



LATEST TRAINING COURSES TO THE END OF MARCH 2011 FOR STAFF WORKING IN SOCIAL CARE

Welcome to the latest edition of the Bournemouth and Poole training flyer. Dates are for courses from September 2010 to the end of March 2011. Where dates are yet to be confirmed please indicate your interest on the application form and we will notify you as soon as dates have been confirmed.

Bournemouth Borough Council are pleased that Janet Jones, Training Officer, will be spending more time dedicated to working with the Voluntary, Independent and Private sector (VIP). Please call Janet on 519035 if there is anything you would like to discuss further at this stage.

Bournemouth & Poole have both paid a subscription to SCILS [Social Care Information & Learning Services] which allows all social care staff to access numerous learning materials via their website www.scils.co.uk. If you wish to access this Bournemouth password is: 252BRTH, Poole password is: 280POOLE.

PLEASE COMPLETE ONE APPLICATION FORM PER COURSE AND SEND TO THE RELEVANT COURSE PROVIDER - EITHER BOURNEMOUTH OR POOLE

⌘ All courses include handouts and certificates of attendance ⌘ If your nominees have any particular needs on the course that would help their learning, please do not hesitate to contact us ⌘ For courses where a fee is payable, you will be invoiced after the event and a full course fee will be charged if a booking is cancelled with less than one week's notice

DELEGATE FEES AND COURSE DURATION (please see pages 2 & 3 for course description)					
An introduction to working with people who self harm	1 Day	£20	Moving & Handling Full Update / Induction	2 Days	£30
Dementia Awareness	1 Day	£20	Promoting Personal Safety	1 Day	£20
Dementia & Challenging Behaviour	1 Day	£20	Safeguarding Adults (Adult Protection) – Awareness/Introduction	1 Day	£20
Emergency Aid Update	1 Day	£20	Safeguarding Adults (Adult Protection) – Refresher	½ Day	£10
HIV Awareness	1 Day	£20	Safeguarding Adults (Adult Protection) - Guidance for Managers	1 Day	£20
Induction to Adult Social Care [Skills for Care Core Induction Standards]*	7 Days	£75	Safeguarding Adults (Adult Protection) - Guidance for Managers - Refresher	½ Day	£10
Infection Control	½ Day	£10	Safeguarding Adults (Adult Protection) - Train the Trainer Update	1 Day	£20
Leading & Supporting Improvements in Dementia Care	½ Day	£10	Supporting people with learning disabilities through loss & bereavement	1 Day	£20
Learning Disability Qualification City & Guilds registration (LDQ)	2½ days	£70	Supporting Carers with Medicines – level 1	3 x 2 hr sessions	£10
Mental Capacity Act 2005	½ Day	£10	Supporting Carers with Medicines – level 2	1 Day	£20
Mental Capacity Act Refresher	½ Day	£10	Supporting People with Dementia through Daily Activities	1 Day	£20
Mental Health Awareness	1 Day	£20	Supporting People with Dementia through Daily Activities	1 Day	£20
Moving & Handling Update / Refresher	1 Day	£20			

* The 'Induction to Adult Social Care' provided by Poole consists of a 5 day course and a separate 2 day Moving & Handling Induction course – the total fee for the whole 7 days is £75. Bournemouth's 'Induction Programme' is a full 6 days course including Moving & Handling Induction at a fee of £75

TITLE OF COURSE	EXPLANATION
An introduction to working with people who self harm	To increase understanding of self harming behaviour and feel more confident about working with people who self harm
Dementia Awareness	To give a basic understanding of dementia and person centred care [meets requirements of Step 1 in the Dementia Framework]
Dementia & Challenging Behaviour	To enable staff to further their understanding following completion of the Dementia Awareness Workbook [links to Step 2 in the Dementia Framework]
Emergency Aid Update	To give participants confidence and knowledge to deal with health emergencies
HIV Awareness	To provide a basic and general introduction to issues of HIV
Induction Programme (Skills for Care Induction - 7 days)	To provide new care staff with the Skills for Care Core Induction Standards which includes principles of care, health and safety, provision of personal care, safe working practice and Moving & Handling. Please note Poole's course also includes a full days training on Safeguarding Adults (Adult Protection).
Infection Control	To ensure good standards of practice in the workforce and re-enforce universal infection control procedures
Leading & Supporting Improvements in Dementia Care	A half-day course for managers and supervisors who are developing and managing services for individuals with dementia. Will assist managers to support staff who have attended a Dementia Awareness course.
Learning Disability Qualification (LDQ)	A 2 day course designed around the knowledge needed to complete the LDQ Induction Award. This will need to be done in addition to the knowledge of the core induction programme. Candidates will need to complete 4 assignments to achieve the award
Mental Capacity Act 2005	To provide an overview of this legislation
Mental Capacity Act Refresher	To re-look at all aspects of the Act plus appropriate parts of the Deprivation of Liberty Safeguards and their implications for practice
Mental Health Awareness	To increase awareness of mental wellbeing and mental disorder and to provide information
Moving & Handling – 1 Day [for non hands-on staff] Theory only	To focus on safe practice and procedures in the workplace and recognise when adjustments may be required to encourage safe working practice
Moving & Handling Practical Update – no theory – 1 Day	To refresh staff in moving and handling skills – practical day (Bournemouth)
Moving & Handling Refresher – 1 Day	To refresh staff in moving and handling skills – practical day (Poole)
Moving & Handling Update – includes theory & practice - 2 Days	To focus on the safe practice of moving and handling in the workplace, theoretically and practically enhancing individuals personal skills and confidence (Bournemouth)

TITLE OF COURSE	EXPLANATION
Moving & Handling Induction Training 2 Day Skills for Care Induction	To ensure that employees have appropriate competence in moving and handling people. To enable employees to meet legal responsibilities in relation to Manual Handling Regulations. Forms part of Poole's 7 day 'Induction Programme'
Promoting Personal Safety in the Workplace	To raise personal safety awareness in the workplace while managing challenging situations in a sensitive and effective manner
Safeguarding Adults (Adult Protection) Awareness/Introduction	To enable staff to understand what is meant by the abuse of vulnerable people and consider what action they must take with respect to the adult protection policies and procedures
Safeguarding Adults (Adult Protection) Refresher – ½ Day	To update knowledge of abuse of vulnerable people and what action must be taken with respect to the adult protection procedures. Refresher should be undertaken every two years
Safeguarding Adults (Adult Protection) – Guidance for Managers	To provide managers with an understanding of their role in relation to Protection of Vulnerable Adults and provide them with the information and skills to manage Adult Protection situations
Safeguarding Adults (Adult Protection) – Guidance for Managers Refresher – ½ Day	To update managers (who have previously attended the 1 day Guidance for Managers course) with information and skills to manage Adult Protection situations. Required every two years.
Safeguarding Adults (Adult Protection) Train the Trainer Update	Aimed at Managers who train their staff in Adult Protection. They must have attended the Adult Protection Introduction/Awareness course prior to this course
Supporting Carers with Medicines LEVEL 1	3 x 2 hour sessions – will focus more on administration plus a basic understanding of ordering, legislation etc, remembering to ask managers etc - includes a test at the end of the third to ensure staff understand their roles and responsibilities
Supporting Carers with Medicines LEVEL 2	Competency assessments, risk assessments on medicines, audits etc – how to deal with something when asked by a carer. Monitoring – what to look for when monitoring contracts
Supporting People with Dementia through Daily Activities	A one-day course aimed at staff supporting people with dementia in any care setting. This will assist staff to ensure individuals with dementia are supported to experience a continued sense of well-being through everyday activities which aim to maintain and develop their abilities.
Supporting People with Learning Disabilities through Loss & Bereavement	To explore issues related to the proactive support of people with LD, including guided case studies, group work and video footage
Total Communication, Introduction	To have a greater understanding of the complexities of communication difficulties and to develop skills. This is targeted at staff in Learning Disability Services
Total Communication, Using	This follow up course is for people who want to use a Total Communication approach with people with learning disabilities. This is also targeted at staff in Learning Disability Services

PLEASE NOTE: Some courses will require the delegate to complete a knowledge based workbook following attendance on the course

DATES FOR COURSES UP TO THE END OF MARCH 2011

COURSE	DATES	COURSE PROVIDER	CONTACT TEL. NO
An introduction to working with people who self harm	18 November 2010	Bournemouth Borough Council	519035
Dementia Awareness	Current dates full. Please call 633412 if you would like to be added to the waiting list for further dates	Borough of Poole	633412
Dementia Awareness - participants need to have attended Mental Capacity Act training	05 October 2010	Bournemouth Borough Council	519035
Dementia Awareness - participants need to have attended Mental Capacity Act training	12 October 2010	Bournemouth Borough Council	519035
Dementia Awareness - participants need to have attended Mental Capacity Act training	25 January 2011	Bournemouth Borough Council	519035
Dementia Awareness - participants need to have attended Mental Capacity Act training	17 February 2011	Bournemouth Borough Council	519035
Dementia & Challenging Behaviour	19 October 2010	Bournemouth Borough Council	519035
Dementia & Challenging Behaviour	23 November 2010	Bournemouth Borough Council	519035
Emergency Aid Update	24 September 2010	Bournemouth Borough Council	519035
Emergency Aid Update	13 October 2010	Bournemouth Borough Council	519035
Emergency Aid Update	25 November 2010	Bournemouth Borough Council	519035
Emergency Aid Update	15 December 2010	Bournemouth Borough Council	519035
Emergency Aid Update	6 January 2011	Bournemouth Borough Council	519035
Emergency Aid Update	17 February 2011	Bournemouth Borough Council	519035
Emergency Aid Update	16 March 2011	Bournemouth Borough Council	519035
HIV Awareness	13 September 2010	Bournemouth Borough Council	519035
Induction to Adult Social Care [Skills for Care] 5 Day [Moving & Handling not inc]	21, 22, 28, 29 & 30 September 2010	Borough of Poole	261014
Induction to Adult Social Care [Skills for Care] 5 Day [Moving & Handling not inc]	4, 5, 9, 10 & 11 November 2010	Borough of Poole	261014
Induction to Adult Social Care [Skills for Care] 5 Day [Moving & Handling not inc]	12, 13, 18, 19 & 20 January 2011	Borough of Poole	261014
Induction to Adult Social Care [Skills for Care] 5 Day [Moving & Handling not inc]	15, 16, 22, 23 & 24 March 2011	Borough of Poole	261014
Induction to Social Care [Skills for Care]	20, 21, 22, 23, 27 & 28 Sept 2010	Bournemouth Borough Council	519035

DATES FOR COURSES UP TO THE END OF MARCH 2011

COURSE	DATES	COURSE PROVIDER	CONTACT TEL. NO
Induction to Social Care [Skills for Care]	4, 5, 6, 7, 11 & 12 October 2010	Bournemouth Borough Council	519035
Induction to Social Care [Skills for Care]	8, 9, 10, 11, 15 & 16 November 2010	Bournemouth Borough Council	519035
Induction to Social Care [Skills for Care]	6, 7, 8, 9, 13 & 14 December 2010	Bournemouth Borough Council	519035
Induction to Social Care [Skills for Care]	10, 11, 12, 13, 17 & 18 January 2011	Bournemouth Borough Council	519035
Induction to Social Care [Skills for Care]	7, 8, 9, 10, 14 & 15 February 2011	Bournemouth Borough Council	519035
Induction to Social Care [Skills for Care]	7, 8, 9, 10, 14 & 15 March 2011	Bournemouth Borough Council	519035
Infection Control	12 November 2010	Bournemouth Borough Council	519035
Infection Control	12 January 2011	Bournemouth Borough Council	519035
Infection Control	25 February 2011	Bournemouth Borough Council	519035
Learning Disability Qualification [3 dates - Day 1 Skillsure IT, Day 2 Units 1 & 2, Day 3 Units 3 & 4]	7 September am or pm, 14 September & 20 October 2010	Borough of Poole	261014
Learning Disability Qualification [3 dates - Day 1 Skillsure IT, Day 2 Units 1 & 2, Day 3 Units 3 & 4]	21 October am or pm, 25 November & 14 December 2010	Bournemouth Borough Council	519035
Leading and Supporting Improvements in Dementia Care	02 December 2010	Borough of Poole	633412
Mental Capacity Act 2005	9 November 2010 am	Bournemouth Borough Council	519035
Mental Capacity Act 2005	7 December 2010 am	Bournemouth Borough Council	519035
Mental Capacity Act 2005	18 January 2011 pm	Bournemouth Borough Council	519035
Mental Capacity Act 2005	2 February 2011 pm	Bournemouth Borough Council	519035
Mental Capacity Act 2005	This course to be confirmed - please call for details	Borough of Poole	633412
Mental Capacity Act Refresher	2 September 2010 am	Bournemouth Borough Council	519035
Mental Capacity Act Refresher	14 October 2010 pm	Bournemouth Borough Council	519035
Mental Capacity Act Refresher	24 November 2010 pm	Bournemouth Borough Council	519035
Mental Capacity Act Refresher	2 December 2010 pm	Bournemouth Borough Council	519035
Mental Health Awareness	16 November 2010	Bournemouth Borough Council	519035
Mental Health Awareness	9 December 2010	Bournemouth Borough Council	519035
Mental Health Awareness	20 January 2010	Bournemouth Borough Council	519035
Moving & Handling - 1/2 Day - Theory only [non hands-on staff]	26 November 2010	Bournemouth Borough Council	519035
Moving & Handling - includes Theory & Practical Update	2 & 3 December 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	15 September 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	17 September 2010	Bournemouth Borough Council	519035

DATES FOR COURSES UP TO THE END OF MARCH 2011

COURSE	DATES	COURSE PROVIDER	CONTACT TEL. NO
Moving & Handling - No Theory Practical Update	30 September 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	21 October 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	22 October 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	28 October 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	29 October 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	04 November 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	05 November 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	25 November 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	10 December 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	15 December 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	16 December 2010	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	6 January 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	7 January 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	20 January 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	21 January 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	17 February 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	18 February 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	24 February 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	25 February 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	18 March 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	19 March 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	25 March 2011	Bournemouth Borough Council	519035
Moving & Handling - No Theory Practical Update	26 March 2011	Bournemouth Borough Council	519035
Moving & Handling - Refresher - 1 Day	21st October 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	3rd November 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	17th November 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	23rd November 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	2nd December 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	8th December 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	14th December 2010	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	5th January 2011	Borough of Poole	261014

DATES FOR COURSES UP TO THE END OF MARCH 2011

COURSE	DATES	COURSE PROVIDER	CONTACT TEL. NO
Moving & Handling - Refresher - 1 Day	11th January 2011	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	27th January 2011	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	8th February 2011	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	16th February 2011	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	9th March 2011	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	17th March 2011	Borough of Poole	261014
Moving & Handling - Refresher - 1 Day	29th March 2011	Borough of Poole	261014
Moving & Handling Induction Training - 2 Day Skills for Care Induction	11 & 15 October 2010	Borough of Poole	261014
Moving & Handling Induction Training - 2 Day Skills for Care Induction	15 & 18 November 2010	Borough of Poole	261014
Moving & Handling Induction Training - 2 Day Skills for Care Induction	7 & 9 December 2010	Borough of Poole	261014
Moving & Handling Induction Training - 2 Day Skills for Care Induction	1st & 3rd February 2011	Borough of Poole	261014
Promoting Personal Safety in the Workplace	19 January 2011	Bournemouth Borough Council	519035
Promoting Personal Safety in the Workplace	1 March 2011	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Guidance for Managers - Need to ensure that participant has already attended 1 Day Safeguarding Adults [Adult Protection] Introduction course	14 February 2011	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	23 September 2010	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	19 October 2010	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	09 November 2010	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	14 December 2010	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	11 January 2011	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	03 February 2011	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Introduction	15 March 2011	Bournemouth Borough Council	519035
The following Safeguarding Adults: Refresher - 1/2 Day is for delegates who have attended the 1 day Awareness course 2 or more years ago			
Safeguarding Adults [Adult Protection] Refresher - ½ Day	21 September 2010 am	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Refresher - ½ Day	7 October 2010 am	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Refresher - ½ Day	4 November 2010 am	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Refresher - ½ Day	7 December 2010 am	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Refresher - ½ Day	20 January 2011 am	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Refresher - ½ Day	4 February 2011 am	Bournemouth Borough Council	519035
Safeguarding Adults [Adult Protection] Refresher - ½ Day	2 March 2011 am	Bournemouth Borough Council	519035

DATES FOR COURSES UP TO THE END OF MARCH 2011

COURSE	DATES	COURSE PROVIDER	CONTACT TEL. NO
Safeguarding Adults: Refresher - ½ Day	14 September 2010 am	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	14 October 2010 am	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	19 October 2010 pm	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	3 November 2010 am	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	22 November 2010 pm	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	10 December 2010 am	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	6 January 2011 pm	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	26 January 2011 am	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	1 February 2011 pm	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	16 February 2011 am	Borough of Poole	261004
Safeguarding Adults: Refresher - ½ Day	3 March 2011 am	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	15 September 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	20 September 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	06 October 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	27 October 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	17 November 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	30 November 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	08 December 2010	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	05 January 2011	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	25 January 2011	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	09 February 2011	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	22 February 2011	Borough of Poole	261004
Safeguarding Adults: Awareness - 1 Day	30 March 2011	Borough of Poole	261004
Safeguarding Adults [Adult Protection] Train the Trainer Update	8 March 2011	Bournemouth Borough Council	519035
Safeguarding Adults: Guidance for Managers Refresher - ½ Day For delegates who have attended the 1 day Guidance for Managers course 2 or more years ago	19 October am	Borough of Poole	261004
Safeguarding Adults: Guidance for Managers - 1 Day Delegates should have previously attended the 1 day Safeguarding Adults Awareness	08 November 2010	Borough of Poole	261004
Supporting Carers with Medicines - Level 1	11, 18 & 25 October 2010 pm	Bournemouth Borough Council	519035

DATES FOR COURSES UP TO THE END OF MARCH 2011

COURSE	DATES	COURSE PROVIDER	CONTACT TEL. NO
Supporting Carers with Medicines - Level 1	11, 18 & 25 November 2010 am	Bournemouth Borough Council	519035
Supporting Carers with Medicines - Level 1	1, 8 & 15 December 2010 pm	Bournemouth Borough Council	519035
Supporting Carers with Medicines - Level 1	14, 21 & 28 January 2011 am	Bournemouth Borough Council	519035
Supporting Carers with Medicines - Level 1	15, 22 Feb & 1 March 2011 pm	Bournemouth Borough Council	519035
Supporting Carers with Medicines - Level 1	11, 18 & 25 March 2011 am	Bournemouth Borough Council	519035
Supporting Carers with Medicines - Level 1	7, 21 & 28 September 2010	Borough of Poole	261013
Supporting Carers with Medicines - Level 1	5, 12 & 19 October 2010	Borough of Poole	261013
Supporting Carers with Medicines - Level 1	2, 9 & 16 November 2010	Borough of Poole	261013
Supporting Carers with Medicines - Level 2	04 November 2010	Bournemouth Borough Council	519035
Supporting Carers with Medicines - Level 2	02 September 2010	Borough of Poole	261013
Supporting Carers with Medicines - Level 2	12 January 2011	Borough of Poole	261013
Supporting People with Dementia through Daily Activities	Current dates full. Please call 633412 if you would like to be added to the waiting list for further dates	Borough of Poole	633412
Supporting People with Learning Disabilities through Loss & Bereavement	07 October 2010	Bournemouth Borough Council	519035
Total Communication, Introduction	13 October 2010	Borough of Poole	261014
Total Communication, Using	23 & 24 November 2010	Borough of Poole	261014



TRAINING FOR STAFF WORKING IN SOCIAL CARE: SEPTEMBER 2010 TO MARCH 2011

COURSE APPLICATION FORM
(one form per course please)

Full Name:		Job Title:	
Organisation Name:			Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Organisation Type: (ie care home, health, voluntary sector)			
E-mail Address: (for sending of course joining instructions)			
Work Telephone number:			
Work Address & Postcode:			
Course Title & Course Date:			
Course provider: (Bournemouth or Poole)		Course Fee:	
Any particular needs on the course which would help your learning - ie. hearing loop/wheelchair access/special diet/large print etc?			

Course Fee Information:	For all courses your organisation will be invoiced after the event. <u>Please note:</u> A full course fee will be charged if a booking is cancelled with less than one week's notice
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I confirm that no other funding source [eg ESF, Grants etc] will be used to pay for this event

Signature of Applicant:		Date:	
Signature of Manager:		Date:	
Manager's Name:		Manager's Tel/e-mail:	

PLEASE REFER TO THE ATTACHED COURSE LIST FOR 'PROVIDER' OF COURSE AND FORWARD YOUR FORM TO EITHER POOLE OR BOURNEMOUTH AS APPROPRIATE (ONE FORM PER COURSE PLEASE):

For Poole courses:

Borough of Poole
Social Care Training Team
Room 11b, Oakdale Centre
Wimborne Road
Poole BH15 3DL
Tel: 01202 261004 or 01202 261014
Fax: 01202 262307

For Bournemouth courses:

Bournemouth Borough Council
Staff Development Unit
43 Bingham Road
Winton
Bournemouth BH9 1BS
Tel: 01202 519035
Fax: 01202 516369