

Thinking of going independent?

Aspect has provided high quality support and training for over 200 members in the last seven years through its highly regarded course

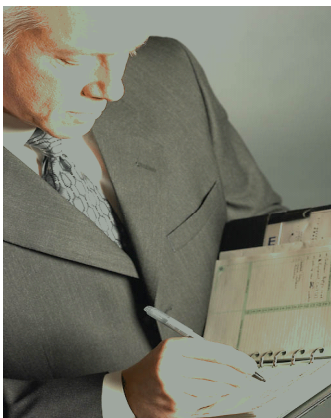


If you are "thinking" you need to consider:

- The professional context for independent consultancy
- Credibility from new skills and approaches to effective consultancy
- Marketing your unique contribution
- The practicalities of setting up a business e.g. record keeping and financing an office
- Quality assurance, accounts, tax, insurance, professional indemnity, contracting and invoicing.

Support is offered in three ways:

- 1 The popular national course – covering the topics above (and more)**



4 November	2010	Birmingham
8 December	2010	Leeds
20 January	2011	Birmingham
17 March	2011	Leeds
18 May	2011	Birmingham
16 June	2011	Leeds
15 September	2011	Birmingham
2 November	2011	Leeds

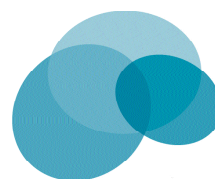
Costs: £245 + VAT for members & £295 + VAT for non-members

- 2 A bespoke course for groups of colleagues in a Local Authority, or coming to the end of limited contracts – costs negotiated**
- 3 For individuals wishing for a personally tailored programme, together with careers counselling and /or skills analysis – in association with xué**

Typical comments from participants on the recent course include:

"The day really provided what I was hoping for! A very useful and productive day with excellent facilitation. Useful content with clear ideas for follow up work I need to do. Challenging scenarios and excellent facilitation. John answered questions I didn't know I needed to ask! I appreciated the coverage of really practical issues and now have the bones of a Business Plan!!

These programmes are overseen by by John Pearce, one of Aspect's longest serving and successful independent associates.



Aspect

For further details of the courses, options and costs contact sarah@aspect.org.uk tel 01226 383428 fax 01226 383427

Booking form

Please tick which courses/seminars you would like to book a place on, and complete and return this booking form to: 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.

please tick

<input type="checkbox"/>	4 November 2010	Birmingham
<input type="checkbox"/>	8 December 2010	Leeds
<input type="checkbox"/>	20 January 2011	Birmingham
<input type="checkbox"/>	17 March 2011	Leeds
<input type="checkbox"/>	18 May 2011	Birmingham
<input type="checkbox"/>	16 June 2011	Leeds
<input type="checkbox"/>	15 September 2011	Birmingham
<input type="checkbox"/>	2 November 2011	Leeds

Personal details (please use BLOCK CAPITALS)

Delegate 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 dietary needs, please use this space to 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 E mail

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)

Equality & Diversity Data

[optional: any information will be treated in the strictest confidence and will not be revealed to any third party]

Gender: 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

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 Sarah Youngs on 01226 392126 or email sarah@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 TOGI