



Chartered  
Institute of  
Housing  
Approved centre



Chartered  
Institute of  
Housing  
Canada

## Application pack

### CIH Level 3 Certificate in Housing Services online

## Thank you for applying to study with CIH Canada and CIH Housing Academy

CIH Canada is the destination for education, professional standards and accreditation in Canada's affordable and community housing sector. CIH Housing Academy is the largest provider of housing qualifications in the UK - so if you're looking to take the first or next step in your career then you've come to the right place!

Before completing the application form please check you meet the entry requirements for the qualification you are applying for. You also need to be confident that you will be able to commit to the qualification. You must be a member of CIH Canada to register for a qualification.

### To support your studies with the CIH Housing Academy you will receive:

- Access to support from the Housing Academy Hub and your allocated tutor
- Access to the systems required to complete your studies
- Access to a full set of online learning tools
- Access to forums where you can share your thoughts and ideas with other learners

### What's included

This form contains everything you need to apply for online qualification:

- Application form
- Access to assessment
- Terms and conditions

### What we need from you

To help us process your application as quickly as possible so you can begin your studies we will need:

- A fully completed application form
- Photocopies or image of your previous qualification certificates sent electronically (where appropriate)

## We're here to help

Our friendly staff are on hand to help you every step of the way.  
If you have any enquiries about your application please contact us:

- Call us on **613-594-3007 x16**
- Email [cihcanada\\_info@cih.org](mailto:cihcanada_info@cih.org)

### Where to send your completed applications

Send your completed form and supporting documents to CIH Canada:

Email [cihcanada\\_info@cih.org](mailto:cihcanada_info@cih.org)

or

Mail to **902-75 Albert St, Ottawa, Ontario, K1P 5E7**

## Application form

### PERSONAL DETAILS

Name:

Preferred contact address:

Preferred contact telephone no:

Preferred contact email address:

Date of birth:

### ACCESS TO ASSESSMENT

Do you consider yourself to have any disability or medical condition that would mean that you would need reasonable adjustments to support your qualification studies:

Yes

No

If **yes** please provide details:

*\*It is important that you read and understand the CIH learning and support arrangement.  
We will send you a form to sign and return to us as part of your application.*

### START DATE

Start date:

Employers name:

Please tick to confirm that you meet the entry requirements as outlined on the website and provide details of your qualifications and/or your career history where appropriate

### YOUR QUALIFICATIONS

Please provide photocopies of your certificates when submitting your application.  
Please list your qualifications including CIH qualifications.

| Dates studied: | Subject: | Level: | Grade<br>(if appropriate) |
|----------------|----------|--------|---------------------------|
|                |          |        |                           |
|                |          |        |                           |
|                |          |        |                           |
|                |          |        |                           |
|                |          |        |                           |
|                |          |        |                           |
|                |          |        |                           |
|                |          |        |                           |

### YOUR CAREER HISTORY

Please tell us about your employment history. If you are currently working in a voluntary position in housing, please specify the organisation you work for and your role.

| Date: | Employer: | Role: |
|-------|-----------|-------|
|       |           |       |
|       |           |       |
|       |           |       |
|       |           |       |
|       |           |       |
|       |           |       |
|       |           |       |
|       |           |       |

### ANY OTHER INFORMATION

Please tell us about any further information that you would like us to consider supporting your application and meeting the entry requirements.

### HOW DID YOU HEAR ABOUT US?

Please tick one of the following to let us know how you heard about this qualification:

**Advert** (Please provide further details)

**Website**

**Event** (Please provide further details)

**Social media** (please specify)

**Word of mouth**

**Colleague**

**Other** (please specify)

**Friend**

**CIH representative**

## DECLARATION BY APPLICANT

**I certify that the information given in this form is correct and fully completed.**

Where the fees are paid by your employer or a sponsor, CIH Canada may provide details of your progress to them if requested and where CIH Canada deem appropriate.  
Please tick the box if you DO NOT agree to this.

**By signing this form, you will accept that you have read and understood our terms and conditions. These can be found [here](#).**

**Please note that we cannot progress your application if you have not signed this form.**

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## DATA PROTECTION STATEMENT

1. CIH processes personal data in compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act.
2. CIH will use your data for the purposes set out in its Privacy Policy found [here](#).

**Please state that you have read and understood the Privacy Policy.**

*Please note that we cannot progress your application if you have not ticked this box.*

## CIH EQUALITY AND DIVERSITY MONITORING

The CIH Housing Academy is committed to ensuring that its services are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. To help us to comply with our policy ensuring equality in our services to you please could you complete our optional Equality and Diversity monitoring form using [this link](#). The information you provide will be anonymous and you do not have to complete all of this form but it will help us improve our services if you can complete as much as possible.

**Thank you for applying to study with CIH Canada and CIH Housing Academy**