



BTCV TRAINING – SHORT COURSES APPLICATION & BOOKING FORM

It is important that you read the terms and conditions at the end of this form

Funding requirements for this course mean we need to assess your suitability for the course and to assess its suitability to meet your needs. Please complete and send this form to the office shown as organising your specific course.

Please complete one form for each person attending.

Course title		Date(s)	
Your name		Telephone Numbers: Day Evening Mobile	
Your organisation (if applicable)			
Your address			
Postcode			
Email address			
Date of birth	(required by conditions of course funding or age restrictions)		

SUITABILITY OF THIS COURSE FOR YOUR NEEDS

The following information will enable our tutors to assess whether this course is appropriate for your particular needs and abilities, and if not then to suggest an alternative learning route for you:

Why are you interested in this particular course? What do you hope to gain from it? *(for instance to increase your skills in this subject, to help with your job, for volunteering activities, to supplement academic studies, for personal development, to gain insurance cover, etc)*

What, if any, existing qualifications do you have?

What, if any, practical experience do you have, related to the subject of this course?

YOUR HEALTH AND WELFARE ON THE COURSE

Do you have a disability, health issue or barrier to learning that may affect your study on this course? Yes/No

If yes, please circle all that apply:

Visual impairment

Hearing impairment

Mobility disability

Learning difficulty

Other *(please specify)*:

(One of our staff will contact you to discuss your support needs.)

ELIGIBILITY TO ATTEND THE COURSE, FOR A DISCOUNT OR TO OBTAIN A FREE PLACE

The course details specify if there are any eligibility requirements for attendance, and give details of any discounts or free places available for particular groups of people. So that we can confirm your eligibility in respect of any of these, please complete the following. (If you are unsure if you are eligible for a discounted or free place, please contact the office concerned before making your booking) :

Are you a BTCV Member/ Supporter? Yes/No

Your Supporter No:

If applicable: **Is your organisation a BTCV Associated Group?** Yes/No

Group Reference No:

Are you or your spouse in receipt of any of the following benefits, or are you an unwaged dependent of someone who is?

Job Seekers Allowance / Disability Benefit / Incapacity Benefit / Income Support / Working Tax Credit / Housing Benefit / Council Tax Benefit / Pension Tax Credit ('guarantee credit' only) **Yes/No**

Are you currently attending any other course or programme which to your knowledge is funded by European Social Fund (ESF), Job Centre Plus or Learning & Skills Council (LSC)? **Yes/No**

If you consider that you are eligible for a discounted or free place for any other reason that is stated in the course details, please give the reason:

HOW DID YOU FIND OUT ABOUT THIS COURSE?

Browsing the online shop	<input type="checkbox"/>	BTCV website	<input type="checkbox"/>	BTCV Training brochure	<input type="checkbox"/>
Leaflet/Poster	<input type="checkbox"/>	BTCV Mail Shot/Letter	<input type="checkbox"/>	Newspaper/Publication (state which).....	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>	Previous course	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

For completion only if relevant to the course you wish to book onto:

ONLY IF A PICK-UP IS STATED ON THE COURSE DETAILS AS BEING AVAILABLE:

Will you need a pick-up? Yes/No

ONLY IF FOOD (other than refreshments) IS STATED ON THE COURSE DETAILS AS BEING SUPPLIED:

Will you need a special diet?

Vegetarian

Vegan

Other (please specify).....

ONLY IF ACCOMMODATION IS STATED ON THE COURSE DETAILS AS BEING AVAILABLE:

Will you need accommodation? Yes/No

EQUAL OPPORTUNITIES *Completion of this section is optional*

BTCV aims to provide a training environment and activities in which all people feel equally valued. To help us in monitoring our performance towards this aim, we would be grateful if you would complete the following:

Are you Male/Female?

What is your cultural background? *please tick the appropriate box below*

Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>	Mixed – Other	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Black or Black British – Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>	White British	<input type="checkbox"/>
Asian or Asian British – Other	<input type="checkbox"/>	Mixed – White and Black Asian	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	White Other	<input type="checkbox"/>
				Other	<input type="checkbox"/>

PAYMENT Options:

By cheque/postal order made payable to 'BTCV'. I enclose a cheque/PO for the following amount.....
 (Payment must be sent to the office address given in the course details.)

By invoice. Please supply address to which invoice is to be sent, and an Order Number if applicable:

YOUR BOOKING:

I wish to book on the course detailed above. I have read and accept the booking terms and conditions stated. I have read, understand and confirm that I meet the stated eligibility requirements (if any) for attending this course.

The personal data on this form include sensitive personal data which BTCV needs in order to provide its service to you. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life offences and/or convictions. We need your explicit consent to process this data which will be used only within BTCV. If we need to disclose any of this data outside BTCV we will seek your consent again. I give my consent to BTCV, as Data Controller, processing sensitive personal information about me in accordance with the Data Protection Act 1998.

Signed:

Date:

BTCV SHORT COURSES: BOOKING INFORMATION, TERMS AND CONDITIONS

Reference to 'the office' below means the office shown on the course details as organising that specific course.

Bookings for BTCV courses will be accepted on a first come first served basis. Provisional bookings will be accepted. However, a booking will only be regarded as confirmed once a completed booking form has been received and accepted. Payment (where applicable) is due before the course runs. If this is likely to be a problem, please contact the office direct to discuss. If a course is full, your name will be placed on a reserve list. If a place then becomes available, you will be notified.

All bookings should be confirmed by at least 2 weeks before the course date, to enable the organisers to make final arrangements. If you wish to book later than this, you are advised to contact the office direct to check if your booking can be accepted. Final details about the course, how to get there, and other arrangements as applicable will normally be sent out approximately 2 weeks prior to the course.

Cancellation: once a confirmed booking has been made, cancellation terms apply as follows: up to 28 days before course – no charge; 14-28 days before course – full refund less a 25% administration charge, amount to be confirmed by the office; less than 14 days before course – full fee is payable. If BTCV has to cancel a course for any reason, any monies already paid will be refunded in full. In the case of unavoidable last minute cancellation of a course, we regret that BTCV will be unable to refund travel costs incurred.

Courses requiring initial assessment: where an application is accepted, you will be booked straight onto the course and notified of this. Otherwise we will contact you to inform you and advise of alternative training which you could consider.

PLEASE NOTE: where applicable, you must bring **official documentary evidence** concerning your eligibility for a discount or a free place along to the course on the day. Please also have your **National Insurance number** with you.

Most BTCV courses involve activity outdoors. You will therefore need to have suitable footwear and clothing, and **it is advisable to have protection against tetanus.**