



Brentwood Diocesan Education Service

Cathedral House Telephone:
Ingrave Road, Brentwood Brentwood (01277) 265285
Essex CM15 8AT Email: ccrs@dioceseofbrentwood.org

Registration No.

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REGISTRATION FORM FOR C.C.R.S. 2018/19

I wish to register for the Catholic Certificate in Religious Studies course:

I understand that this course is a Diocesan requirement for Primary School teachers in Catholic schools and Secondary School teachers teaching RE in Catholic schools. I am aware that this course is also considered of particular benefit and use to leaders within Catholic education, and those engaged in formation and catechesis. It may also be of interest to those wishing to explore the areas covered by the CCRS modules. I am undertaking this course on account of my involvement in:

- | | | | | | |
|---|-------------------|--------------------------|---|---------------------|--------------------------|
| a | Primary Education | <input type="checkbox"/> | b | Secondary Education | <input type="checkbox"/> |
| c | Parish Work | <input type="checkbox"/> | d | Other | <input type="checkbox"/> |

I am a:

- | | | | | | |
|---|----------|--------------------------|---|-----------|--------------------------|
| a | Teacher | <input type="checkbox"/> | b | Catechist | <input type="checkbox"/> |
| c | Governor | <input type="checkbox"/> | d | Other | <input type="checkbox"/> |

I would like to attend the format of course:

- | | | | | | |
|---|-----------------|--------------------------|---|---------|--------------------------|
| a | In school hours | <input type="checkbox"/> | b | Weekend | <input type="checkbox"/> |
|---|-----------------|--------------------------|---|---------|--------------------------|

All sessions are held at Cathedral House, 28 Ingrave Road, Brentwood, Essex CM15 8AT.

Please tick where appropriate and sign / date.

Signature* (see overleaf) Date

Name

Home Address

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Tel.

Email Address

School / Parish Address (as applicable)

Module Fee = 1st module £67.50 then 7 modules at £47.50 (includes registration Fee)

TOTAL for the course £400

Please tick appropriate box

Payment - Invoice to School/Parish
- Student to pay**

(**whole or per module – delete as applicable)

Signature of Headteacher
(Headteacher's signature only required if School is to be invoiced)

Signature of Parish Priest
(Parish Priest's signature only required if Parish is to be invoiced)

Cheque made payable to BDES.

BDES, Cathedral House, 28 Ingrave Road, Brentwood, Essex CM15 8AT.

September 2018

* Terms and conditions and additional information

Registration is with Brentwood Diocesan Education Service (BDES) as an approved centre by The National Board of Religious Studies to educate and approve the successful learning of the student on the 'Catholic Certificate for Religious Studies' course, this will commence the month the student attends or is expected to attend their first module.

It is the preference of BDES that students **complete it within one year** of starting the course, although all students, have a maximum of five years from registration date with the centre to complete the course (referred to as five-year timeframe).

Successful completion of the course is dependent **on all compulsory sessions being attended and all module assignments being satisfactorily completed within that five-year timeframe**. It is the **student's responsibility to sign all attendance sheets/registers** for the lectures and tutorials. Failure to do will be noted in the student's records as 'did not attend'; should the situation arise in which a query occurs over attendance and in which the student avers they have attended the session but did not sign the registration form, the student will not be deemed to have attended and will be required to repeat the session within the five-year timeframe. **Under no circumstances** may any student sign the registration form / attendance list for any other person.

Assignments are expected to be submitted **as soon as possible** after the attendance of each module. Students must adhere to the writing guidelines provided when commencing the course. Failure to do so may result in re-submission being required. Assignments should only be submitted following attendance of the sessions and should not be submitted in advance; the integrity of the process of the assignments being a response to guided learning is a feature of the course. In the event of an assignment not being satisfactorily completed, the student will be advised and a re-submission requested.

Students are asked to notify the centre and (if appropriate) the tutor should they be unable to attend any session.

A module certificate will only be issued by the centre upon satisfactory completion of each of the module's elements (attendance of compulsory sessions and satisfactory completion of the module assignment).

Failure to attend any compulsory session, or failure to complete a satisfactory assignment for any aspect of the course within the five-year timeframe will result in the student **not completing the course and having to repeat the entire course**.

It is not possible to carry over previous attendance in lectures, tutorials or satisfactory completion of essays on to a new course should the course not be completed within the five-year timeframe. In this instance, students would need to reapply, begin the course and pay all fees again.

All fees must be paid to complete the course. If an individual is paying on a modular basis, all fees must be paid before the certificate is awarded, even if the course is fully complete. Payment must be made within the five-year timeframe to ensure that the certificate is received or discussions need to have taken place with the centre within the five-year timeframe regarding any issues relating to fees.

It is the **student's responsibility to keep the centre updated with any change in personal contact information**, in particular, home address, contact number, email address, school address (if applicable). Failure to do so may result in not receiving communications relating to the course, for which the centre cannot be held responsible.

Finally, in the event of any difficulties or issues please let us know and we will do our utmost to help within the conditions laid down. You can contact BDES on 01277 265285 or John Adams the CCRS Coordinator on 07825 418473 (work mobile), mail us at ccrs@dioceseofbrentwood.org or reach us by post at Brentwood Diocesan Education Service, Cathedral House, 28 Ingrave Road, Brentwood CM15 8AT.