

## Course Booking Form

<b>All fields <u>must</u> be completed for your booking form to be processed</b>			
<b>Full name:</b>		<b>Email Address:</b>	
<b>Address:</b>		<b>Contact number:</b>	
<b>Job Title:</b>		<b>Name of Employer:</b>	
<b>Address of Organisation Employed by:</b>		<b>Please tick appropriate box:</b>	
		<div style="display: flex; justify-content: space-between;"> <div>PVI/School <input type="checkbox"/></div> <div>Network Childminder <input type="checkbox"/></div> </div>	
		<div style="display: flex; justify-content: space-between;"> <div>Childminder <input type="checkbox"/></div> <div>Out of Local Authority <input type="checkbox"/></div> </div>	
		<div style="display: flex; justify-content: space-between;"> <div>Other (please state) <input type="checkbox"/></div> <div></div> </div>	
<b>Delegate Name</b>	<b>Delegate Email Address</b>	<b>Course Title</b>	<b>Course Date</b>
<b>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:</b>			
Manager Signature _____ Manager Name _____ Manager Telephone No. _____ Date _____			

### Notes on Completion

**Please complete all sections of this form as incomplete forms will be returned.**  
**Please refer to the current training schedule for information on all training costs.**

All bookings must be made using this form (please refer to the cancellation policy overleaf). The applicant and their manager should complete this form jointly to ensure that the training activity has been properly agreed.

An acknowledgement will be sent on receiving the booking form to let you know that you are booked onto the programme. Joining instructions will be sent approximately a week prior to the course start date.

Whilst we will make every effort, we cannot guarantee to accommodate delegates on a course for which they have not booked a place.

**Cancellation / non-attendance policy:** All cancellations of course bookings must be made via email. Unfortunately a phone call cannot be accepted as a means of cancellation. All bookings will remain on our system until written confirmation is received.

For courses with a delegate fee, a charge of 35% will normally be incurred if a delegate place is cancelled within 7 days of the course date. The full course fee will be charged for any delegate who does not arrive for a course for which a place has been booked and not cancelled in advance of the course date. In exceptional circumstances, where a course is running again within the same academic year, we will do our best to move delegates across to the next course date.

**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)(b) 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, or to enable you to be invited to Virtual Training through Microsoft Teams. For further details on the council's privacy arrangements please view the privacy page on the council's [website page](#).

**Return completed form to [talkingchildcare@telford.gov.uk](mailto:talkingchildcare@telford.gov.uk) or post to Talking Childcare, Telford & Wrekin Council, Early Years and Childcare, Education Achievement & Enrichment , 6<sup>th</sup> Floor, A Wing, Darby House, Lawn Central, Telford, TF3 4JA**