Aspect 2011 courses booking form

Please tick which courses/seminars you would like to book a place on, and complete and return this booking form to: the Events/Training Department, Aspect, Woolley Hall, Woolley, Wakefield, West Yorkshire WF4 2JR or fax a copy to 01226 383427. Start/finish times and further details can be found at www.aspect.org.uk/training/courses/national. Email: cheryl@aspect.org.uk

Pr ogramme 1
Career Review & Development
o

Programme 9
Leading and managing change in children's services
o

Programme 11
Developing locality based working in children's services
o

Programme 15
Induction for Professionals in Education and children's services

Programme 17a
Safeguarding well Being
o

Programme 17b
Commissioning/Negotitation skills
o

Programme 17d
Narrowing the Gap
o

Coaching and Mentoring Developmenrt Programmes on the 27th JANUARY 2012
For both Trained Coaches and Mentors and those wishing to become Coaches

Programme 26
Thinking of Going Independent
8 December 2011 - London
19 January 2012 - Birmingham
15 March 2012 - Leeds
10 May 2012 - London
14 June 2012 - Birmingham
20 September 2012 - London

Costs
One day courses
£245 + VAT for members and
£295 + VAT for non members

Personal details (please use BLOCK CAPITALS) Mr/Mrs/Miss/Ms

Name
Job title
Employer (authority/company)
Home address
Postcode Email
Tel Fax
Independent Consultant ☐ Yes ☐ No

If you have any specific requirements, such as wheelchair access or special dietary requirements ie: food allergies, please let us know:

Where did you find out about this course?

☐ Exhibition ☐ Website ☐ Direct mail ☐ Advertising
☐ Publications ☐ Regional officer ☐ Local rep
Other, please specify

Payment details (please use BLOCK CAPITALS)

☐ I am an Aspect member, and my membership no is ☐☐☐☐☐☐
☐ I am not an Aspect member

You will be invoiced on receipt of this booking form, please indicate where we should send the invoice to. For invoicing purposes, it would be useful if you provide a contact name in the event of any queries. Please note payment is required within 28 days of the invoice issue date.

Invoice address
Postcode
Contact name for invoice
Purchase order no

I have read and understood the terms and conditions of this booking stated on the right

Signed Date
Approved by (if applicable)

Terms and conditions of booking

Data protection
Aspect can provide you with information about other Aspect professional development opportunities via email, direct mail, or fax. If you do not wish to receive such mailings from Aspect please tick here. ☐ Your details will not be circulated to any third party.

Fees
All written materials, lunch and refreshments are included in the price. Overnight accommodation and meals are included in residential courses only. Venue directions, course programmes and any pre-course activities will be issued in due course. If for any reason you do not receive confirmation of your booking within ten working days, please contact Cheryl Crossley on 01226 392192 or email cheryl@aspect.org.uk. Please note that booking confirmation can only be made on receipt of a signed copy of this form. Full payment must be made within 28 days from the date of invoice.

Substitutions/cancellations
Upon receipt of a signed copy of this booking form, your place will be confirmed. Any cancellation/transfer must be received in writing. To qualify for a 50% refund, cancellation must be made 28 days prior to the event. Aspect regrets that a refund can not be issued under any other circumstances. A substitute delegate can be named at any time before the programme begins without charge.

Important note
This booking form constitutes a legally binding contract. It may be necessary for reasons beyond the control of Aspect to change the content and timing of the programme, the speakers, the date or the venue. In the unlikely event of the programme being cancelled, Aspect will automatically make a full refund to disclaim any further liability. **VAT Reg 845594782**

FOR OFFICE USE ONLY

Date acknowledged
Entered on database
Invoice no & date issued
Brochure code 2011/2012

Equality & Diversity Data [any information will be treated in the strictest confidence and will not be revealed to any third party]

Male ☐ Female ☐ Age Group: 16-24 ☐ 25-49 ☐ 50+ ☐

Ethnicity: African / Caribbean ☐ African ☐ Asian ☐ Other black or minority ethnic ☐ White ☐ Other

Language: English as a first language ☐ English not as first language ☐ Do you regard yourself as a person with a disability? Yes ☐ No ☐