

## Application form for Authorisation of change

### A. Applicant and course details

1. Name of Registered Training Institution: .....
2. Reference for the approved course fee by the HRDC: .....
3. For courses approved by MQA and which are still valid, please enclose a copy of MQA course approval.
4. Course Title: .....

### B. Proposed change

Please tick (✓) area/s where changes are being requested for and attach supporting evidence/s.

Change requested	Tick (✓)	Additional information/document to be submitted to HRDC	For office use only
1. Change in trainer/s		Profile of Trainer/s and respective course structure	
2. Change in delivery mode		Revised cost breakdown	
3. Change in course fee		Revised cost breakdown	
4. Any other significant change/s as approved (please specify)		As appropriate	

### C. Justification/s of change

.....  
 .....

### D. Declaration

I declare that:

- (i) The trainer/s is/are competent to deliver the training for change in trainer/s;
- (ii) The facts stated in this form and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact;

\_\_\_\_\_  
 Signature and seal of Registered  
 Training Institution

\_\_\_\_\_  
 Full Name

\_\_\_\_\_  
 Designation

Date: ...../...../.....