



NAFAS INDIVIDUAL COURSES IN FLORAL ART AND DESIGN

INFORMATION PACK FOR TUTORS

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A: INTRODUCTION TO THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

A.1. Background details about NAFAS, its history and nature

NAFAS was inaugurated in 1959 to bring together floral groups that had formed across the country. It comprises of 21 geographical areas across the British Isles. It is non-profit making and has charitable status. In the organisation's constitution it states: "The Aims of the Association shall be: To advance public education in the art of floral design and related subjects and to further any other charitable purpose or purposes."

NAFAS has developed a national standard in the training of its demonstrators, judges, tutors, and speakers.

The Education Committee oversees all courses in Floral Art and Design run by the organisation. This committee also has responsibility in the production of educational publications pertaining to all aspects of floral art e.g., *Guide to Period Flower Arranging*.

A.2. Track record in developing education or training programmes and links with OCN

Once NAFAS was formed the organisation developed committees to help further its aims. The Education Committee, members of which are required to hold a teaching qualification, offer biennial courses for teachers. The NAFAS Diploma in Floral Art and Design was offered nationwide through the Open College Networks. NAFAS has worked closely with other OCNs assisting in locating moderators and approving teachers for colleges. NAFAS has also provided tutor training days and additional staff development for moderators of floral design.

A.3. Reasons for developing the Course Programmes

In 2021 NAFAS decided to bring their courses in-house and apply to become an awarding body. A series of shorter modular courses were designed based on previous NAFAS courses. Application is being made through OFQAL (England) SQA (Scotland) CCEA (Northern Ireland) and QW (Wales) to recognise NAFAS as an awarding body. Once this is complete, a three-level certificated course will be released based on modules.

A.4 Equality, Diversity, and Inclusion

NAFAS believes that equality of opportunity is essential to good education. NAFAS acknowledges the presence of, and expresses its opposition to, all forms of harassment and inequality in society which result from age, class, disability, ability, learning difficulty, colour, race, gender, ethnic origin, nationality, language gender, religious affiliation, or sexual orientation.

We therefore encourage any person who believes that they have been treated unfairly to bring the matter to the attention of the Tutor who will in turn, if necessary, pass it on to the Education Administrator at NAFAS HQ.

To access the full NAFAS Equality Diversity and Inclusion Policy, please visit www.nafas.org.uk/education/ and open the Education Documents file using the password: **education2468**

B. PROGRAMME INFORMATION (Including Quality Assurance Plan)

B.1. Title of complete programme

NAFAS Individual Courses in Floral Art and Design Consisting of 28 Modules (See Section C, Programme Content.)

B.2. Organisation responsible for overall management of programme

National Association of Flower Arrangement Societies (NAFAS) 1st Floor 42-44 Bishopsgate
London EC2N 4AH Tel: 020 7247 5567

Programme Contacts:

Course Consultant Email: courseconsultant@nafas.org.uk

NAFAS Education Administrator Email: education@nafas.org.uk

B.3. Aims of NAFAS

The aims of the Association are:

- To advance public education in the art of flower arranging and related subjects
- To encourage the love of flowers and to demonstrate their decorative value
- To instruct, train, and qualify judges, demonstrators, teachers, and speakers in order to raise the standard of work throughout the country
- To assist worthy causes and charities by organising exhibitions and competitions
- To encourage the production and use of fresh flowers and plants
- To co-operate with the horticultural trade and to encourage the production and use of fresh flowers and plants
- To encourage the conservation of endangered species

B.4. Programme aims

The aim of the programme is to increase knowledge of all aspects of floral design from the very basics to more advanced styles and the full range of floral art. It is aimed at those who have no knowledge of floral art as well as those who wish to widen and deepen their knowledge.

C. PROGRAMME CONTENT









Skill level easy



Skill level intermediate



Skill level advanced

<p>101 </p> <p>FIRST STEPS IN FLOWER ARRANGING</p> <p><i>Tuition time 20hrs</i> <i>Private Study hours 5</i></p>	<ul style="list-style-type: none"> • Health & Safety requirements in Floral Design • Correct use and care of tools & equipment • Correct use of Floral foam & containers • Use of different mechanics • Different methods of preserving plant material • Basic Botany • Selection of appropriate material of good quality • Introduction to Elements and Principles of design
<p>102 </p> <p>ALTERNATIVE MECHANICS</p> <p><i>Tuition time 20 hrs</i> <i>Private study hours 5</i></p>	<ul style="list-style-type: none"> • Creating floral design using a variety of mechanics: wire mesh, aggregates, grids, moss, pin holder, stems as a support and structures
<p>103 </p> <p>GEOMETRIC FLORAL DESIGN</p> <p><i>Tuition time 20 hrs</i> <i>Private study hours 5</i></p>	<ul style="list-style-type: none"> • Produce specific designs including vertical, circular all round, symmetrical triangle, asymmetrical triangle, crescent, inverted crescent, Hogarth curve.
<p>104 </p> <p>PLANT MATERIAL INSPIRED DESIGN</p> <p><i>Tuition time 20 hrs</i> <i>Private study hours 5</i></p>	<ul style="list-style-type: none"> • Selecting suitable plant material for specific designs including a design featuring foliage, handtied bouquet, parallel, horizontal, cascade.
<p>105 </p> <p>ELEMENTS OF DESIGN</p> <p><i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<p>In depth understanding of each of the Elements of Design</p> <ul style="list-style-type: none"> • Texture • Colour • Line • Form • Space
<p>106 </p> <p>PRINCIPLES OF DESIGN</p> <p><i>Tuition time 25hrs</i> <i>Private study hours 15</i></p>	<p>In depth understanding of each of the Principles of Design</p> <ul style="list-style-type: none"> • Balance • Contrast • Dominance • Proportion • Scale • Rhythm • Harmony

<p>107 ❁ ❁ UNDERSTANDING PLANT MATERIAL <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Understand the importance of transpiration • Understand Conditioning techniques for cut plant material • Producing designs different conditioning methods • Understand phototropism • Requirements for a good cutting garden • Information about plant material • Identifying House Plants • Understand the botanical naming and classification of plants
<p>108 ❁ ❁ COMPETITION WORK <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Understanding the NAFAS Competitions Manual • Importance of reading a schedule, • Interpreting a class title • Understanding “accessories” and the term “height optional” • What the judge looks for, hints for competitors • Producing competitive designs following the rules as stated in the NAFAS Competitions Manual
<p>109 ❁ ❁ CRAFTING WITH PLANT MATERIAL <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Preserving methods and use of preserved plant material • Knowing suitable floral adhesives and their use in floral design • Producing a range of crafted designs including collage, pressed flower picture, picture/plaque, floral jewellery, floral accessories (either hat, handbag, or shoe) • Understanding of the word turgid related to floral design requirements in the Competitions Manual.
<p>110 ❁ ❁ FESTIVE AND FESTIVAL STYLES <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Understand mechanics and how to construct specific designs including swag, garland, wreath, topiary, pave, hanging design, stamobile or mobile
<p>111 ❁ ❁ INTERPRETATIVE DESIGNS <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Produce specific designs including landscape, seascape, petite, miniature, montage and still life
<p>112 ❁ ❁ DESIGNS WITH STRUCTURES <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Produce specific structures including vertical, horizontal, circular, and caged

<p>113 ❁ ❁ FLOWERS FOR OCCASIONS <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Floral designs for suitable gifts – simple hand-tied posy, basket of flowers, small decoration on the neck of a wine bottle or gift box • Consideration required to construct a range of floral designs suitable for table arrangements – buffet table for an anniversary and a seasonal event, religious, festival or young person’s birthday • Mechanics and considerations required to construct a floral design suitable for a celebratory cake • Mechanics and considerations required to construct floral designs suitable for funerals
<p>114 ❁ ❁ PLACEMENT TECHNIQUES <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<p>Placement of stems in floral design including:</p> <ul style="list-style-type: none"> • Radiating • Parallel • Diagonal and Horizontal <p>Placement techniques of:</p> <ul style="list-style-type: none"> • Graduating/Transition • Mirroring/Shadowing • Sequencing/Sheltering • Shadowing/Veiling • Zoning/Sectioning
<p>115 ❁ ❁ FRAMING TECHNIQUES <i>Tuition time 20hrs</i> <i>Private study hours 10</i></p>	<p>Understand the framing techniques of:</p> <ul style="list-style-type: none"> • Caging • Collaring • Framing • Hedging • Interconnecting/joining
<p>116 ❁ ❁ GROUPING TECHNIQUES <i>Tuition time 20 hrs</i> <i>Private study hours 15</i></p>	<p>Understand the grouping techniques of:</p> <ul style="list-style-type: none"> • Basing/Carpeting, Groundwork • Bocking/Clustering/Massing • Cushioning/Pillowing • Tufting • Layering/Terracing • Packing/Stacking • Skewering • Stringing/Threading
<p>117 ❁ ❁ FIXING TECHNIQUES <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<p>Understand the fixing techniques of:</p> <ul style="list-style-type: none"> • Binding • Bunching/bundling • Winding • Wrapping/banding • Baling • Buttressing • Clamping/Kubari/Wedging • Pinning • Gluing • Wax

<p>118 ❁ ❁ ❁ MANIPULATING TECHNIQUES <i>Tuition time 20 hrs</i> <i>Private study hours 15</i></p>	<p>Understand the manipulating techniques of:</p> <ul style="list-style-type: none"> • Braiding/Plaiting • Feathering • Composite flowers • Rolling • Pleating/Smocking • Folding • Bending • Stranding/Stripping • Weaving • Knotting
<p>119 ❁ ❁ ❁ WIRING TECHNIQUES <i>Tuition time 20 hrs</i> <i>Private study hours 15</i></p>	<p>Understand the techniques of:</p> <ul style="list-style-type: none"> • Wire mesh • Tatami • The Web • The Comb • wire supporting, taping, • Wire scrunching • Wire manipulating • Wire knitting • Understand the uses of wirework – supporting and taping
<p>120 ❁ ❁ ❁ MORE FLOWERS FOR OCCASIONS <i>Tuition time 20hrs</i> <i>Private study hours 15</i></p>	<ul style="list-style-type: none"> • Produce floral designs for – all round hand tied bouquet and a simple posy in a posy holder • Mechanics and floral designs for single flower buttonhole, multi flowered buttonhole taking inspiration from current trends and a corsage. • Understand and produce table designs in floral design for – long and low design for front edge of a top table, tall design for centre of a large circular guest table. • Understand and produce floral designs for – pedestal, ceremony table and pew end • Understand the creation of wedding cake decoration in floral design – single-tiered wedding cake, and a multi-layered wedding cake
<p>121 ❁ ❁ ❁ PLANNING COMPETITIONS <i>Tuition time 20 hrs</i> <i>Private study hours 20</i></p>	<ul style="list-style-type: none"> • Understand the process of making and writing a schedule for a floral design competition – list the helpful tips stated in the current Competitions Manual, write a schedule and produce a design from a schedule.
<p>122 ❁ ❁ ❁ PLANNING FOR EXHIBITIONS <i>Tuition time 20 hrs</i> <i>Private study hours 25</i></p>	<ul style="list-style-type: none"> • Understand mechanics for large scale floral design - altar vase, archway (freestanding and against a wall), large pedestal, angled tops for stands, metal and wood combinations and flat and low • Understand considerations when using religious venues for floral exhibitions – Christian venues, Buddhist venues, Hindu venues, Jewish venues and Muslim venues • Understand different styles of design that can be used in a large venue – stately homes, marquees, outdoors and private parties at home. • Understand health and safety requirements for planning a large-scale event

<p>123 ❁ ❁ ❁ DESIGN DEVELOPMENT <i>Tuition time 15 hrs</i> <i>Private study hours 15</i></p>	<ul style="list-style-type: none"> • Understanding the role of the design brief in floral design development • Understand the importance of research in the floral design development process • Be able to follow the floral design development process • Be able to produce and evaluate floral design using a completed floral design brief
<p>124 ❁ ❁ ❁ WORLDWIDE FLORAL DESIGN <i>Tuition time 20 hrs</i> <i>Private study hours 10</i></p>	<ul style="list-style-type: none"> • Understand how floral design differs in relation to geographical influences • Be able to produce designs based on influence from different geographical areas. • Understand and evaluate floral design influences from current worldwide designers • Understand influences on floral design from the World Association of Floral Artists (WAFA) • Understand the influence of artists of environmental floral design
<p>125 ❁ ❁ ❁ FLOWERS IN EARLY HISTORY <i>Tuition time 20 hrs</i> <i>Private study hours 25</i></p>	<p>Understand and complete designs for the following periods Egyptian, Greek/Roman, Indian, Japanese, and Chinese for example:</p> <ul style="list-style-type: none"> • General background • How and where flowers were used/symbolism • Typical settings • Overall characteristics of the period • Typical backgrounds • Colour • Containers • Suggested accessories • Plant material • Places to see
<p>126 ❁ ❁ ❁ THE RENAISSANCE AND BEYOND <i>Tuition time 20 hrs</i> <i>Private study hours 25</i></p>	<ul style="list-style-type: none"> • Understand and complete designs for the following periods – Italian Renaissance, Tudor, Dutch/Flemish, American Colonial and Georgian • General background • How and where flowers were used/symbolism • Typical settings • Overall characteristics of the period • Typical backgrounds • Colour • Containers • Suggested accessories • Plant material • Places to see

<p>127 ❁ ❁ ❁ FROM ROCOCO TO ART DECO <i>Tuition time 20hrs</i> <i>Private Study hours 25</i></p>	<ul style="list-style-type: none"> • Understand and complete designs for the following periods – Rococo, Victorian, Edwardian and Art Nouveau and 1920s and 1930s • General background • How and where flowers were used/symbolism • Typical settings • Overall characteristics of the period • Typical backgrounds • Colour • Containers • Suggested accessories • Plant material • Places to see
<p>128 ❁ ❁ ❁ FLOWERS FOR THE 20TH CENTURY <i>Tuition time 20 hrs</i> <i>Private study hours 25</i></p>	<ul style="list-style-type: none"> • Understand and complete designs for the following periods – 1940s and 1950s, 1960s, 1970s, 1980s and 1990s • General background • How and where flowers were used • Typical settings • Overall characteristics and styles of the period • Typical backgrounds • Colour • Containers • Suggested accessories • Plant material • Places to see

D. PROGRAMME DELIVERY

The programme is delivered by independent tutors who have been approved and registered with NAFAS.

D.1. Tutor requirements Qualifications:

Level 3 or above Certificate in Teaching

Level 3 or above Certificates in Flower Arranging/Floral Design Level 4 Floristry

Evidence of Continuing Professional Development (CPD) e.g., Refresher Days, Workshops, etc.

Apply for details through Education Administrator at NAFAS Head Office

Email: education@nafas.org.uk

References and application approval by the NAFAS National Education Committee prior to registration.

E. HOW TO USE THE PROGRAMME

Stage	Tutor	NAFAS
Information	On receipt of the Information pack, obtainable from NAFAS, the tutor decides whether to run the programme	
Advice	If required, contact the NAFAS Education Administrator for advice about running the programme	Receives query and provides advice about approval and registration
Initial Registration by Tutor	Completion of appropriate forms and return to NAFAS, acknowledging the annual tutor fee upon approval	Processes application and issues approval to run. Takes payment of annual registration fee
Learner Registration and payment of Learner and Tutor Fees	Tutor forwards information to NAFAS for learner registration together with payment of £65 per learner (minimum of £325) plus £50 tutor fee for course delivery	Registers learners. Takes learners registration fees and the tutors fee for delivery of the course
Delivery	Runs the programme in accordance with the Guide	Carries out assessment criteria and provides certification

E.1. Tutor support

Tutors will be approved by NAFAS to run the programme and help will be available to them via emailing: courseconsultant@nafas.org.uk

E.2. Target learners

- Those who enjoy flower arranging but have no formal qualification
- Those who want to learn about using plant material in a creative manner, for example gardeners
- Those for whom floral design may be a means to return to education, training, or employment
- Members of NAFAS flower clubs
- Group leaders in the charity sector
- Leaders of disadvantaged groups
- Those wishing to pursue an interest within the NAFAS disciplines, e.g., Judges, Demonstrators, Speakers, Tutors.

E.3. Entry to programme for Learners

This is at the tutors' discretion.

- ✿ Skill level: learners admitted with no prior knowledge or experience.
- ✿ ✿ Skill level: learners should ideally have some prior knowledge of working with plant material in a creative manner.
- ✿ ✿ ✿ Skill level: learners should have equivalent qualification, experience, or recorded prior knowledge to the Tutors' satisfaction. It is recommended that an interview be used during the selection process.

Note: We do not encourage courses of mixed skill levels in learners, particularly with including beginners in a course at a higher level than Foundation, as this can change the class dynamic. The Tutor should carefully check the previous experience of the Learner before they accept them onto the course.

*We also do not encourage Learners be included in these courses, who do not wish to complete the involved written work, as this also changes the class dynamic.
For learners wishing to avoid written work, Tutors are advised that it would be best to refer them to Leisure classes.*

E.4. Programme delivery for learners

The pattern of study could be part time and be a nominal 10 hours per credit to include both contact and private study hours.

F. PROGRESSION OPPORTUNITIES FOR LEARNERS

Learners may progress through the courses according to the skill levels indicated and as advised by their tutor. In time they may apply to complete a certificated course.

F.1. Further learning or training that may be available to learners

NAFAS offers learning opportunities in several disciplines.

Design courses e.g., Foundation in Art and Design

Opportunities may exist to further education in other allied industries.

F.2. Employment or career prospects that may be available to learners

Learners can progress to:

- Employment and training in the floristry, events, or retail display industry
- Teacher training
- NAFAS Area and National qualifications for Demonstrators, Judges, Tutors, and Speakers through the learners' own Area Associations

F.3. Learner Support

NAFAS is available to provide learner support throughout the programme. Tutors should identify support required and where it may be obtained.

F.4. Copyright Agreement

The Tutor should provide Learners with confirmation that the course content is bound by copyright laws within the UK and the distribution of the course content outside of the course is strictly prohibited.

G. ADVICE & GUIDANCE

Pre-entry	Learners will receive guidance from the organisation or independent tutor on the requirements of the course and progression from it.
On Programme	Learners will receive guidance from the organisation or independent tutor on their progression and assessment of work.
On Exit	Learners will receive guidance from the organisation or independent tutor on their progression and assessment of work.

H. NAFAS QUALITY ASSURANCE PROCEDURE AND GUIDELINES

There is a two-tier system of quality assessment:

1. Area Quality Assurers who work directly with the tutors to support them and undertake assessments by appointment to ensure they are abiding by the guidelines.
2. National Quality Assurers who request samples of learners work to evaluate and review for certification and standardisation.

Details of the NAFAS Quality Assurance Procedure and Guidelines can be found on the NAFAS website www.nafas.org.uk

I. HEALTH & SAFETY

All course tutors and learners have a legal duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do, or fail, to do. This duty implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing they do or fail to do puts themselves or others at risk.

It is the responsibility of all tutors and learners to report any shortcomings in health, safety and welfare arrangements, any accident, near misses, cause of ill health, dangerous occurrence and any incident which may have implications for the health, safety, and welfare of others, to the appropriate body as stated in the NAFAS Health and Safety Policy which can be accessed by visiting www.nafas.org.uk/education/ and entering the Education Documents area using the password: **education2468**

Tutors must comply with the Health and Safety Policies of the premises and other internal procedures and policies (signatures and date required on first day of induction).

I.1. Risk Assessment & Checks

Tutors must carry out their own Risk assessment to raise awareness of potential risks and hazards. Learners to sign and date this on induction.

Risk assessments should be carried out and continuously reviewed. The findings of the individual Risk assessment should be recorded and kept on file and a copy should be sent to the Education Administrator at NAFAS Headquarters. Any area of concern highlighted should be actioned as soon as is practically possible.

Further information regarding NAFAS policies and procedures will be made available in the Tutor Guide, which will be sent to all registered Tutors prior to course commencement.



The National Association of Flower Arrangement Societies
Registered Charity 1101348

APPLICATION FORM FOR APPROVAL TO RUN
THE NAFAS INDIVIDUAL COURSES IN FLORAL ART AND DESIGN
AS AN INDEPENDENT TUTOR

Contact & Qualification

Name
Allocated Tutor Number (<i>Office use only</i>)
Club/Area of NAFAS
Are you on a NAFAS Teachers List? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address
Telephone No
Email address
Highest Teaching Qualification (<i>Teaching Qualifications must be Level 3 or above</i>)
Highest Flower Arranging Qualification (<i>Level 3 and above</i>) or Floristry Qualification (<i>Level 4 and above</i>)

Which module(s) do you wish to offer?

Module(s) Requested *please tick:*

- | | |
|-----------------------------------------------------|--------------------------|
| Module 101-First Steps in Flower Arranging | <input type="checkbox"/> |
| Module 102-Alternative Mechanics | <input type="checkbox"/> |
| Module 103-Geometric Floral Design | <input type="checkbox"/> |
| Module 104-Plant Material Inspired Design | <input type="checkbox"/> |
| Module 105-Elements of Design | <input type="checkbox"/> |
| Module 106-Principles of Design | <input type="checkbox"/> |
| Module 107-Understanding Plant Material | <input type="checkbox"/> |
| Module 108-Competition Work | <input type="checkbox"/> |
| Module 109-Crafting with Plant Material | <input type="checkbox"/> |
| Module 110-Festive and Festival Styles | <input type="checkbox"/> |
| Module 111-Interpretative Designs | <input type="checkbox"/> |
| Module 112-Designs with Structures | <input type="checkbox"/> |
| Module 113-Flowers for Occasions | <input type="checkbox"/> |
| Module 114-Placement Techniques | <input type="checkbox"/> |
| Module 115-Framing Techniques | <input type="checkbox"/> |
| Module 116-Grouping Techniques | <input type="checkbox"/> |
| Module 117-Fixing Techniques | <input type="checkbox"/> |
| Module 118-Manipulating Techniques | <input type="checkbox"/> |
| Module 119-Wiring Techniques | <input type="checkbox"/> |
| Module 120-More Flowers for Occasions | <input type="checkbox"/> |
| Module 121-Planning Competitions | <input type="checkbox"/> |
| Module 122-Planning for Exhibitions | <input type="checkbox"/> |
| Module 123-Design Development | <input type="checkbox"/> |
| Module 124-Worldwide Floral Design | <input type="checkbox"/> |
| Module 125-Flowers in Early History | <input type="checkbox"/> |
| Module 126-The Renaissance and Beyond | <input type="checkbox"/> |
| Module 127-From Rococo to Art Deco | <input type="checkbox"/> |
| Module 128-Flowers for the 20 th Century | <input type="checkbox"/> |

Continue on the next page

The following supporting information is also required to complete this application:

- Tutor CV
- Copies of Certificates

I confirm that I have read the following NAFAS policy documents and will comply with them. These can be accessed at: www.nafas.org.uk

(Please tick to confirm each document)

Equality, Diversity & Inclusion Policy	<input type="checkbox"/>
Safeguarding Policy	<input type="checkbox"/>
Health & Safety Policy	<input type="checkbox"/>
GDPR	<input type="checkbox"/>
Complaints Procedure	<input type="checkbox"/>
Quality Assurance Procedure and Guidelines	<input type="checkbox"/>
Tutor Information Pack	<input type="checkbox"/>

Tutor Applications are subject to approval by the Education Committee.

By submitting this form, I agree to NAFAS holding my personal data, and agree to pay the Annual Registration Fee of £50.00 upon registration of students.

All payments are to be made by Bank Transfer, using your name as the payment reference, to:

CAF Bank – NAFAS 2003 Ltd Education Fund

Sort Code: 40-52-40

Account Number: 00098375

Print Name
Signed
Date

Please return this form and signed copyright agreement to the education administrator at:

Education Administrator

NAFAS Head Office

First Floor

42 – 44 Bishopsgate

London EC2N 4AH

Or via email to: education@nafas.org.uk

<u>Office Use Only</u>		
<i>Copyright agreement received</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Application approved</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Payment received</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Risk Assessment Received*</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insurance Certificate Received*</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>*is not required for online courses</i>		



CLASS REGISTRATION FORM

The Education Administrator will allocate a Learner registration number, which the learner will keep for all future courses. Learners should include their name and number on all course documents.

Tutor Name		Course Title
Co-opted Tutor Name (if used)		
Tutor Email Address		
NAFAS Area		
Date	Course Start Date	Course End Date
Town and County of Class Location		
Number of Sessions Course Will Run Over		

LEARNER NAME	COURSE NUMBER	REG. NO. (Office use only)	EMAIL ADDRESS

Course Registration fee payments, (£50 Annual tutor registration plus £65 per learner, per course registration) should be made to NAFAS by a bank transfer, with the Tutor name as the payment reference using the following details:

NAFAS
 Account Number: 00033244
 Sort Code: 40-52-40

Please send completed form to the Education Administrator at education@nafas.org.uk or by post to: NAFAS Head Office
 First Floor, 42-22 Bishopsgate
 London
 EC2N 4AH



LEARNER APPLICATION FORM FOR THE NAFAS CERTIFICATES IN FLORAL ART AND DESIGN

Contact & Qualification Details

Name	
Address	
Telephone Number	Mobile Number
Email address	
Please make a brief note of any previous knowledge gained in flower arranging, or of any courses previously taken	

Emergency Contact Details

Name
Contact telephone number (including mobile number)
Relationship to Learner

Reasonable Adjustments

Do you require any reasonable adjustments or accommodations to complete the course?

Yes No

You can speak to your course tutor in confidence regarding any reasonable adjustments or accommodations you may need to complete and/or succeed in your chosen course.

Requested Course Title and Number

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I confirm that I have read the following NAFAS policy documents, which can be found on the NAFAS website, and will comply with them (*please tick to confirm each document*)

Equality, Diversity & Inclusion Policy	<input type="checkbox"/>
Safeguarding Policy	<input type="checkbox"/>
Health & Safety Policy	<input type="checkbox"/>
Complaints Against NAFAS Awarding Organisation Policy	<input type="checkbox"/>
GDPR Statement	<input type="checkbox"/>

By submitting this form, I agree to NAFAS holding my personal data

Print Name
Signed
Date

Please email completed form to your Tutor

How we use your personal data

We use the personal and contact information provided by you, copies of your communication with us and in some circumstances, transaction details, to manage our relationship with you.

- We respect your personal data.
- We store all data securely.
- We will never sell your personal data.
- We will delete it upon request.
- We may send you content we think is relevant or of interest to you, but you may opt out of this if you wish.

For more details, please see the NAFAS Privacy Policy at www.nafas.org.uk/privacy-policy



NAFAS RECOGNITION OF PRIOR LEARNING (RPL) REQUEST FORM

Learner name	
Email address	
Telephone number	
Qualification for which RPL is requested	
Module(s)	Please state how you have met the requirements of the module(s)

Supporting evidence provided ¹	

¹ Where the supporting evidence is a qualification, the qualification specification or syllabus must be submitted.

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Signature

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Date

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For internal use

Date received			
Date reviewed		Reviewed by	
RPL approved?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'Yes', detail which modules have been approved for RPL. If 'No', detail the rationale for rejection			
Date outcomes communicated			

