

AdVance Training Booking Form 2009/10

Mr/Mrs/Miss/Ms		Surname:		First Name:	
Contact Address:					
				Post Code:	
Contact Tel Number:					
Email:					
Organisation:					
Volunteer/Job role:					
Course Title:				Course Date:	
Please let us know if you have a disability or need any practical support or special dietary needs:					
The following details are those essential for funding purposes. The data will remain confidential and will not be shared with outside organisations. Please indicate as appropriate in all boxes.					
Ethnic Origin:	Asian/Asian British	Black/ Black British	Chinese/ Other	Mixed White & Black	White
	India Pakistani Bangladeshi Other	Caribbean African Other		Caribbean White & Black African White & Asian Other	British Irish Other
Date of Birth:		Under 18	18 - 25	26 - 49	50+
Please state your highest qualification:					
Please state if you are 16-19 and not in employment/education/training:					
Please state if you are a lone parent:					
FREE places available via the Bursary, please see overleaf for more details					
I enclose a payment (see costs overleaf) or				£ <input type="text"/>	
A completed Bursary Application Form (please tick)				<input type="checkbox"/>	
I have read and accept the booking conditions					
Signature of participant/organisation representative					
Date:					

Booking Conditions

Data Protection

The information provided on this form will be kept in a secure database & used only for internal administration and monitoring purposes for funders. At no time will your personal information be passed to organisations for sales or marketing purposes.

Telephone Bookings

We are happy to reserve a place by telephone for seven days. However a place cannot be confirmed until both a booking form and payment have been received by AdVance Training.

Payment – most 1 day courses cost £35.00 per day and £15.00 half day.

To secure your place, please enclose a cheque made payable to SAVS, with this booking form.

FREE Bursary Places for organisations in Southend

SAVS has a bursary offer to cover the cost of AdVance Training places for organisations with a small local staff and volunteer workforce and/or an income of less than £50K per year (total income from funds raised including membership subscriptions, grants, contracts and commissions). If you think your group may qualify for this bursary please contact us for further information and an application form.

There is also another bursary offer specifically for those in the Children & Young People Sector to cover **any** training, travel, childcare costs etc. Please contact Jan Axcell for more information.

Cancellations

Cancellation of bookings can be made in writing up to 14 days before the course date and a refund will be paid. After this time in the case of non-attendance, refunds will not be possible although substitutions are welcome for the same course on the same day.

Cancellation of bursary awarded places must be notified to AdVance Training in the same way as above. It should be noted that failure to attend a bursary awarded course without prior notification could jeopardize future bursary applications.

Please return this booking form with your payment (cheque payable to SAVS) or a bursary application form, to

AdVance Training SAVS Centre, 29-31 Alexandra St Southend on Sea SS1 1BW

Tel: 01702 356056 email: training@savs-southend.co.uk

Website www.savs-southend.org/training