



Learning Development Programme

BOOKING FORM

Wat Tyler House, King William Street, Exeter EX4 6PD

Tel: (01392) 202055 Fax: (01392) 202054 email: cvs@exetercvs.org.uk

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Course Title:		Course date/s:	
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Participant's details: (one form per participant)

Name:			
Telephone:		Mobile:	
Email:			
Name of Organisation:			

Address to which invoice is to be sent:	Address for all other course correspondence:

What is your role within the organisation? (eg manager / project worker / volunteer / management committee / trustee)

Why did you choose this course? (e.g. work related, to gain a qualification, personal development, etc.)

What would you like to be able to do by the end of this course?:

What helps you learn? (e.g. working in groups, in pairs, on your own, additional specialist equipment, etc.)

Have you studied this or a similar subject before, in any way? (e.g. previous course, book, etc.)

As things are NOW how would you rate your level of skill/experience/understanding of this subject/topic/issue

Non Existent 1 2 3 4 5 6 7 8 9 10 Extremely High

What specific needs do you have, which we need to know about, to enable you to participate fully on this course?

Do you wish to discuss your needs with a tutor or an appropriate member of staff? **YES** **NO**

How did you hear about this course?

Exeter CVS Learning Opportunities poster	<input type="checkbox"/>	Exeter CVS Project Worker	<input type="checkbox"/>
Exeter CVS publication "ExeChange"	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
Exeter CVS Website	<input type="checkbox"/>	Other (please state):	

Exeter CVS seeks to monitor the annual learning programme to assist in providing equality of opportunity for all. We would appreciate your assistance with this by you completing this section:

(Please tick relevant boxes)

Gender:		Age:			How do you describe your ethnic origin:				
Male	<input type="checkbox"/>	Under 25	<input type="checkbox"/>	56-65	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Mixed	<input type="checkbox"/>
Female	<input type="checkbox"/>	26-39	<input type="checkbox"/>	66+	<input type="checkbox"/>	Black	<input type="checkbox"/>	White	<input type="checkbox"/>
	<input type="checkbox"/>	40-55	<input type="checkbox"/>		<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other- Please state	<input type="checkbox"/>

Statistics on Workforce Development attract funding for our courses. Please help us by telling us the highest level of qualification you have attained.

- | | |
|---|---|
| <input type="checkbox"/> No formal qualification | <input type="checkbox"/> Level 3 (2 A Levels / NVQ Level 3) |
| <input type="checkbox"/> Level 1 (GCSE pass / NVQ level 1) | <input type="checkbox"/> Level 4 (first degree / HND) |
| <input type="checkbox"/> Level 2 (5 GCSEs A-C) / NVQ Level 2) | <input type="checkbox"/> Level 5 (Post Grad / PGCE) |

I have read and accept the terms and conditions.

.....
Participant's Signature

Date:

I agree to this person attending this course.

.....
Name of Line Manager

.....
Signature of Line Manager

Free places

For trustee/management committee member/volunteer when accompanying a paid member of staff. A limited number of free places are available on **some** of our courses once we have sufficient numbers of paying participants to cover costs.

Access

Please notify our staff of any special requirements. Exeter CVS can not guarantee to meet all learners identified needs. Wat Tyler House is fully accessible to wheelchair users.

Catering

For courses held at Exeter CVS, we provide light refreshments throughout the day. We do not provide lunch unless otherwise stated. We are situated just off the main street and cafes, supermarkets and bakeries are within easy walking distance.

Booking Terms and Conditions

A separate booking form must be completed for each person and course you are booking. Bookings will only be accepted on receipt of a completed booking form. Please read the Course Outline before booking a place. Details can be found on the Exeter CVS website. Once your signed booking form is received, confirmation of your place and directions will be sent to you.

Cancellation terms

If you are unable to attend you may send someone in your place or:

More than two weeks notice - full refund less £5 administration charge

Less than two weeks notice - full amount payable

Exeter CVS reserves the right to cancel or postpone courses, in which event a full refund will be offered. In the event of a course being cancelled, at least 7 days' notice will be given, unless circumstances beyond our control intervene.

Please note - In the event of a course being cancelled on the day it is due to run, Exeter CVS WILL NOT pay an organisation's costs for staff cover for an individual attending a course.

This form is also available in large print. Please ring (01392) 202055

Extra copies of this form are available from Exeter CVS website www.exetercvs.org.uk or by telephoning Exeter CVS on 01392 202055 but please feel free to photocopy it.