

# BOOKING FORM

## To book one person onto Continence Training

**One form must be used per delegate. Both pages must be completed.**

<b><u>Title of Course:</u></b>	<b>Continence Training</b>
<b><u>Date of Course:</u></b>	
<b><u>Applicant's Name:</u></b>	
<b><u>Applicant's Job Title:</u></b>	
<b><u>Applicant's Workplace and Address:</u></b>	
<b><u>Contact Telephone Number at Workplace &amp; email address for applicant</u></b>	
<b><u>Please State any Special Requirements (i.e. mobility, language, sight, dyslexia)</u></b>	

Please tick which type of care and area the delegate works in:

<u>Residential</u>	<u>Nursing</u>	<u>Learning Disability</u>	<u>Domiciliary</u>	<u>Other</u>	<u>Shropshire</u>	<u>Telford &amp; Wrekin</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Disclaimer**

Shropshire Partners in Care Ltd (SPIC) embraces the Disability Discrimination Act and where possible will accommodate any special needs the delegate may require and encourage such delegates to attend our courses. However, due to the nature of the First Aid and Moving & Handling training, certain aspects will need to be physically demonstrated by the delegate to the trainer in order for SPIC to issue the full certificate. If this cannot be achieved SPIC will be pleased to issue a limited certificate noting any subject areas where the delegate is unable to achieve full compliance with the required standard.

**Signature of Applicant** ..... **Date** .....

**“Setting the Standards”**

Shropshire Partners In Care is a not for profit company registered as a company limited with guarantee. Registered N°. 4660475



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## To book one person for continence training

### Terms and Conditions when accessing training

#### **General**

Delegates will need to be released to attend the full duration of the course.

The duration of the course adheres to the contact delivery guidelines for all courses offered at SPIC and cannot be altered. Course Content on Certificates will reflect the actual course delivered.

Delegates must be appropriately dressed for the course they are attending. For guidance please contact us.

When the course is on your site and you have stated equipment is available for our use then it must be in full working order and where appropriate have an up to date service/PAT certificate. Our Trainers will not use faulty equipment.

***Please note that telephone bookings are only confirmed after we have received a completed booking form within 5 working days. After this time Shropshire Partners in Care reserve the right to offer an unconfirmed place to someone else.***

#### **Charges for training**

Please refer to the SPIC website for current training charges.

48 hours notice of cancellation is required, otherwise a cancellation fee of £20.00 per person will be charged. The six day Moving & Handling and 3 day First Aid have different cancellation periods, please call the office for further details.

An additional charge will be made to cover First Aid resource packs. This charge will be to cover SPIC's costs in providing the packs.

#### **Training on Providers Premises:**

The minimum number of staff required when training on providers premises is 8.

If there are fewer than 8 staff attending a charge of £20.00 per place will be levied for each place not taken up. We reserve the right to cancel the course if there are fewer than 5 attendees.

#### **Equal Opportunities**

Shropshire Partners in Care is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.

The Company also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by the Company. The Company believes that all employees and customers are entitled to be treated with respect and dignity

#### **Ground Rules:**

#### **Confidentiality and disclosure**

During training it is inevitable that staff will draw on their own experience in discussing situations and delegates are advised that people's names should not be used as this contravenes the Data Protection Act.

Please be aware that SPIC staff have a positive duty to protect vulnerable adults, this may include having to act on information shared during the training.

#### **Shropshire Partners in Care Complaints Procedure**

Please follow the complaints procedure that can be found on the website.

I/We have read and agree to the above terms and conditions

Signature of Applicant ..... Date .....

Signature of Line Manager ..... Date .....

PRINT name of Line Manager.....

Email for Line Manager.....