



WORKING TOGETHER, LEARNING TOGETHER

SCAT-PP

Contact

Julie Gauntlett

Training Support Officer
Portsmouth City Council

Tel: 02392 841190

Email: julie.gauntlett@portsmouthcc.gov.uk

Bookings will only be made upon receipt of a completed nomination form

Cancellation of training places

To give those candidates on the waiting lists for courses every opportunity to attend, we require 3 working days prior notice via email to cancel a confirmed place on a course.

All non - attendance without 3 working days prior notice remains payable.

If you require a course/workshop or a briefing session that isn't mentioned in this flyer, please contact Julie on the details above and we will do our best to accommodate your requirements.

September 2017 V1



Free E-Learning

Autism

Autism is a lifelong condition which affects 1 in 100 people. It is a spectrum condition which means that, while all people with autism share certain difficulties, their condition will affect them in different ways.

Autism can impact on how a person senses the world around them and it affects how a person communicates and relates with other people. People with Autism can find it hard to tell other people how they are feeling and trying to understand what others are thinking may not be easy. This can make it hard to make friends and meeting people can be difficult.

The Autism Awareness link below provides an explanation and quiz on the basic principles of autism, produced by Southampton, Hampshire, Isle of Wight and Portsmouth's Health and Social Care Authorities and Autism Hampshire.

<https://www.forms.portsmouth.gov.uk/AutismAwareness/>



COURSES *by title*

Awareness of Mental Health, Dementia and Learning Disability

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244365&courseid=244365&zz=67348456>

20 Sep 2017 - Civic Offices - 9:30am - 12:30pm - £35

22 Nov 2017 - Civic Offices - 1:30pm - 4:30pm - £35

Arthritis Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=71280&courseid=71280&zz=08015522>

06 Sep 2017 - Civic Offices - 9:30am - 12:30pm - £35

Basic Life Support

<http://www.enterprisestudy.com/View.aspx?p=103623&c=207583&courseid=207583&zz=67348456>

05 Dec 2017 - Civic Offices - 2:00pm - 5:00pm - £35

13 Dec 2017 - Civic Offices - 9:30am - 12:30pm - £35

Being Prepared for CQC Inspections

<http://www.enterprisestudy.com/View.aspx?p=103623&c=260495&courseid=260495&zz=63251167>

Awaiting new dates



Building Relationships

<http://www.enterprisestudy.com/View.aspx?p=103623&c=185924&courseid=185924&zz=67348456>

21 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35

05 Dec 2017 - Civic Offices - 9:30am - 4:30pm - £35

Case Recording for Care Staff (Adults)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=71294&courseid=71294&zz=67348456>

18 Oct 2017 - Civic Offices - 1:30am - 4:30pm - £35

Chairing Sensitive Meetings

<http://www.enterprisestudy.com/View.aspx?p=103623&c=81198&courseid=81198&zz=03619989>

Awaiting New Dates

Communication - Care Certificate

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244338&courseid=244338&zz=19824301>

07 Sep 2017 - Civic Offices - 9:30am - 12:30pm - £35

Communication in Dementia

<http://www.enterprisestudy.com/View.aspx?p=103623&c=267620&courseid=267620&zz=19824301>

17 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35



Dealing With Distressed Behaviour in Dementia

<http://www.enterprisestudy.com/View.aspx?p=103623&c=267622&courseid=267622&zz=08015522>

01 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £35

Dementia Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=267621&courseid=267621&zz=00437185>

07 Nov 2017 - Civic Offices - 1:30pm - 4:30pm - £35

Effective Coaching Skills

<http://www.enterprisestudy.com/View.aspx?p=103623&c=186151&courseid=186151&zz=67348456>

19 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35

16 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £35

Effective Minute Taking

<http://www.enterprisestudy.com/View.aspx?p=103623&c=73827&courseid=73827&zz=78958570>

04 Oct 2017 - Civic Offices - 9:30am - 1:00pm - £35



Emergency First Aid at Work - Level 2 (1day)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=71318&courseid=71318&zz=67348456>

16 Oct 2017 - Civic Offices - 9:30am - 5:00pm - £50

29 Nov 2017 - Civic Offices - 9:30am - 5:00pm - £50

07 Dec 2017 - Civic Offices - 9:30am - 5:00pm - £50

08 Jan 2018 - Civic Offices - 9:30am - 5:00pm - £50

22 Feb 2018 - Civic Offices - 9:30am - 5:00pm - £50

20 Mar 2018 - Civic Offices - 9:30am - 5:00pm - £50

End of Life Care Communication Workshop - Finding the Words

<http://www.enterprisestudy.com/View.aspx?p=103623&c=154631&courseid=154631&zz=19824301>

Awaiting New Dates

Equality and Diversity for Social Care

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244325&courseid=244325&zz=69566601>

03 Oct 2017 - Civic Offices - 1:30pm - 4:30pm - £35

Falls Prevention Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=81205&courseid=81205&zz=69566601>

31 Oct 2017 - Civic Offices - 9:30am - 1:30pm - £35



First Aid Annual Refresher - Half Day

<http://www.enterprisestudy.com/View.aspx?p=103623&c=105827&courseid=105827&zz=75471777>

29 Sep 2017 - Civic Offices - 9:30am - 12:30pm - £50
02 Oct 2017 - Civic Offices - 9:30am - 12:30pm - £50
02 Nov 2017 - Civic Offices - 9:30am - 12:30pm - £50
02 Nov 2017 - Civic Offices - 1:30pm - 4:30pm - £50
08 Dec 2017 - Civic Offices - 9:30am - 12:30pm - £50
09 Jan 2018 - Civic Offices - 9:30am - 12:30pm - £50
23 Feb 2018 - Civic Offices - 9:30am - 12:30pm - £50
19 Mar 2018 - Civic Offices - 9:30am - 12:30pm - £50

First Aid at Work - Level 3 (3 days)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=79487&courseid=79487&zz=67348456>

01, 02 & 03 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £150
31 Jan, 1 & 2 Feb 2018 - Civic Offices - 9:30am - 4:30pm - £150
26, 27 & 28 Mar 2018 - Civic Offices - 9:30am - 4:30pm - £150

First Aid at Work - Regualification (2 days in total)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=79500&courseid=79500&zz=67348456>

04 & 05 Sep 2017 - Civic Offices - 9:30am - 5:00pm - £100
23 & 24 Jan 2018 - Civic Offices - 9:30am - 5:00pm - £100
15 & 16 Mar 2018 - Civic Offices - 9:30am - 5:00pm - £100



Great Leadership

<http://www.enterprisestudy.com/View.aspx?p=103623&c=185922&courseid=185922&zz=67348456>

28 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35

Handling of People - Hoist Workshop

<http://www.enterprisestudy.com/View.aspx?p=103623&c=81425&courseid=81425&zz=67348456>

22 Sep 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

03 Nov 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

30 Nov 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

08 Dec 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

Handling of People Induction (practical workshop)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=19964&courseid=19964&zz=67348456>

07 Sep 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £35

14 Sep 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £35

13 Oct 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £35

02 Nov 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £35

07 Dec 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £35

14 Dec 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £35



Handling of People Induction (theory only)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=19947&courseid=19947&zz=67348456>

06 Sep 2017 - Paulsgrove Area Office - 10:00am - 12:00pm - £35

11 Oct 2017 - Paulsgrove Area Office - 10:00am - 12:00pm - £35

01 Nov 2017 - Paulsgrove Area Office - 10:00am - 12:00pm - £35

06 Dec 2017 - Paulsgrove Area Office - 10:00am - 12:00pm - £35

Handling of People Refresher (theory and practice)

<http://www.enterprisestudy.com/View.aspx?p=103623&c=191111&courseid=191111&zz=50073132>

23 Nov 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

24 Nov 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

01 Dec 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

15 Dec 2017 - Paulsgrove Area Office - 9:30am - 12:30pm - £35

Handling of People - Trainers Update

<http://www.enterprisestudy.com/View.aspx?p=103623&c=151986&courseid=151986&zz=67348456>

Awaiting new dates

Handling of People: Manual Handling - Train the Trainer

<http://www.enterprisestudy.com/View.aspx?p=103623&c=117238&courseid=117238&zz=50073132>

19, 20, 26, 27 Oct & 17 Nov 2017 - Paulsgrove Area Office - 9:30am - 4:30pm - £180



Health and Safety - Social Care

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244330&courseid=244330&zz=66569497>

28 Sep 2017 - Civic Offices - 9:30am - 1:00pm - £35

Infection Control

<http://www.enterprisestudy.com/View.aspx?p=103623&c=71326&courseid=71326&zz=98364530>

09 Nov 2017 - Civic Offices - 1:30pm - 4:30pm - £35

Introduction to Mentoring

<http://www.enterprisestudy.com/View.aspx?p=103623&c=186165&courseid=186165&zz=50073132>

17 Oct 2017 - Civic Offices - 9:30am - 4:00pm - £35

Introduction to Project Management

<http://www.enterprisestudy.com/View.aspx?p=103623&c=73829&courseid=73829&zz=13908820>

15 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £35

Leading Effective Teams

<http://www.enterprisestudy.com/View.aspx?p=103623&c=186442&courseid=186442&zz=50073132>

13 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35



Leading Meetings

<http://www.enterprisestudy.com/View.aspx?p=103623&c=192185&courseid=192185&zz=50073132>

05 Oct 2017 - Civic Offices - 9:30am - 12:30pm - £35

13 Dec 2017 - Civic Offices - 9:30am - 12:30pm - £35

Managing Conflict with Customers

<http://www.enterprisestudy.com/View.aspx?p=103623&c=135396&courseid=135396&zz=98364530>

Awaiting New Dates

Managing Difficult Behaviours

<http://www.enterprisestudy.com/View.aspx?p=103623&c=185923&courseid=185923&zz=50073132>

26 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35

Managing Difficult Conversations

<http://www.enterprisestudy.com/View.aspx?p=103623&c=194652&courseid=194652&zz=50073132>

06 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35

29 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £35

Managing Performance

<http://www.enterprisestudy.com/View.aspx?p=103623&c=186444&courseid=186444&zz=50073132>

12 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35



MCA for Practitioners & Provider Services - Part 1 / A Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=259233&courseid=259233&zz=98364530>

18 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £35

16 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35

MCA for Practitioners & Provider Services - Part 2 / B Putting into Practice

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244686&courseid=244686&zz=98364530>

09 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35

31 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35

MCA for Practitioners & provider Services - Part 3 / C DoLS

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244687&courseid=244687&zz=98364530>

30 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35

MCA & Sexual Activity

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244689&courseid=244689&zz=98364530>

6 Oct 2017 - Civic Offices - 9:30am - 4:30pm - £35

Medication - Assessing Competency in Medication Administration

<http://www.enterprisestudy.com/View.aspx?p=103623&c=90533&courseid=90533&zz=12268976>

07 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £35



Medication - Practical Competencies in Medication Administration

<http://www.enterprisestudy.com/View.aspx?p=103623&c=71363&courseid=71363&zz=12268976>

06 Feb 2018 - Civic Offices - 9:30am - 4:30pm - £35

Medication - Epilepsy Rescue

<http://www.enterprisestudy.com/View.aspx?p=103623&c=185001&courseid=185001&zz=12268976>

18 Oct 2017 - Civic Offices - 9:30am - 13:00pm - £35

Mental Health - Working with People who Experience Stress, Anxiety and Depression

<http://www.enterprisestudy.com/View.aspx?p=103623&c=184678&courseid=184678&zz=09144229>

Awaiting new dates

Personal Safety For Lone Working

<http://www.enterprisestudy.com/View.aspx?p=103623&c=253027&courseid=253027&zz=41948662>

Awaiting New Dates

Person Centred Care in Dementia

<http://www.enterprisestudy.com/View.aspx?p=103623&c=268095&courseid=268095&zz=09144229>

Awaiting New Dates



Planning For Change

<http://www.enterprisestudy.com/View.aspx?p=103623&c=192342&courseid=192342&zz=98382932>

21 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £35

Posture Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=147543&courseid=147543&zz=50073132>

19 Sep 2017 - Civic Offices - 10:00am - 12:00pm - £35

18 Oct 2017 - Civic Offices - 10:00am - 12:00pm - £35

21 Nov 2017 - Civic Offices - 10:00am - 12:00pm - £35

19 Dec 2017 - Civic Offices - 10:00am - 12:00pm - £35

Resilience Training

<http://www.enterprisestudy.com/View.aspx?p=103623&c=269179&courseid=269179&zz=88202464>

07 Sept 2017 - Civic Offices - 1:00pm - 5:00pm - £35

14 Nov 2017 - Civic Offices - 9:30am - 1:00pm - £35

Responding to Accidents and Sudden Illness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244370&courseid=244370&zz=09144229>

11 Oct 2017 - Civic Offices - 1:30pm - 4:30pm - £35



Safeguarding Adults Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=71391&courseid=71391&zz=50073132>

30 Oct 2017 - Paulsgrove Area Office - 1:30pm - 5:00pm - £35

28 Nov 2017 - Paulsgrove Area Office - 9:30am - 1:00pm - £35

06 Dec 2017 - Civic Offices - 1:00pm - 4:30pm - £35

Safeguarding Adults - Detailed Awareness

<http://www.enterprisestudy.com/View.aspx?p=103623&c=90671&courseid=90671&zz=50073132>

Awaiting new dates

Time Management

<http://www.enterprisestudy.com/View.aspx?p=103623&c=186040&courseid=186040&zz=50073132>

14 Sep 2017 - Civic Offices - 9:30am - 12:30pm - £35

16 Oct 2017 - Civic Offices - 9:30am - 12:30pm - £35

20 Nov 2017 - Civic Offices - 9:30am - 12:30pm - £35

Train the Trainer - Introduction to Training Skills

<http://www.enterprisestudy.com/View.aspx?p=103623&c=77237&courseid=77237&zz=50073132>

11 & 15 Sep 2017 - Civic Offices - 9:30am - 4:30pm - £70

23 & 30 Nov 2017 - Civic Offices - 9:30am - 4:30pm - £70

19 & 26 Feb 2018 - Civic Offices - 9:30am - 4:30pm - £70



Understand Your Role as a Support Worker

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244042&courseid=244042&zz=03510853>

19 Sep 2017 - Civic Offices - 9:30am - 12:30pm - £35

05 Oct 2017 - Civic Offices - 1:30pm - 4:30pm - £35

08 Nov 2017 - Civic Offices - 1:30pm - 4:30pm - £35

Work in a Person Centred Way

<http://www.enterprisestudy.com/View.aspx?p=103623&c=244329&courseid=244329&zz=03510853>

Awaiting new dates



Please email Julie.gauntlett@portsmouthcc.gov.uk for an email copy of the nomination form

SCAT-PP NOMINATION FORM



(Please write clearly)

Name of Organisation: <input type="text"/>	
Address: <input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Email Address: <input type="text"/>	
Phone: <input type="text"/>	Fax Number: <input type="text"/>
Contact Name: <input type="text"/>	

Course Title:

Course Date:

NAMES:	JOB TITLE:
1 <input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>
6 <input type="text"/>	<input type="text"/>



SPECIAL REQUIREMENTS (DIETARY/SENSORY/DISABILITY ETC).

Non-attendance on all courses including cancellations on the day or within 3 working days of booking are subject to a cancellation fee.

Please initial here [] to confirm you have read and understood our cancellation policy.

Completed forms to be sent to:
Julie Gauntlett, Portsmouth City Council,
Independence and Wellbeing Team (Adult Social Care)
Floor 1, Core 6, Civic Offices, Portsmouth, PO1 2QA
or Fax to 023 92841170
E-mail: julie.gauntlett@portsmouthcc.gov.uk

For aims, objectives, new dates and number of places available follow the link below each course title

The following courses are offered and managed by the
Independence and Wellbeing Team (IWT)

**Health, Wellbeing & Independent Living Workforce
Development Programme 2016/17**

Unless otherwise stated, the following courses are available to the Portsmouth workforce including volunteers at no charge. For those who work outside Portsmouth please email IWT@portsmouthcc.gov.uk for course fees and for details regarding our cancellation policy and costs.

Bespoke sessions - all courses in this programme can be tailored to the specific requirements of your team/organisation and delivered at your work base (min group size 10) where appropriate. Please call **023 9284 1762** or emailing IWT@portsmouthcc.gov.uk

**Bookings will only be made upon receipt of a completed
booking form**

Cancellation of training places

IWT courses are very popular. To give those candidates on the waiting lists every opportunity to attend, once a place is booked and confirmed your organisation will be liable for a **cancellation fee of £50** for non-attendance on the day (with the exception of extenuating circumstances) or cancellation within 10 working days of the course delivery date.

Independence and Wellbeing Team (IWT)
Health, Wellbeing & Independent Living
Workforce Development Programme 2017/18

Health and Food Hygiene

PCC staff book a place via MLE. Independent and voluntary organisations call **023 9284 1762** or email IWT@portsmouthcc.gov.uk

Food Safety Awareness

Thurs 26th Oct 2017 9.30am - 12.30pm
 Thurs 11th Jan 2018 9.30am - 12.30pm

Fluid & Nutrition for people working with vulnerable adults (including the 'MUST' screening tool)

Thurs 9th Nov 2017 9.30am - 12.30pm
 Tues 21st Mar 2018 9.30am - 12.30pm

Level 2 Food Safety in Catering (RSPH accredited)

Thurs 5th Oct 2017 9.30am - 4.30pm **£60**
 Tues 6th Feb 2018 9.30am - 4.30pm **£60**

Supporting Independence - 1 day & ½ day courses

Unless otherwise stated book a place on these courses by calling **023 9284 1762** or email IWT@portsmouthcc.gov.uk

General Cultural awareness & working with diverse Ethnic communities (BAMER)

Wed 18th Oct 2017 9.15am -2.30pm

Bespoke workshops can be delivered to meet team remits by emailing IWT@portsmouthcc.gov.uk

Cultural Competence & Mental Health Awareness for working with people experiencing mental health problems

Tues 26th Sept 2017 9.15am -2.30pm
 Tues 6th Mar 2018 9.15am -2.30pm

Bespoke workshops can be delivered to meet team remits by emailing IWT@portsmouthcc.gov.uk



Falls prevention - ½ day course

Delivered jointly with our partners in PCC Learning & Development. PCC staff book directly for the above course and other dates via MLE, or make enquiries to Kerry.hullet@portsmouthcc.gov.uk 023 92841171.

For non PCC enquiries please contact Paula.day@portsmouthcc.gov.uk 023 9284 1762

Fuel Poverty and Affordable Warmth

Delivered jointly with our partners in PCC Housing Management and Citizen's Advice Portsmouth.

Courses on demand - please email IWT@portsmouthcc.gov.uk to add your name to our 2017/18 waiting list

Introduction to Reminiscence

Tue 10th Oct 2017 9.30am-12.30pm

Followed by courses on demand. Please email IWT@portsmouthcc.gov.uk to add your name to our waiting list

Health Behaviour Change (incorporating MECC* and the wider determinants of health)

Thurs 2nd Nov 2017 9.30 am - 3pm

Health Behaviour Change Masterclass (incorporating MECC* and the wider determinants of health)

Participants looking to undertake this course must have completed prior Health Behaviour Change training or MECC L3 and incorporated their learning into their practice

Wed 17th Jan 2018 9.30 am - 3pm

*Making Every Contact Count

Supporting People in Financial Hardship

Delivered by our partners in PCC Housing Management. **Courses on demand** - please email IWT@portsmouthcc.gov.uk to add your name to our 2017/18 waiting list

Supporting Independence - 1½hr - 3hr workshops

Book a place on these courses by calling 023 9284 1762 or email IWT@portsmouthcc.gov.uk

Confidence and self-esteem building with older people (Basic Awareness)

Wed 25th Oct 2017 1pm - 4pm

Followed by courses on demand. Please email IWT@portsmouthcc.gov.uk to add your name to our waiting list

Independence and wellbeing Team (IWT) overview including community services in Portsmouth for older people

Thurs 19th Oct 2017 2 - 3.30pm

Followed by courses on demand. Please email IWT@portsmouthcc.gov.uk to add your name to our waiting list

Mental Health and Wellbeing - Older people (Basic Awareness)

Thurs 23rd Nov 2017 1pm - 4pm

Followed by courses on demand. Please email IWT@portsmouthcc.gov.uk to add your name to our waiting list

Positive change strategies to promote better health and wellbeing outcomes for older people (Basic Awareness)

Thurs 5th Oct 2017 1pm - 4pm

Followed by courses on demand. Please email IWT@portsmouthcc.gov.uk to add your name to our waiting list



Booking form

Please complete this booking form fully. All applications will be acknowledged.
Your booking can only be confirmed once this form **and** payment is received.

PERSONAL DETAILS	
Name: <input type="text"/> (please print)	
Service: <input type="text"/>	Role: <input type="text"/> Area of work: <input type="text"/>
Full Address (inc. postcode): <input type="text"/>	
Tel No: <input type="text"/> (mandatory: required in the event of a course cancellation so we are able to contact you)	Email: <input type="text"/> (mandatory)
COURSE DETAILS (please state the course you wish to attend and on what date)	
Course title: <input type="text"/>	
Course date(s): <input type="text"/>	
Reason for wanting to attend this course: <input type="text"/>	
Please specify where you found out about this course? <input type="text"/>	
Do you have any specific access or learning needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please specify: <input type="text"/>	
Please note: You must be able to attend all training sessions for each course	
Course Participant:	Date: <input type="text"/>
I agree that I will attend the training days	
Signature: <input type="text"/> (Participant)	Name: <input type="text"/> (Print)
Attendance agreed by line manager:	
Signature: <input type="text"/> (Manager)	Name: <input type="text"/> (Print)
Method of payment:	
Cheque: <input type="checkbox"/> (made payable to Portsmouth City Council)	
Cost code: (POC staff) <input type="checkbox"/> ... <input type="text"/>	
Invoice: <input type="checkbox"/> Please provide Purchase Order No and complete address details below:	
PO No: <input type="text"/>	
Organisation name <input type="text"/>	
Address (inc. postcode) <input type="text"/>	
<p>Cancellation: Once a place is booked and confirmed no refunds are available. Your organisation will be liable for a cancellation fee for non attendance on the day without a valid reason or cancellation within 10 working days of the course. Cancellation fees: Full course fees will be charged for all non-attendance or cancellation within 10 working days of the course start date. A £50 cancellation fee applies for all courses with no charge attached</p> <p>Please tick here <input type="checkbox"/> to confirm you have read and understood our cancellation policy.</p>	

