Enquiry to RSMA by member	1	CIATION	
		2	Costs and Course information sent to member
Member confirms that they wish to proceed and sends candidate details to RSMA	3		
CITB confirms eligibility for grant to RSMA	5	4	RSMA contacts CITB to confirm eligibility for grant
		6	RSMA contacts the member to confirm eligibility and intake dates
RSMA sends agreement to member which includes NVQ registration CITB forms and Employer Obligations.	7		Marahan yatuwa fayaa sayaalatad
RSMA invoices member £2145 + VAT for CITB levy paying companies and £6145 for non-levy payers.	9	8	Member returns forms completed
		10	Member pays invoiced amount
Joining instructions sent to the member and candidate		12	Member returns signed joining instructions
Candidates attend four blocks of training, completing Individual Learning Plan as issued	13		Ilistructions
RSMA organises Forklift Counter Balance		14	After each completed block RSMA sends members reminders on what other grants can be claimed from CITB to a total of £1060
course as close to the candidates location as possible	15	16	NVQ Assessment carried out as close to the candidates location as possible
RSMA assessors to complete e-portfolio	17		
		18	RSMA arranges Internal Verification
Certificate portfolio sent to candidate	(19)		