

Course Booking Form

All fields <u>must</u> be completed for your booking form to be processed			
Course Title			
Course Date (1 st Choice)		Course Date (2 nd Choice)	
First Name		Surname	
Job Title			Telephone No.
Email Address		Contact Address	
Address of Organisation Employed by		Please tick appropriate box: PVI/School <input type="checkbox"/> Network Childminder <input type="checkbox"/> Childminder <input type="checkbox"/> Out of Local Authority <input type="checkbox"/> Other <input type="checkbox"/>	
Please specify any special requirements that we should know about to enable you to attend this learning activity i.e. Hearing loop, ground floor access:			
Applicant Signature _____ Date _____		Manager Signature _____ Manager Name _____ Manager Telephone No. _____ Date _____	

Notes on Completion

Please complete all sections of this form as incomplete forms will be returned.

All bookings must be made using this form. The applicant and their manager should complete this form jointly to ensure that the training activity has been properly agreed.

Course Date – You may leave this area blank if you are uncertain of a course date. In this event you will be placed on the next available programme date and informed via email or letter.

Non-attendance/cancellation charge

For non Telford & Wrekin employees, where cancellation or non attendance occurs less than seven calendar days prior to the course date, full cost recovery will be charged.

As from September 2019 there will now be a £10 administration fee for all FREE courses/events which are booked and not attended.

If you need to cancel your place, you must inform us in writing by letter or email. If cancellation occurs less than seven calendar days prior to the course date we would encourage you to send a colleague in your place so you will not be charged.

An acknowledgement will be sent on receiving the booking form to let you know that you are booked onto the programme. Instructions will be sent approximately ten calendar days prior to the course start date.

Return completed form to talkingchildcare@telford.gov.uk or post to Talking Childcare, Telford & Wrekin Council, Early Years and Childcare, Education and Corporate Parenting, 6th Floor, A Wing, Darby House, Lawn Central, Telford, TF3 4JA

Personal Data: Telford & Wrekin Council collects your personal data to enable you to be able to complete eLearning and face to face training to support your role under Article 6(1)(a) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation.

Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so by law. However, for further details on the council's privacy arrangements please view the privacy page on the council's [website page](#).

FOR OFFICE USE ONLY	
Register Updated	Waiting List/Confirmation
Joining Instructions	Booking Reference