

Training Booking Form

About You

Your Name		Address Details	
Position			
Company			
Telephone			
*Email		Postcode	

About the Course

Course Title			
Date		Location	Oakwood Centre Woodley <input type="checkbox"/> On-site at your location <input type="checkbox"/>

Name/ Email of Delegate (s)

1		9		17	
2		10		18	
3		11		19	
4		12		20	
5		13		21	
6		14		22	
7		15		23	
8		16		24	

Payment Method

Payment via invoice to be made by BACS transfer or cheque.	Purchase Order (PO) Number, please enter here.	
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Please return this form by Email to confirm the training

By Email	admin@safe-child.co.uk
Queries?	Please telephone 07867 783676 or Or email manager@safe-child.co.uk

***Invoice to confirm your booking will be sent by email**

Terms and Conditions for Training Courses

Delegate Information

We believe in inclusive learning, please advise us in advance if delegate(s) have any requirements which may impact on their learning experience.

Delegates are required to arrive at the course in good time. If the delegate is unable to attend on the day of training due to unforeseen circumstances a charge for costs incurred will be made.

Photos taken during training courses may be used for learning, marketing and promotional material in all mediums. If you have delegates that do not wish to be photographed, please provide a written list of names prior to the course commencement date.

Training venues - The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ or on-site at your location.

Cancellations

Safeguarding Children Training reserves the right to cancel or alter the dates or provision of service, the venue and the individual trainer providing the service. In the event of a cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client, a 10% fee to cover administration costs will be charged. Safeguarding Children Training reserves the right to apply the following charges if the cancellation is within the timescales below;

Notice Given by Client	% of course fee charged
More than 28 days	10%
22– 28 days	25%
15-21 days	50%
8-14 days	75%
7 days or less	100%
Non-attendance without notice	100%

Telephone cancellations can be accepted but must be confirmed immediately in writing via email to admin@safe-child.co.uk.

Payments

Please ensure that payment is received within 30 days of the invoice &/or before the event – whichever is sooner.

Once payment has been made, your place on the course is secured. Joining instructions will be sent out approximately 1 week prior to the course date.

Richard Woodley – Safeguarding Children Training
 Contact: admin@safe-child.co.uk Mobile: 07867 783676
 Address: 30 Springdale Earley, READING, Berks, RG6 5PR

www.safeguarding-children-training.co.uk