**Application for accreditation of VSE Expert training providers**

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| --- | --- | --- | --- |
| **Version** | **Release date** | **Distribution** | **State** |
| **1.0** | 02/01/2019 | Public | Public |

Return this request to the Board of Directors of upto25:

Attn: Softwcare S.L. – upto25

Calle Sangenjo 12, 4-C

28034 Madrid

Spain

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upto25@upto25.net

**Important notes**

1. All fields with an asterisk (\*) from Annexes 1 and 2 in addition to Annexes 3 and 5 have to be completed.
2. Copies of certificates and qualifications must be attached to this application.
3. Copies of a resume of the CV (one page) for each tutor must be attached to this application.

**Declaration**

I request the accreditation for VSE Expert training provider according to the VSE Expert certification and registration scheme. I have read and agree to comply with the Code of Conduct (see Annex 4). I declare that the information provided is correct to the best of my knowledge.

I agree that my renewal will be automatically performed on a three-year calendar. This regulation is valid for each year of accreditation and is extended automatically until the following year until it is cancelled until January 1 of the current accreditation year. I accept that my name and current rating level are published on the upto25 website (www.upto25.net).

**Fees**

Do not send any fee payment with your Application. The fee will be invoiced in parallel with the confirmation of receipt of the request. You will be notified when you must pay the fee.

**ANNEX 1: REQUEST FOR VSE EXPERT TRAINING PROVIDER ACCREDITATION**

I hereby accept all the terms of this application.

**Course(s) of VSE Expert for this request:**

* Initiation
* VSE Expert

If renewal, please fill in your current VSE Expert Training Provider Accreditation ID \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **First name\*** |  |
| **Name\*** |  |
| **Company** |  |
| **Country\*** |  |
| **Position in the company** |  |
| **Current responsibilities (in detail)** |  |
| **Birthdate** |  |
| **Address (private or Company) \*** |  |
| **Phone\*** |  |
| **E–Mail\*** |  |

Billing information:

|  |  |
| --- | --- |
| **Name or Business name \*** |  |
| **Fiscal address \*** |  |
| **Tax ID** |  |
| **IBAN \*** |  |
| **BICC \*** |  |
| **Name and address of the bank \*** |  |
| **Contact for billing \*** |  |
| **Phone\*** |  |
| **E- Mail\*** |  |

|  |  |
| --- | --- |
| For **THE APPLICANT** or **THE COMPANY** | For **UPTO25:** |
|  |  |
| Authorized manager |  |
| Name: | Patricia Rodríguez Dapena |
| Position: | upt25 President. |
| Date: (Signature and stamp) | Date: (Signature and stamp) |
|  |  |

**Send a signed and stamped copy by email (upto25@upto25.net)**

*According to the RGPD 2018 we inform you that your data is included in a file responsible for Softwcare S.L. with the purpose of managing the relationship with you for this specific commercial or technical purpose. We will keep you informed of the organization and use of these data with a request for your consent for the use of your personal data. These consents will be revocable and may exercise at any time your rights of access, rectification, opposition, cancellation, transparency of information, deletion, limitation and portability by contacting upto25.*

**Annex 2: EDUCATION, TRAINING AND EXPERIENCE**

**List of tutors**:

|  |  |  |
| --- | --- | --- |
| **Name and surname** | **Type (Leader or Support)** | **N° of Accreditation** |
|  |  |  |
|  |  |  |

**Education and training** (included formations to be VSE Expert tutor):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tutor** | **Year** | **Educational Establishment** | **Course / Program** | **N° Accreditation** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Industrial experience**

The selected fields of industry must correspond to the work and evaluation experience included in this application:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mark the appropriate fields** | | | **Mark the appropriate fields** | | |
| □ | 00 | Others | □ | 12 | insurance |
| □ | 01 | Aerospace | □ | 13 | Leisure and tourism |
| □ | 02 | Automotive | □ | 14 | Manufacturing |
| □ | 03 | Banking | □ | 15 | Media (television, radio) |
| □ | 04 | Building | □ | 16 | Petroleum |
| □ | 05 | Consumer goods | □ | 17 | Public administration |
| □ | 06 | Defending | □ | 18 | Public services (gas, water, electricity). |
| □ | 07 | Distribution / logistics | □ | 19 | Investigation |
| □ | 08 | Education | □ | 20 | Sale |
| □ | 09 | Finance (excluding banking) | □ | 21 | Space |
| □ | 10 | Health and pharmaceutical | □ | 22 | Telecommunications |
| □ | 11 | Information technology / software | □ | 23 | Travel |

**Work experience**

Please complete first by showing your most recent position.

Please check the jobs for at least the last 5 years to show evidence of your experience.

Alternatively, you can send curriculum vitae with the same information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job 1** |  |  |  |
| **From - to (month / year)** |  | **From - to (month / year)** |  |
| **Employer organization** |  | **Employer organization** |  |
| **Your position** |  | **Your position** |  |
| **Your responsibilities** |  | **Your responsibilities** |  |
|  |  |  |  |
| **Job 2** |  |  |  |
| **From - to (month / year)** |  | **From - to (month / year)** |  |
| **Employer organization** |  | **Employer organization** |  |
| **Your position** |  | **Your position** |  |
| **Your responsibilities** |  | **Your responsibilities** |  |
|  |  |  |  |
| **Job 2** |  |  |  |
| **From - to (month / year)** |  | **From - to (month / year)** |  |
| **Employer organization** |  | **Employer organization** |  |
| **Your position** |  | **Your position** |  |
| **Your responsibilities** |  | **Your responsibilities** |  |
|  |  |  |  |
| **Job 4** |  |  |  |
| **From - to (month / year)** |  | **From - to (month / year)** |  |
| **Employer organization** |  | **Employer organization** |  |
| **Your position** |  | **Your position** |  |
| **Your responsibilities** |  | **Your responsibilities** |  |
|  |  |  |  |
| **Job 5** |  |  |  |
| **From - to (month / year)** |  | **From - to (month / year)** |  |
| **Employer organization** |  | **Employer organization** |  |
| **Your position** |  | **Your position** |  |
| **Your responsibilities** |  | **Your responsibilities** |  |

**Membership of professional bodies**

|  |  |  |
| --- | --- | --- |
| **Year** | **Degree of membership** | **Name of the professional association** |
|  |  |  |
|  |  |  |
|  |  |  |

**Practical experience in VSE process implementations**

Attach the implementation record and the training record, for each tutor, according to the upto25.net form.

**Annex 3: Tutors and courses**

**Procedures for the selection and training of tutors**

Attach your procedures and / or processes implemented to this request.

**Courses**

Indicate the accredited courses or that will be accredited that is expected to be given:

|  |  |
| --- | --- |
| **Course name** | **N ° Accreditation of the course** |
|  |  |
|  |  |

**Feedbacks**

Indicate comments of the tutors of the presentations of the course and evaluations / comments of the assistants to the course.

**Annex 4: CODE OF CONDUCT**

By signing the application declaration the applicant agrees to abide by the Code of Conduct and shall:

1. Exercise honesty, objectivity, and diligence in the performance of their duties and responsibilities.
2. Exhibit loyalty in all matters pertaining to the affairs of their organization or to whomever they may be rendering a service. However, they shall not knowingly be party to any illegal or improper activity.
3. Not engage in acts or activities that are discreditable to their profession or their organization.
4. Refrain from entering any activity that may be in conflict with the interest of their organization or would prejudice their ability to carry out objectively their duties and responsibilities.
5. Not accept anything of value from an employee, client, customer, supplier, or business associate of their organization that would impair or be presumed to impair their professional judgment and integrity.
6. Undertake only those services that they can reasonably expect to complete with professional competence.
7. Be prudent in the use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in any manner that would be contrary to law or detrimental to the welfare of their organization.
8. Reveal all material facts known to them that, if not revealed, could either distort reports of operation under review or conceal unlawful practices.
9. Continually strive for improvement in their proficiency, and in the effectiveness and quality of their service.
10. In the practice of their profession, shall be ever mindful of their obligation to maintain the high standards of competence, morality, and dignity promulgated by this code of ethics.
11. Maintain and improve their professional competency through continuing education.
12. Cooperate in the development and interchange of knowledge for mutual professional benefit.
13. Maintain high personal standards of moral responsibility, character, and business integrity.
14. Not act in any way that would prejudice the reputation of the upto25 and the VSE Expert Scheme and to cooperate fully with any enquiry in the event of any alleged breach in this code.

**Annex 5: COPIES**

The following documents are attached to this request:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Format** | **Size** | **Type** |
|  |  |  |  |
|  |  |  |  |

Type: Certificate, Curriculum vitae, Work experience, Implementation record, Registration of training, Registration of certifications.

END OF THE APPLICATION