



Learning and Development Department

The Haven, 32 - 34 High Street, Honiton EX14 1PU
T: 01404 42548 F: 01404 42243 E: training@mindeastdevon.org.uk
W: www.mindex.org.uk or www.recoverydevon.co.uk/mind.html
UK Registered Learning Provider No.: 10021022

2009 Learning & Development Booking Form

Learning and Development Booking Form

Thank you for your interest in our courses or workshops. Please complete all relevant sections of this booking form. A separate form is required for each workshop or course you are booking on to. You can photocopy the form as required or contact our office for some copies. On all courses and workshops, we have a few reduced places on our sessions that you can apply for if you meet the criteria. If you have any questions regarding the completion of this booking form, please contact the office as soon as possible.

A Personal Details:

Forename: _____	Surname: _____
Address: _____	Telephone Number: _____
Email Address: _____	
Please tick if you would like to receive our electronic updates on learning and development opportunities that may be of interest to you: <input type="checkbox"/>	

B Workshop or Course Details:

Name: _____
Date(s): _____
Venue: _____
Amount: _____

C Financial Section:

Payment is requested at the time of booking. If you are a MIND member of staff or volunteer, please complete section E. IF you are applying for a reduction, please complete section D:

Cheques: Please make cheques payable to "MIND in Exeter and East Devon Ltd."

BACS: If you are paying by BACS, please tick here and use the following information:

Sort Code: 56-00-49	Account Number: 04740734	Account Name: MIND in Exeter & East Devon Ltd.
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Invoice: We do not ordinarily raise invoices, however, if you require one, please tick here

D Reason for a reduced price place:

<ul style="list-style-type: none"> Income Support Income Based Job-Seekers Allowance Pension Credit Child Tax Credit Working Tax Credit Housing Benefit / Council Tax Benefit Social Fund 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please provide evidence that shows you are in receipt of the benefit and entitled to a reduced price.
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Part of MIND in Exeter and East Devon Ltd.
Registered Office: 4 Charlotte Mews, Pavilion Place, Exeter EX2 4HA No. 2908400
Registered Charity No. 1056071. Affiliated to MIND (National Association for Mental Health)



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E MIND / PHEW Member of Staff / Volunteer:

Please tick if you are a:

- MIND / PHEW Member of staff
- MIND / PHEW Volunteer:

Line Managers
 Signature:

Your line manager must sign to the left to say your fee can be taken from either your learning and development allowance or their departmental budget.

F Initial Assessment:

It is important that we meet the needs of our learners and completing this section will help us to meet your needs.

Why did you choose this workshop or course?

(E.g. relates to my work, helps my continuing professional development, useful in my personal health & wellness etc.)

What would you like to be able to do once you have completed the workshop or course?

What helps you to learn?

(Do you prefer to work alone, in groups, pairs? Do you need any specific support or equipment?)

Have you attended any sessions on this topic or completed any studying on this topic?

To give us an idea of your level of knowledge, please rate your level of knowledge, skill, ability, understanding etc. of this subject or topic or issue:

Low 1 2 3 4 5 6 7 8 9 10 High

What is your current education level? Please tick the appropriate box

- | | |
|--|---|
| <input type="checkbox"/> Level 1 GCSE grades D to G or CSE | <input type="checkbox"/> Level 4 Foundation Degree |
| <input type="checkbox"/> Level 2 GCSE grades A to C or O'level | <input type="checkbox"/> Level 5 Bachelors Degree |
| <input type="checkbox"/> Level 3 A Level | <input type="checkbox"/> Levels 6, 7 & 8 Masters Degree and above |

Please list below any specific learning needs that you feel we should know about to help you gain the most from this workshop or course? (E.g. learning difficulty, mental health difficulty, sight, mobility, accessibility support needed etc.)

Would you like to discuss any specific learning needs with one of the course / workshop tutors? Yes No

G Advertising and Promotional Material:

How did you find out about this workshop or course?

- | | |
|--|---|
| <input type="checkbox"/> Learning and Development Prospectus | <input type="checkbox"/> MIND Website |
| <input type="checkbox"/> Learning and Development Poster | <input type="checkbox"/> UK Learning Provider Website |
| <input type="checkbox"/> Member of Staff, if so who? | <input type="checkbox"/> Other (please state): |



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H EQUAL OPPORTUNITIES & MONITORING:

Please complete all sections of this form for each learner, workshop or course you are booking on. We are collecting information on everyone who attends our workshops to ensure all our workshops and courses are open to everyone and that we meet our funding obligations.

Please tick the box that applies to you:

Age: under 18; 18 to 50; 50 to 65; 65+ Prefer not to say

Gender: Male Female Prefer not to say

Ethnicity: This section is based on the Learning & Skills Council Equal Opportunities Monitoring Form	White	<input type="checkbox"/> English; <input type="checkbox"/> Irish; <input type="checkbox"/> Scottish; <input type="checkbox"/> Welsh
	Asian or Asian British	<input type="checkbox"/> Indian; <input type="checkbox"/> Pakistani; <input type="checkbox"/> Bangladeshi; <input type="checkbox"/> Any other Asian Background
	Black or Black British	<input type="checkbox"/> African; <input type="checkbox"/> Caribbean; <input type="checkbox"/> Other black background
	Mixed	<input type="checkbox"/> White and Black Caribbean; <input type="checkbox"/> White and Black Asian; <input type="checkbox"/> White and Black African
	Chinese or other ethnic group	<input type="checkbox"/> Chinese; <input type="checkbox"/> Other <input type="checkbox"/> I prefer not to say

Employment: Employed Full-Time; Employed Part-time Self Employed Unemployed; Prefer not to say

Benefits: Housing Benefit; Income Support; Disability Living Allowance; Job Seekers Allowance other: please state Prefer not to say

Specific Needs: feel free to state need if you wish:	<input type="checkbox"/> Physical
	<input type="checkbox"/> Mental Health
	<input type="checkbox"/> Learning
	<input type="checkbox"/> Please tick if you are a carer
	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say



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I Signature:

I confirm that I have read and accept the terms and conditions listed below:

Learners signature

Date: _____

J Terms and Conditions of Booking:

- **Bookings:** Bookings will only be accepted on receipt of a booking form. Feel free to photocopy booking forms as required which can be downloaded from www.recoverydevon.co.uk/mind.htm or obtained from our offices. We can also send one to you by contacting us as shown on the front page. We will confirm all bookings on receipt of a booking form. All booking forms should be returned to the Learning and Development office before the Booking Deadline. Confirmation forms will be sent out before your session starts. Normally we will wait until the deadline to ensure we have enough people to run the course, but feel free to contact us to check if we have received your booking form.
- **Refreshments:** Refreshments will be available free of charge on all training days consisting of tea, a selection of herbal teas, coffee and biscuits.
- **Cancellations:** If you find you are unable to attend a workshop or course, you are welcome to substitute anyone in your place at any time. Cancellations will be accepted and a full refund / credit note given if the cancellation is received 7 days in advance of the 1st session / workshop otherwise an admin charge of 10% of the course fee or £20 for a workshop will be made to cover costs. This has become necessary as we will not be able to recover any funding we may have obtained for your place. This is also due to people booking places on our courses, not turning up and requesting refunds or not paying for their places. We will do our best not to cancel any sessions and will always let you know at least 7 days in advance unless trainer illness prevents us from delivering the training. In the event of a course or workshop being cancelled, MIND in Exeter and East Devon will not pay an organisation's costs for staff cover or for an individual attending a course or workshop. However, we will refund the workshop / course fee or issue a credit note for use on a future session.
- **Last Minute Things:** Please keep an eye on our website for latest information on our workshops and courses, especially if they are taking place during periods of bad / severe weather.

Thank you for completing this booking form.

Please post or fax your completed booking form to:

Learning & Development Department

MIND in Exeter and East Devon Ltd.,

The Haven, 32 – 34 High Street, Honiton, Devon EX14 1PU ~ Fax: 01404 42243

Additional copies of this form are available from our website and our offices. Do feel free to photocopy as necessary.

This form is available in large print on request.



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