

Tullow Technical Training Scholarship: part of the Tullow Group Scholarship Scheme

Application form

British Council, Liberia Road, GP 771, Accra

Please complete all parts of this form in black/blue ink and attach a recent photograph of yourself. Enclose one additional copy of the photograph, after printing your name on the back and signing each one.

A note at the end of this form explains who will see the information you supply to us, and why.

PHOTOGRAPH

Part A Personal details

Family name (as in your passport)					
Other name(s)					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Place of birth				Date of birth	
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	
Nationality					
District of residence					

Your address; where we should send letters		Name and address of next of kin or person in your home country who should be contacted in the event of an emergency (<i>please state relationship</i>).	
E-mail		E-mail	
Telephone number		Telephone number	
Mobile number		Mobile number	

Please tick this box to confirm that you have told your emergency contact that you have given us their details.

Do you have a disability? (a disability is a physical or mental impairment that has a substantial and long-term negative effect on your ability to carry out normal day-to-day activities)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details		

Part B Academic background

Please list all academic qualifications gained since completing your junior high education, stating the institutions attended, the main subjects of study, and when the main courses started and finished. Please attach photocopies of all relevant academic certificates and transcripts, with accompanying translations into English if they are in another language.

Qualification (including class or level)	Institution	Subject	From	To

Part C Professional background

Please list all positions held since completing your secondary or tertiary education. This includes work, internships and apprenticeships undertaken.

Position	Organisation/institution	From	To

Part D Proposed course of study at JTTC

All sponsored courses will be certified to UK NVQ level 2: The courses are: Process engineering, Mechanical engineering, Electrical engineering, Instrumentation. See the appendix for modules under each course.

1st choice course

2nd choice course

How did you find out about the Tullow Technical Training at JTTC?

- | | | |
|--|--|--|
| <input type="checkbox"/> My employer | <input type="checkbox"/> A colleague or friend | <input type="checkbox"/> Tullow Oil /British Council |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other – please specify |

Part E Referees

Please provide details of the two referees below (both of whom should be professional or academic) in support of your application for the Tullow Technical Training at JTTC. You may be required to submit reference letters at a later time

First referee

Title and name	
Position	
Telephone number	Fax
E-mail	
How long have you known this referee?	
What is his/her professional relationship to you?	

Second referee

Title and name	
Position	
Telephone number	Fax
E-mail	
How long have you known this referee?	
What is his/her professional relationship to you?	

Please tick this box to confirm that you have informed your referees that you have given us their contact details.

Part F Personal statement about yourself and your plans

What are your reasons for applying for the course you wish to study? Explain how it will help your career and personal development. Try to do this in no more than 200 words.

Verification Questions

In no more than 200 words, write about your connections to the Western region by answering the following questions. Your submission on the verification should be witnessed and stamped below by your chief or community leader.

1. How do you describe yourself as an indigene of the western region, how long have you resided in the region?

2. Describe activities that you are involved in within your community?

3. How do these activities contribute to the overall development of the region?

Signature of Witness	Date
Name of Witness	
Organisation	
Designation	
Stamp	

Important information that you should read and understand before signing this application form

Anyone applying for a Tullow Technical Training Award should be aware of the following:

- (i) **Application:** your application (including anything you add at interview or afterwards) should be accurate, not omit any facts that are relevant and not be misleading. If we find that there are significant errors or omissions in the information you have supplied to us in the course of your application you will not be offered an award, or you will have your award withdrawn or terminated. The submission of false, misleading or inaccurate documents and information may be liable to criminal prosecution. The British Council reserves the right to, or may have to, give external organisations, including the Police, Local Authorities, examination boards or awarding bodies, information from your application form to prevent or detect fraud.
- (ii) **Selection:** the selection process will be fair. No applicant will have, or should seek or accept, any unfair advantage. No member of the British Council or Tullow Oil plc will unfairly promote or disadvantage the interests of any applicant. If we find that you have secured an unfair advantage in the selection process we reserve the right not to offer you an award, or withdraw or terminate your Scholarship.
- (iii) **Data Protection:** Thank you for providing us with information about yourself on this form. We will look after the information carefully and use it to consider your suitability for sponsorship and to manage the application process. It will be made available to staff at JTTC, the British Council and Tullow Oil plc. It may also be made available for the same reasons to members of any panel that interviews you. If you are successful, the information (and the information you tell us at the interview and at other times) may be passed to external consultants to obtain advice on suitable courses. If you are unsuccessful the information will be held securely and destroyed in due course.
- (iv) **Application Form and Supporting documents:** Candidates are required to send the completed application forms to: Jubilee Technical Training Centre, (Attention: Matthew Gyan)

In all cases the following supporting documents should be submitted to complete the application:

- a. Completed application forms
- b. Certified copies of certificates
- c. Certified copies of transcripts
- d. Certified copies of Testimonials/Letters of Reference from your employer or a senior public servant indicating your work experience and/or ability to successfully undertake and complete the programme being applied for
- e. Two recent passport size photographs (both should be endorsed with names and signature)

NOTE:

- (a) No application will be considered unless the requirements in Section (iv) above are fully met.
- (b) Any change of address must be notified at once to the Centre.
- (c) Applications not completed in full may be rejected outright.

In signing this application form for a Tullow Technical Training Award, you accept that you will be bound by these conditions. You also accept that we will use the information you have given us in the ways we have described.

Signature		Date
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Appendix
JTTC COURSES AND MODULES

Course: Process Engineering

Mandatory Modules

- a) Identifying and Responding to Incidents, Hazardous Conditions, emergencies and handing over within
 - Processing industries environments
 - Replicated process/ production environment
- b) Working effectively in a team

Optional Modules

- c) How to sample and test materials within
 - Processing industries environments
 - Replicated process/production environment
- d) How to clean and prepare complex items of plant and equipment for production within
 - Processing industries environments
 - Replicated process/production environment
- e) How to solve process problems within
 - Processing industries environments
 - Replicated process/production environment
- f) How to conduct an assessment of risks in the workplace within
 - Processing industries environments
 - Replicated process/production environment

**Course: Mechanical engineering
 Electrical engineering
 Instrumentation**

Mandatory Modules

- a) Working safely in an engineering environment
- b) Carrying out engineering activities efficiently and effectively
- c) Using and communicating technical information

Optional Modules

- a) Producing mechanical engineering drawings using a cad system
- b) Producing components using hand fitting techniques
- c) Producing mechanical assemblies
- d) Forming and assembling pipework systems
- e) Carrying out aircraft detail fitting activities
- f) Installing aircraft mechanical fasteners
- g) Producing aircraft detail assemblies
- h) Preparing and using lathes for turning operations
- i) Preparing and using milling machines
- j) Preparing and using grinding machines
- k) Preparing and proving cnc machine tool programs
- l) Preparing and using cnc turning machines
- m) Preparing and using cnc milling machines
- n) Preparing and using cnc machining centres
- o) Preparing and using industrial robots
- p) Maintaining mechanical devices and equipment
- q) Assembling and testing fluid power systems
- r) Maintaining fluid power equipment
- s) Producing sheet metal components and assemblies
- t) Producing platework components and assemblies
- u) Cutting and shaping materials using thermal cutting equipment
- v) Preparing and proving cnc fabrication machine tool programs
- w) Preparing and using cnc fabrication machinery
- x) Preparing and using manual metal arc welding equipment
- y) Preparing and using manual tig or plasma-arc welding equipment
- z) Preparing and using manual mig, mag and other continuous wire welding Equipment
- aa) Preparing and using manual gas welding equipment
- bb) Preparing and using manual flame brazing and bronze welding equipment
- cc) Producing electrical or electronic engineering drawings using a cad System

- dd) Wiring and testing electrical equipment and circuits
- ee) Forming and assembling electrical cable enclosure and support systems
- ff) Assembling, wiring and testing electrical panels/components mounted in
- gg) Enclosures
- hh) Assembling and testing electronic circuits
- ii) Maintaining electrical equipment/systems
- jj) Maintaining electronic equipment/systems
- kk) Maintaining and testing process instrumentation and control devices
- ll) Wiring and testing programmable controller based systems
- mm) Using wood for pattern, model making and other engineering applications
- nn) Assembling pattern, model and engineering woodwork components
- oo) Producing composite mouldings using wet lay-up techniques
- pp) Producing composite mouldings using pre-preg laminating techniques
- qq) Producing composite mouldings using resin infusion techniques
- rr) Producing composite assemblies
- ss) Producing components by rapid prototyping techniques
- tt) Producing and preparing sand moulds and cores for casting
- uu) Producing and preparing molten materials for casting
- vv) Producing cast components by manual means
- ww) Fettling, finishing and checking cast components
- xx) Finishing surfaces by applying coatings or coverings
- yy) Finishing surfaces by applying treatments
- zz) Carrying out heat treatment of engineering materials
- aaa) Carrying out hand forging of engineering materials
- bbb) Stripping and rebuilding motorsport vehicles (pre-competition)
- ccc) Inspecting a motorsport vehicle during a competition
- ddd) Diagnosing and rectifying faults on motorsport vehicle systems (during Competition)
- eee) Carrying out maintenance activities on motorsport vehicle electrical Equipment
- fff) Stripping and rebuilding motorsport engines (pre-competition)
- ggg) Producing cad models (drawings) using a cad system