**Course Booking Form**

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| **Course Name** | Choose an item. |
| **Course Date** |  |

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| **Attendee Details** |
| **Name** |  |
| **Contact Number (mobile)** |  |
| **Email Address** |  |
| **Address (for resource delivery)** |  |
| **Job Title** |  |
| **Organisation Name** |  |
| **Work Address** |  |
| **Organisation Type** |  |

**We will use this email address to confirm the booking and communicate with you about the course. Please ensure this it is typed clearly without errors, including your resource delivery address.**

**By returning this booking form you give permission for PAC to securely store and use the information you provide about yourself (and others) in order to access this training course. You also give permission for PAC to share this information with our funders, trainers, venues and awarding bodies in order to provide this training. You also acknowledge this is online training and your details will be used by our trainers and support staff, should we be concerned for your welfare or, if you are experiencing difficulties with IT. All delegates attending agree that no recordings will be taken of the attending training. No screen shots or pictures will be taken without the consent of the trainer/s or group in session.**

You will be required to complete a survey with your email of certificate and contacted shortly after by MHFA/PAC, to complete a brief survey regarding your online learning experience, all other course feedback will be completed at the end of the course. Your feedback will be used to improve the training provided. Information you give will be held securely. You have the right to remove your consent for us to hold and process this information at any point. If you do remove consent to share your information, then PAC may not be able to provide a service to you. To remove your consent you must contact the project manager in writing at info@p-a-c.org.uk. You can find out more about how PAC processes your information on our website [www.p-a-c.org.uk/privacy](http://www.p-a-c.org.uk/privacy)

Please be aware that due to the way the courses are funding all attendees must live or work within the Lancashire county area. We are unable to accept bookings from attendees based in Blackpool or Blackburn with Darwen.

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| **I confirm that I live/work within the LCC boarder** | Yes/No |
| **Are you a student?** | Yes/No |
| **Are you over 16 years old?** | Yes/No |

**Please note that cancellations made less than 10 days before all course start dates will be invoiced at £50 per place + £34/£28/£18 per resources pack if not returned to Hills House, Leeds Rd, Nelson, BB9 8EL. Failure to complete all required home learning, will also result in an invoice being raised for the previously advised sum.**

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| **Email for invoicing** |  |
| **Authorisation from Manager given** | Please select - Yes/No/NA  |
| **Manager Name** |  |
| **Manager Email** |  |

**Please email this completed form to** **training@P-A-C.org.uk****. We will contact you to confirm your place.**