**Civil Service Learning Gateway Application
for an individual requiring a specific course or qualification**

**The information provided on this application may form the basis of a procurement specification**

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| **Section 1: Application details** *Office use only:* |
| **Reference:** | **Date received:** |

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| **Section2 : General Information** *Please complete:* |
| Date of completion: |  |
| Name of your organisation: |  |
| Status of your organisation:*Please place an ‘x’ in the relevant box* |
| *Department / Agency / NDPB signed up to CSL* |  | *Devolved Administration* |  |
| *NDPB or Arms Length Body not signed up to CSL* |  | *Other public sector organisation* |  |

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| **Contact details:** | Contact details of person undertaking the course (if different) |
| Name |  |  |
| Landline No. |  |  |
| Mobile No. |  |  |
| Email |  |  |

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| **Approvals:** *Please place an ‘x’ in each box to confirm:* |
| Funding has been approved through your local governance procedures\* |  | Attendance has been approved by your L&D Lead or designated L&D representative\* |  |
| *\*Please note: it is the applicant’s responsibility to ensure that funding and any other relevant approvals are obtained prior to instructing CSL or Capita to commence the procurement process that may arise out of this application process.* |

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| **Section3 : Learning Requirement** *Please complete:* |
| Name of course: |  |
| How the course links to your job role and the expected personal / operational benefits it will provide |  |
| Known / preferred location for delivery |  |
| Known / preferred dates for delivery |  |
| Why the CSL Common or Professions Curriculum will not fully meet your learning requirement |  |

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| **Section 4 : Options and additional information** *Please complete:* |
| Supplier(s) of the course if known*(If more than one, please indicate if you have a preference)* |  |
| What is the estimated cost of the course? |  |
| The Gateway panel will decide on the procurement route for this application. Usually this is through the prime contractor (Capita). Please state below if there is any reason why this would not be appropriate for this application and suggest any alternative procurement route you would like the panel to consider. |
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| **Section 5 : Data Security** *Please complete:* |
| *The information provided on this application may form the basis of a procurement specification and be forwarded on to Capita (the Prime Contractor to CSL) and other potential suppliers.* *Please therefore confirm that the information provided in this application has been considered in line with your Departmental data security procedures and the appropriate authority has been given for this document to be electronically transmitted to Capita and other potential suppliers (outside the Government Secure Internet GSI)* |
| **Approval Given:** |
| Name: |  |
| Date: |  |

Once completed please send the form to your relevant local approver or direct to the Gateway helpdesk email address - cslgatewaypf.mailbox@hmrc.gsi.gov.uk as appropriate.

Do not delete the sections on the following pages. These are for CSL Gateway reference purposes only.

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| CSL Gateway Hotline – 0300 053 4536This form is for use by the Civil Service only. For wider public sector requirements please contact GPS Customer Service Desk 0345 410 2222 |

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| **Panel Decision** | **Gateway Team to Complete (CSL office use only):** |
| Decision Date: |  | Approved |  | Not approved |  | Questioned |  |
| Panel members: |  |  |  |
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| Advice / Question to Department: |  |
| Follow on actions (e.g. Gateway database updated): |  |
| Route: | Department |  | Prime (Capita) |  |
| Date Dept and Prime notified of decision: |  |
|  | CSL Curriculum Lead: | Gateway Team Secretariat |
| Name: |  |  |
| Position: |  |  |
| Tel: |  |  |
| Email: |  |  |