

Guidance for Completion of HSC Clinical Education Centre (CEC) Education Request Form (ERF)

Please check if the required programme is currently available on the CEC website (www.cec.hscni.net). If the programme is available and meets your needs, staff can apply directly via the website. All other requests require an ERF and should follow the below guidance:

1. The 'CEC Education Request Form' can be found on the CEC website (www.cec.hscni.net) under 'Guidance Documents'.
2. Please ensure sections A & B of the form are fully completed. (Sections C & D are to be completed by CEC staff). Section B should be authorised by an Assistant Director /authorised signatory within your organisation. Please check your own internal processes to ensure these forms are approved appropriately. ***Request cannot be actioned without the signature of the Assistant Director/ Co-Director for Education/authorised signatory. Forms without this signature will be returned to the requestor.***
3. Completed ERFs should be sent to:
the relevant CEC Senior Education Manager/SLA Co-ordinator
OR
enquiries@cec.hscni.net.
4. The CEC will process the request and communicate with the relevant requesting officer.