# **T****raining Booking Form**

**We will use the information below to manage this booking including contacting you about it [see** [privacy notice](#_Privacy_Notice:_As)**]**

|  |
| --- |
| **EVENT DETAILS** |
| **Event Title:** |  |
| **Event Date:** |  |
| **Event Location:** |  |
| **PARTICIPANT DETAILS** |
| **Name:** |  |
| **Job Title:** |  |
| **Email:** |  |
| **Any additional information we need?***(e.g. Wheelchair user, dietary, induction loop, large font presentations, etc.) \*\** |  |
| *If yes please tell us:*Click or tap here to enter text. *\*\*If you enter medical information in this section it will be retained with this form but only for this purpose. If you do not consent to this you can complete a separate note that will not be kept with your personal information.* |
| **I am over 18 years old** | Choose an item. |
| **ORGANISATION DETAILS** |
| **\*Organisation Name:** |  |
| **Organisation Address:** |  |
|  |
| **\*Tel No:** |  |
| **\*Alternative Tel No:** |  |
| **Does your organisation deliver services within the WHSCT area?***(Fermanagh, Omagh, Strabane, Derry~Londonderry, Limavady/Dungiven)* | Choose an item. |
| **Please indicate which of the following apply about your organisation:** | Choose an item. |
| **\*Which council area are you based in?** |  |
| **\*Bookings will not be confirmed without Manager’s details**  |
| **\*Managers Name:** |  |
| **\*Managers Email:** |  |
| **Managers Signature:** |  |
| [Managers are reminded that if the applicant fails to give the required 48 hours’ notice the organisation may incur a £25 cancellation charge as outlined in 2.3 of the Training Booking System & Cancellation Policy](#_2._Cancellations) |
| **Want to hear about other events like this and grant opportunities?** |
| If you consent to hearing more from us about future events of this nature and grant opportunities, complete the following section outlining the methods below by which we may contact you. You can unsubscribe at any time by contacting us.  |
| **I am happy to be contacted by** *(please tick all that apply)* |
| **Email** | Yes [ ]  | No [ ]  |
| **Phone** | Yes [ ]  | No [ ]  |
| **Post** | Yes [ ]  | No [ ]  |
| **Signature:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date:** | Click or tap to enter a date. |

**For general training enquiries please contact the Clear Project on**

**Tel No: 028 7138 3386 or email** **clear@dhcni.com**

# **Privacy Notice:** *As an organisation we take your privacy seriously and therefore will ensure your rights under the General Data Protection Regulations are safeguarded.*

The Clear Project uses MailChimp to manage our email distribution list. Personal data contained within the Clear Project’s distribution list will not be shared with others. This consent will not be used for any other purposes other than what was stated when you gave it.

For health and safety obligations, evaluation, and insurance purposes we will securely store this information for 6 years after the event – however it will not normally be processed unless further specified within our full [privacy policy](https://www.dhcni.com/privacy-policy) for legal obligation or legitimate interest reasons.

You can read our full privacy policy online or you can contact the Data Protection lead by Email: info@dhcni.com or Post: Developing Healthy Communities, Building 83, Ledwidge Avenue, Ebrington, Derry~Londonderry BT47 6GZ.

# **Booking Information**

To book a place please:

1. Read carefully the [Booking and Cancellation Policy](#_Training_Booking_System).
2. Complete the [booking form](#_top) above and return to:

**Email**: clear@dhcni.com

**Post**: The Clear Project, Unit 13, Strabane Enterprise Agency, Orchard Rd Industrial Estate, Strabane, BT82 9FR

1. Await confirmation

# **Training Booking System and Cancellation Policy**

## 1. **Booking**

* 1. All notifications of training provided by the Clear Project will be sent out via email through the Clear distribution list[*i*](#_CLEAR_Distribution/Mailing_List).
	2. A flyer with all relevant information about the training – including date, duration, time, venue, course description and any course requirements will be attached to the email along with the Clear Project Booking form.
	3. Completed booking forms can be sent to the Clear Project via email or post. Booking forms can also be filled in on our website [www.dhcni.com/training](http://www.dhcni.com/training)
	4. Please ensure that your Manager/Supervisor have authorised you to attend the training as they may be contacted if you fail to attend without the required notice.
	5. Please provide an email or contact telephone number on your booking form.
	6. Where organisations access training specifically for their organisation the Clear Project, in partnership with the organisation, will organise and follow up with the bookings onto the training.
	7. Once the booking form has been received participants will be notified by email if they have been allocated a place.
	8. If the training is fully booked a reserve list will be created. Participants on the reserve list will be notified if a place on the training becomes available.
	9. Approximately 10 – 14 days before the date of the training participants will be sent a reminder and asked to confirm their attendance on the training.

1.a) **Online training Programmes**

A link will be sent to each participant prior to the training.

**Please Note:** There is a strict policy of **one person per login** therefore login details are not permitted to be shared.

## 2. **Cancellations**

* 1. If confirmation of attendance is not received the place will be cancelled and offered to those on the reserve list.
	2. In order to ensure maximum attendance, ***participants must give at least 48 hours’ notice if they want to cancel their place on the training***.
	3. If you ***fail to attend or cancel*** your place without giving at least 48 hours’ notice, ***your organisation may be charged £25*** to cover administrative and non-refundable costs.

## 3. **Training** **Requirements**

* 1. Participants must commit the time and effort required to complete the training and meet the responsibilities outlined by the training provider.
	2. It is important that participants attend for the duration of the course and arrive and leave at the specified times.
	3. Places on the training are limited to 4 places per organisation for training that accommodates 20 participants and 2 places per organisation for training that accommodates 16 participants.
	4. The Clear Project are open to working in partnership with other relevant organisations to allow them to access training specifically for their organisation. This may for example, be possible where training costs are co-funded or where a contribution towards associated costs is made e.g. catering, venue hire. Such opportunities are subject to demand and available funding.
	5. It is the responsibility of the participant to inform the Clear Project if they have any special requirements e.g. dietary, access or other specific needs.
	6. Unless otherwise stated light refreshments will be provided.
	7. Any additional costs relating to the training such as travel, or accommodation is the responsibility of the participant.
	8. On completion of the training participants will be asked to provide feedback to determine the impact of and outcomes from the training programme.
	9. Further feedback may be sought after a given period, to determine how or if the training was implemented by the participant and to determine the impact of and outcomes from the training.
	10. There is a minimum age requirement on all Clear Project training sessions please contact for more details.
	11. Clear Project Training/Workshops/Development opportunities are open to staff & volunteers of community & voluntary organisations operating within the Western Trust Area.

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