

APPLICATION

FOR ST MONICA TRUST STAFF TO APPLY FOR INTERNAL TRAINING COURSES ONLY

Name Job title

Workplace Phone

Please use this form to apply for one or more training courses for each staff member and return to Kezia Beament, Practice Development Administrator; Head Office, extension 4324.

Course title(s)	Date	Time

Dietary and other requirements

I have no specific requirements/I have the following specific requirements (delete as applicable):

- Vegetarian/vegan/other dietary requirement (please specify)
- Large type handouts
- Wheelchair access/personal assistance
- Assistance with reading or writing
- Hearing induction loop
- Other (please specify)

The trainer may contact you to further discuss your requirements in order to provide you with equal access to the training/services provided.

Signature of manager

I support this application and will make arrangements for the staff member to attend.

Signed (line manager)

Name and job title Date

APPLICATION

FOR EXTERNAL CANDIDATES AND ORGANISATIONS

Name Organisation

Address

Postcode

Phone E-mail

(in case of queries regarding your application)

If you provide an email address we can email you with updates to the training calendar throughout the year:

Course title Course title

Date Date

Name of candidate(s) and job titles Name of candidate(s) and job titles

Cost £ Cost £

TOTAL £

Please photocopy this form if more space is needed.

Please refer to brochure for cost of courses.

Please note that payment must be received before the course date for a place to be guaranteed.

Please invoice me/I enclose a cheque (delete as applicable) for the total cost £

If cancellations are made less than 5 weeks before the course date the full course fee per person may be charged.

Please send your completed form to: Kezia Beament,
Practice Development Administrator; St Monica Trust,
Cote Lane, Westbury-on-Trym, Bristol, BS9 3UN.
Alternatively you may call Kezia on 0117 949 4324
or email kezia.beament@stmonicastrust.org.uk

You can apply online at
www.training.stmonicastrust.org.uk

APPLICATION

TO ATTEND AN EXTERNAL COURSE OR CONFERENCE

Staff member's name

Line Manager's name

Workplace and Team

Name of course/conference

(FULL DETAILS OF COURSE/CONFERENCE MUST ACCOMPANY THIS APPLICATION)

Date(s) of course/conference

Cost of course/conference £

Will you be seeking associated travel or subsidence? YES / NO * (please delete as appropriate)

To be paid from: Own budget / Training budget / Not applicable * (please delete as appropriate)

State estimated cost if requesting payment from training budget:

Will this lead to a qualification? YES / NO * (please delete as appropriate)

(If YES, please attach a copy of a signed qualification agreement – available from the Learning and Skills department.)

All staff who are supported by SMT to undertake qualifications will be subject to a period of post-qualifying commitment to remain with the organisation.

Please state the benefits of attending this course/conference for both the individual and the team / organisation:

Please attach additional sheet to this form if more space is needed.

Signature of staff member requesting the training:

Signature of Line Manager requesting the training:

Signature of Practice Development authorising expenditure:

Reason for not authorising expenditure (if applicable):

Application

FOR WORKPLACE ASSESSMENT

Name Organisation

Address

Postcode

Phone E-mail

(in case of queries regarding your application)

Once we have received this form, we will contact you to discuss your assessment. You may be able to start straight away, or may prefer to wait for a workshop group to start; we have different groups starting throughout the year. We aim to find a solution to give you the most appropriate assessment.

Please reserve the following places

Level 2/3 * Diploma in Health and Social Care (please specify)

Name of candidate(s)

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Health and Social Care Diploma level 5 in Health and Social Care

Name of candidate(s)

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If you need advice about which award is most appropriate for you or a member of your staff, or would like to discuss any other particular needs or issues, please contact us and we will do all we can to help.

Practice Development Team 0117 949 4324