



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

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

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 in your student file and this authority will remain in force until you have completed your studies with your **Training Provider**.

It is your responsibility to inform your **Training Provider** 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