	Four
6	Application to enter Examination or Assessment	Four
7	Completion of training	Four
8	Change of name	One

2. Names

Use block capitals or typescript and please write CLEARLY. Bad printing and typographical errors are expensive and time consuming to correct and can cause serious problems for all concerned.

Surname and Forenames are those shown on the birth certificate, deed poll or marriage certificates. Any certificate that has been altered or tampered with is unacceptable.

Previous names are those used before a change of name by deed poll, as opposed to maiden names, and married names used before a second or subsequent marriage.

3. Signature of Student or Pupil Nurse

This form of signature is to be the one normally used, and which will be used in all correspondence with the Council.

Fees

Leave blank for Council's use.

4. Date of Birth

The date should be that shown on Birth Certificate and must be entered in the boxes given. If only one digit is applicable to the day or month it should be written with an 0 in front of it. e.g. 06/01/1962.

A candidate for entry into training must attain the age of 18 years not later than 30 days after the beginning of the introductory course.

5. Date of Entry into Training

Enter in the same manner as Item 4 above.

6. Country of Birth; Home Country; Country of Recruitment

Each sub-section must be completed. Country of birth is that in which the student/pupil was born.

Home country is that in which the candidate has lived for the greater part of her/his life up to the age of 16, and in which the majority of education up to that age was received.

Country of recruitment is that in which the student/pupil was living at the time of applying for training.

Codes Country codes have been revised into 4 digit numbers and the list expanded. The lists are shown alphabetically by country and numerically by code and appear as enclosure A to these notes.

7. Educational Qualifications

This section must be completed for all entrants to training whether that training is first or subsequent.

An applicant may not be admitted to student nurse training unless:-

- a) she/he holds the "minimal educational requirements", i.e. (i) or (ii) below:-
 - i. she/he has attained Grade A, B or C in the General Certificate of Education at Ordinary level or equivalent Overseas Certificate or a Grade I pass in the Certificate of Secondary Education in two subjects, one of which shall be English (or Welsh) language, or English (or Welsh) literature, or history and produces evidence that since attaining the age of 11 years, she/he has completed in the aggregate at least five years' full-time education in school, or in school and in an establishment for further education, and has during such period studied at least five additional subjects of general education, or
 - ii. she/he has attained Grade A, B or C in the General Certificate of Education at Ordinary level or equivalent Overseas Certificate, or a Grade I pass in the Certificate of Secondary Education in at least three subjects, of which one shall be English (or Welsh) literature, or history, or
- b) she/he holds such other qualifications as may be acceptable to the Council, or
- c) she/he has passed an educational entrance test set by the Council. The test may be taken once only but in an exceptional case it may be administered a second time provided a minimum of six months has elapsed. (See note 8).

After heading enter name of qualification, e.g. G.C.E. 'O' level,
Irish Leaving Certificate

see sample sheet A.

If more than 12 subjects have been passed at Ordinary level in the General Certificate of Education enter English and the 11 other highest graded subjects.

Enter subjects passed at Advanced level in the same manner, to a maximum of four.

'O' and 'A' level subject codes

<u>Code</u>	<u>Subject</u>
01	Accounts/accounting principles; book-keeping, commerce
02	Art, including history of art, history of painting
03	Biology
04	Botany
05	British constitution/government, economics
06	Chemistry
07	Crafts (design and practice)
08	Domestic science, home economics
09	Economics, including economic and public affairs, economic and political science
10	English literature
11	French
12	General studies
13	Geography
14	Geology
15	German
16	Greek
17	History, economic history, European history
18	Italian
19	Latin
20	Law
21	Mathematics (applied, further, pure, pure and applied, statistics)
22	Metal work
23	Music
24	Needlecraft and dressmaking
25	Physics
26	Religious studies
27	Russian
28	Sociology
29	Spanish
30	Technical and engineering drawing
31	Welsh (Welsh Joint Education Committee <u>only</u>)
32	Woodwork
33	Zoology

- 34 Other languages
- 35 Other subjects (general science, human anatomy, physics with chemistry, physiology, hygiene, human biology and others not listed above)
- 36 English language

Enter code and, if needed for training school purposes, the name of the subject.

Degree

Indicate whether gained as part of a course of nurse training or not, e.g.:-

B.A. (Nursing)/S.R.N.

B.Sc. (Econ.)

Enter date obtained, the title of the degree and, in the box provided, the code number.

Codes

- Arts 1
- Science 2
- Education 3
- Nursing 4
- Other 5

8. Council's education test

Enter in the first box the letter by which the test was identified and, the score in the other boxes, inserting the figure 0 in the first of these boxes if the score is in two figures only, e.g. 086.

9. Previous nursing qualifications

Enter first the qualification on the strength of which this training is undertaken in a shortened period of time.

In boxes headed "course" enter appropriate code from below:-

S.R.N.	11	S.C.M.	31
R.M.N.	12		
R.N.M.S.	13	Orthopaedic Nursing Certificate	41
R.S.C.N.	14	Diploma in Orthopaedic Nursing	42
R.F.N.	15		
		Ophthalmic Nursing Diploma	51
S.E.N.	21		
S.E.N.(M)	22	Others	91
S.E.N.(MS)	23		

Boxes headed "Registration/Enrolment number" apply only to qualifications of this Council. Enter number if appropriate, otherwise leave blank. If the number has fewer than six digits enter 0 in each otherwise empty box to be left.

10. Present training school

Enter the title, town and code number in the space and box respectively.

11. Previous entry(ies) to training for this part of the Register/Roll

Enter previous index number, the name of the training school and date(s) in the spaces provided. The boxes for code numbers are for Council's use only.

12. Course of study

Enter the part of the Register or the Roll and, in the box provided, the appropriate code.

When the course taken leads also to the award of a Degree or the Diploma in Nursing, enter this fact alongside the part of the Register.

Codes

S.R.N.	GN	S.E.N.	GN	S.R.N./R.S.C.N.	GC
R.M.N.	MN	S.E.N.(M)	MN	S.R.N./R.M.N.	GM
R.N.M.S.	SN	S.E.N.(MS)	SN	R.M.N./R.N.M.S.	MS
R.S.C.N.	CN				

12a. Length of Course

Express in weeks.

13. Type of course

Enter the code letter in the box provided.

A. Students

Code

N - NORMAL if training for one part of the Register

C - COMBINED if training for two parts of the Register

E - EXPERIMENTAL if any of the categories listed in 14 applies

B. Pupils

One of the following is to be entered, as appropriate:-

N - NORMAL if for one part of the Roll

C - COMBINED if for two parts of the Roll

14. Category

Fill in this section with the appropriate code letter ONLY if the code letter for 13 was E.

Code

- A - integrated courses leading to registration, together with Health Visiting Certificate and National Certificate of District Nursing
- B - Registration and Diploma in Nursing (London University)
- C - Shortened course for graduates
- D - Two plus one for educationally able entrants
- E - Registration and degree
- F - R.N.M.S. and B.Ed. for teachers of the mentally handicapped
- G - Registration for mature entrants
- I - Experimental mental nurse training course

15. Part-time

Enter P if the course is undertaken on a part-time basis, otherwise leave blank.

16. Type of written Examination/Assessment

Enter one of the following as appropriate, and, in the box provided the code.

- NORMAL - if the Examination/Assessment is for one part of the Register/Roll.
- COMPREHENSIVE - if the Examination/Assessment is for two parts of the Register/Roll.
- OTHER - if the Examination/Assessment is not directly conducted by this Council.

Code

<u>Students</u>		<u>Pupils</u>	
Normal	N2	Normal	- N1
Comprehensive	- X2	Comprehensive	- X1
Other - leading to			
1 qualification	N3		
2 qualifications	X3		

17. Certification

Signature, authority and date

ONLY the photocopy must be signed and dated each time information is sent in order to validate it afresh.

The signatory must be the Director of Nurse Education or her/his authorised deputy.

18. Reason for Submission

see section 1.

19. Date of Discontinuation

Fill in date of student/pupil's last day of training OR the last day of annual leave which immediately follows the last day in training using a 0 prefix when day and month dates are in single figures.

20. Discontinuation Category

Enter code as follows:

1. - Employing authority discontinued training.
2. - Student/pupil discontinued training.
3. - Transfer.
4. - Failure to pass a Ward Based Test on three occasions.
5. - Death.

21. Entered for current written paper(s)

Enter YES or NO in the box provided.

If "YES" and entered for Examination - delete Assessment.

If "YES" and entered for Assessment - delete Examination.

NOTE: ITEMS 18, 22-24, 27 AND 28 ARE TO BE COMPLETED AT APPLICATION TO ENTER THE WRITTEN EXAMINATION OR ASSESSMENT, AND PAGE 4 OF THE RECORD ONLY IS TO BE SUBMITTED.

22. Application to enter the written Examination or Assessment

Tick the appropriate box. Enter date(s) as appropriate for entry/re-entry:-

initial entry

re-entry(ies) - 2 possible for student and pupil nurses

23. Examination centre

Enter the location of the centre of choice.

24. Ward based practical nursing tests

a) Date

b) Result - P (for Pass) or R (for Refer) for first and second attempts
- P (for Pass) or F (for Fail) for third attempts

Meaning of letters a, b, c, d, e

figures 1, 2, 3

other

A. For general nurse training

a) students

- a - aseptic technique
- b - administration of medicine
- c - total care of one patient
- d - ward organisation

b) pupils

- 1 - medical
- 2 - surgical
- 3 - geriatric

- 0 - other, e.g. continuous assessment

B. For General and Sick Children's Nurse Training

In children's hospital (ward)

- b - administration of medicines
- e - total care of one patient, including dietary requirements

In adult hospital (ward)

- c - total nursing care, including drug therapy

In either hospital (ward)

- a - aseptic technique
- d - communication/organization

C. For nursing of the mentally ill

a) students

- a - administration of drugs
- b - total care of one patient
- c - communication and organisation
- d - ward teaching

b) pupils one test in each of: short stay/med. long stay/
geriatric patients.

- 1 - preparing and accompanying not more than six patients to a therapeutic activity
- 2 - nursing care of a physically ill or dependent patient
- 3 - admission of a new patient and subsequent care
- 0 - other, e.g. continuous assessment

D. For nursing of the mentally subnormal

a) students

- a) - the administration of drugs
- b) - total care of one patient
- c) - communication and organisation
- d) - ward teaching

b) pupils one test in each of: Adult/children/physically
handicapped patients:-

- 1 - preparing and accompanying not more than 6 patients to a training activity
2. - nursing care of a physically sick or dependent patient
- 3 - organising a play situation for a group of children
- 0 - other, e.g. continuous assessment

E. For general nursing and nursing of the mentally ill

Students

- a - aseptic technique (general)
- b - total care of one patient including drug therapy (general)
- c - care of one patient or group of patients (mental)
- d - administration of drugs (mental)
- e - communication and organisation (either setting)
- 0 - other, e.g. continuous assessment

F. Training for Sick Children's part of the Register

Students without previous training:-

- a - aseptic techniques
- b - drug administration
- c - total nursing care
- d - communication/organization

Students with S.R.N. qualification

- b - drug administration
- c - total nursing care

Students with R.M.N./R.N.M.S. qualification

- a - aseptic technique
- b - drug administration
- c - total nursing care

NOTE: DETAILS ON ITEMS 18 AND 25-28 (ON PAGE 4 OF THE CARD) ARE TO BE SUBMITTED, TOGETHER WITH RELEVANT INFORMATION ABOUT EXAMINATION/ASSESSMENT ATTEMPTS (ITEMS 22 AND 24) AND DETAILS OF STUDY PERIODS, ANNUAL LEAVE, SICKNESS, ABSENCE AND CLINICAL EXPERIENCE (PAGES 2 AND 3 OF THE CARD).

25. Date of completion of training

i.e. completion of the statutory period of training.

Enter the date in the boxes in the same way as in item 4.

Eligibility for Registration/Enrolment will be determined by this Council by reference to Items 22, 24 and success in the written paper(s).

26. Address

Enter the address to be used by the trainee in future correspondence with the Council.

27. Conduct satisfactory

Indicate YES or NO in the box provided. If "NO" attach brief explanation in a separate letter, which should be clearly marked "CONFIDENTIAL" and accompany the submission of the record.

28. Certification

Signature, authority and date.

ONLY the photocopy must be signed and dated each time information is sent to the Council in order to validate it afresh.

The signatory must be the Director of Nurse Education or her/his authorised deputy.

In cases of student nurses entering a written examination for the first time the Certification must be completed by TWO authorised signatories.

RECORD OF THEORY, PRACTICAL EXPERIENCE, LEAVE AND ABSENCE

Separate sheets have been prepared for the different fields of training and each is coded as follows:-

general - gen.
general/sick children's - SC
mental illness - MEN.
mental subnormality - MS

1. Theoretical content

Though the Council does not wish to separate theoretical ward teaching from practice it is necessary for recording purposes to have a constant method of indicating the former.

In this context, teaching in the clinical setting is that given during allocations for practical experience and should include:-

the giving of reports on patients
attendance at case conferences
ward meetings
other multidisciplinary meetings
supervised practice
instruction given by ward and teaching staff

It should not include time spent in wards and departments during study blocks, weeks, days or half days.

In recording, ward teaching hours should be indicated in the headed column and included in the amount of practical experience gained.

In summarising, ward teaching should be included in the total theory content and subtracted from hours of practice so that the grand total will equate with, and not be in excess of, the overall length of training.

In all instances weeks should be calculated as equivalent to the number of hours determined from time to time by the Nurses and Midwives Whitley Council. Thus each study block week, inclusive of private study, is the equivalent of one week of clinical practice.

2. Practical experience

a) Individual columns cater for all medical and all surgical experiences, i.e. both general and special in both fields.

Detail of specialities can be indicated in the column headed "ward or department".

b) night duty should:-

i. be included in the total experience as well as be recorded separately.

ii. include nights on and off duty.

- c) days of sickness and absence should not be included in the length of experience recorded.
- d) in S.R.N./R.S.C.N.; R.S.C.N. and some S.E.N. courses
enter C = children
A = adult

as appropriate to accident and operating theatre experiences.
- e) in mental illness/mental handicap nursing; experience gained in occupational/industrial departments during a ward allocation should be included in the total experience as well as being recorded separately.
- f) in mental handicap nursing; experience with newly admitted residents should be added to the totals for experience with adults and/or children unless this is gained in a separate ward or unit.

3. Units of time

The summary is expressed in hours to give a constant presentation for student and pupil nurses from all training schools.

Other entries should be expressed in days.

To:-

Area Nursing Officers, District Nursing Officers and
Directors of Nurse Education, or Senior Tutors in charge
of all training schools for the Register and Roll of Nurses

Tutors to the Courses for Teachers of Nurses

Regional Nursing Officers
Secretaries of Regional Nurse-Training Committees

COUNTRY CODES - alphabetically

80/38/A

enclosure to 80/38

<u>COUNTRY</u>		<u>CODE</u>	<u>COUNTRY</u>		<u>CODE</u>
Afghanistan	..	3104	Chile	..	2805
Africa (rest of)	..	1800	Colombia	..	2908
Algeria	..	1802	Congo	..	2007
Americas (rest of)	..	2900	Costa Rica	..	2905
Angola	..	2009	Cyprus	..	4401
Arabia (rest of)	..	4307	Denmark	..	4107
Argentina	..	2806	East Europe	..	4308
Asia (rest of)	..	3800	Ecuador	..	2909
Atlantic Islands (other)	..	1101	Egypt	..	1804
Australia	..	5100	Eire	..	4500
Austria	..	4207	England	..	4100
Barbados	..	2500	Equatorial Guinea	..	2008
Belgium	..	4201	Ethiopia	..	2002
Belize	..	2903	Finland	..	4106
Benin	..	1908	France	..	4202
Bhutan	..	3103	French Guiana	..	2803
Botswana	..	1704	Gabon	..	2006
Brazil	..	2804	Gambia	..	1902
Burundi	..	2005	Ghana	..	1500
Cambodia	..	3304	Greece	..	4208
Cameroon	..	1400	Greenland	..	4103
Canada	..	2200	Guatamala	..	2902
Caribbean Is. (rest of)	..	2700	Guinea	..	1901
Central African Republic	..	2000	Guyana	..	2800
Chad	..	1806	Honduras	..	2904
Channel Islands	..	4101	Hong Kong	..	3400

COUNTRY CODES - alphabetically (cont'd)

<u>COUNTRY</u>		<u>CODES</u>	<u>COUNTRY</u>		<u>CODE</u>
Iceland 4102	Mozambique 1703
India 3100	Namibia 1705
Indonesia 3301	Nepal 3102
Iran 4302	Netherlands 4109
Iraq 4209	New Zealand 5200
Israel 3700	Nigeria 1600
Italy 4205	N. Ireland 4300
Ivory Coast 1905	Norway 4104
Jamaica 2300	Pacific Island (other) 1102
Japan 3307	Pakistan 3101
Jordan 4306	Panama 2906
Kenya 1301	Paraguay 2808
Korea 3302	Peru 2801
Laos 3305	Philippines 3300
Lebanon 4305	Portugal 4204
Leeward & Windward Is. 2600	Rwanda 2004
Liberia 1904	Saudi Arabia 4303
Libya 1803	Scotland 4400
Malawi 1701	Senegal 1900
Malaysia 3200	Sierra Leone 1903
Mali 1807	Singapore 3600
Mauritania 1201	Somali Republic 2003
Mauritius 1200	South Africa 1700
Mexico 2901	Spain 4203
Morocco 1801	Sri Lanka 3500

COUNTRY CODES - numerically

<u>CODE</u>		<u>COUNTRY</u>	<u>CODE</u>		<u>COUNTRY</u>		
1100	Zimbabwe	1808	Tunisia
1101	Atlantic Islands (other)	1809	Western Sahara
1102	Pacific Islands (other)	1900	Senegal
1200	Mauritius	1901	Guinea
1201	Mauritania	1902	Gambia
1301	Kenya	1903	Sierra Leone
1302	Uganda	1904	Liberia
1303	Tanzania	1905	Ivory Coast
1400	Cameroon	1906	Upper Volta
1500	Ghana	1907	Togo
1600	Nigeria	1908	Benin
1700	South Africa	2000	Central African Republic
1701	Malawi	2001	Zaire
1702	Zambia	2002	Ethiopia
1703	Mozambique	2003	Somali Republic
1704	Botswana	2004	Rwanda
1705	Namibia	2005	Burundi
1800	Africa (rest of)	2006	Gabon
1801	Morocco	2007	Congo
1802	Algeria	2008	Equatorial Guinea
1803	Libya	2009	Angola
1804	Egypt	2100	U.S.A
1805	Sudan	2200	Canada
1806	Chad	2300	Jamaica
1807	Mali	2400	Trinidad & Tobago

COUNTRY CODES - alphabetically (cont'd)

<u>COUNTRY</u>			<u>CODE</u>
Sudan	1805
Surinam	2802
Sweden	4105
Switzerland	4206
Syria	4304
Tanzania	1303
Thailand	3306
Togo	1907
Trinidad & Tobago	2400
Tunisia	1808
Turkey	4301
Uganda	1302
Upper Volta	1906
Uruguay	2807
U.S.A	2100
Venezuela	2907
Vietnam	3303
Wales	4200
Western Sahara	1809
West Germany	4108
Zaire	2001
Zambia	1702
Zimbabwe	1100

COUNTRY CODES - numerically (cont'd)

<u>CODE</u>		<u>COUNTRY</u>	<u>CODE</u>		<u>COUNTRY</u>
2500	Barbados	3103	Bhutan
2600	Leeward & Windward Is.	3104	Afghanistan
2700	Caribbean Is. (other)	3200	Malaysia
2800	Guyana	3300	Philippines
2801	Peru	3301	Indonesia
2802	Surinam	3302	Korea
2803	French Guiana	3303	Vietnam
2804	Brazil	3304	Cambodia
2805	Chile	3305	Laos
2806	Argentina	3306	Thailand
2807	Uruguay	3307	Japan
2808	Paraguay	3400	Hong Kong
2900	Americas (rest of)	3500	Sri Lanka
2901	Mexico	3600	Singapore
2902	Guatemala	3700	Israel
2903	Belize	3800	Asia (rest of)
2904	Honduras	4100	England
2905	Costa Rica	4101	Channel Islands
2906	Panama	4102	Iceland
2907	Venezuela	4103	Greenland
2908	Colombia	4104	Norway
2909	Ecuador	4105	Sweden
3100	India	4106	Finland
3101	Pakistan	4107	Denmark
3102	Nepal	4108	West Germany

COUNTRY CODES - numerically (cont'd)

<u>CODE</u>		<u>COUNTRY</u>
4109	Netherlands
4200	Wales
4201	Belgium
4202	France
4203	Spain
4204	Portugal
4205	Italy
4206	Switzerland
4207	Austria
4208	Greece
4209	Iraq
4300	N. Ireland
4301	Turkey
4302	Iran
4303	Saudi Arabia
4304	Syria
4305	Lebanon
4306	Jordan
4307	Arabia (rest of)
4308	East Europe
4400	Scotland
4401	Cyprus
4500	Eire
5100	Australia
5200	New Zealand

GENERAL NJRSING COUNCIL - RECORD CARD. (To be kept by Department
for the four years duration
of course and then sent to GNC)

1. - 7. Personal Record of student to be completed.
8. Not applicable.
9. -
10. ... (To be given a code by the Education Department)
11. (Unlikely to be applicable)
12. "Degree"
- 12a 4 Calendar Years / or 3 years 9 months - Check later on
- 13.
14. "E" (code for Degree)
15. Not applicable
16. Not applicable (this is for people who take State exams.)
- 17.
18. "For commencement of training/on completion of training/ "
Emergency reason.
19. Completed if they leave halfway through course.
20. i.e. by College or by Student.
21. 22, 23, Not applicable.
24. "continuous assessment"
25. (confer with Ivor)
26. Parents/Permanaent address. - NOT temporary term address.