



Greenkeepers Training Committee Ltd.  
Bigga House  
Aldwark Manor  
Aldwark  
YO61 1UF  
Tel: 01347 838640

Dear Apprentice

I hope you are experiencing a good start to the Certificate in Golf Greenkeeping and finding that your apprenticeship is a successful learning experience. The GTC, along with BIGGA, are looking forward to working with you on your journey on the greenkeeping career path. If you would like to chat about any aspects of your time so far on your apprenticeship, please contact us via telephone or email. We are interested in helping you get the best out of your apprenticeship, so do not hesitate to contact us for any help or advice you may require.

The GTC requires your information details to be able to contact you a few times during your apprenticeship, to discuss how you are getting on and to help us ensure the quality of your apprenticeship. To do so, we require contact information from you and your employer as well as your City & Guilds registration details from your Training Provider.

The Golf Greenkeeper Apprenticeship Standard states:

“This standard is recognised by the British & International Golf Greenkeepers Association (BIGGA), the Professional Body for Greenkeepers. At the start of the apprenticeship the apprentice will be registered with BIGGA. Upon completion of this standard the apprentice will be eligible to join BIGGA as a full member and become a BIGGA accredited Greenkeeper.”

This means that The GTC will pass the information collected on this form to BIGGA who will provide you with the apprentice membership. At the end of your Apprenticeship, they will offer you the option of full membership. **Please note:** BIGGA cannot create your membership without this information.

The information you provide now will not be used for any other purposes.

See GTC Information Notice: <https://www.the-gtc.co.uk/about/the-gtc-information-notice/>

Please read the table below to find out the information we require to be shared and then complete the form under the table with your details.

**AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY**

<p><b>INFORMATION TO BE RELEASED</b></p>	<p><b>Contact Information:</b>          Apprentice Name          Apprentice Date of Birth          Apprentice Home Address          Apprentice Telephone Number          Apprentice Mobile Number          Apprentice Email  <b>Employer details</b>          Employer Name          Employer Address          Employer Telephone          Employer Mobile          Employer Email  <b>C&amp;G details</b>          Apprentice C&amp;G Registration Number          Training Provider enrolled with          Date Apprentice Registered with City &amp; Guilds          Apprentice Start Date          Apprentice Planned End Date</p>
<p>Name and address of third party to whom information is to be disclosed.</p>	<p>The Greenkeepers Training Committee Ltd.          Aldwark Manor, Aldwark,          Alne,          York,          YO61 1UF</p>
<p>Contact details for third party.          (Phone/Email)</p>	<p>GTC Tel: 01347 838640          Emma Willis - GTC Administrator          Email: <a href="mailto:emma@the-gtc.co.uk">emma@the-gtc.co.uk</a></p>

**Please complete the form below with the data requested by The GTC and BIGGA:**

**Apprentice To Complete**

Apprentice Name ..... DOB.....

Training Provider enrolled with.....

Home Address.....

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Telephone Number.....Mobile.....

Apprentice Email.....

**Employer to Complete**

Employer Golf Club Name and Address.....

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Employer Name .....

Telephone Number.....Mobile .....

Employer Email.....

**Myerscough College will also supply the following information to The GTC:**

- City & Guilds Enrolment Number
- Start Date
- Date Registered with City & Guilds
- Planned End

I also authorise **Myerscough College** to release the personal information detailed above to The GTC.

Please note that a copy will be held by The GTC and authority will remain in force until you have completed your studies with your **Training Provider**.

It is your responsibility to inform The GTC if your circumstances change and this authority needs to be updated or is no longer required.

**Signed Apprentice**.....

**Date**.....

**Signed Employer**.....

**Date**.....

Please return this form to The GTC at the above address or email the requested information to: [emma@the-gtc.co.uk](mailto:emma@the-gtc.co.uk)