

Professional Development Unit (CSS)

INTERNAL TRAINING APPLICATION FORM

Course Details	Course Title				
		Date(s)	Venue		
	1 st choice				
	2 nd choice				
Please pencil this into your diary now					
Your Details	Forename(s)		Surname		
	Job Title				
	Directorate				
	Department/Team				
	Full Work Address (incl. Post Code)				
Telephone		OAN No		E Mail	
All course correspondence will be sent via the e-mail system, where possible.					
Personal Learning Objectives for this course	This section MUST be completed				
Special Requirements Dietary - Other (Please specify equipment, e.g. hearing-loop, wheel-chair access, etc)					
Do you wish to receive a copy of the course attendance list to identify opportunities for sharing transport?					Yes/No
In applying for this training, I agree to attend the whole course					
Signature:			Date		
Line Manager Details This application form will <u>not</u> be accepted without full completion of this section					
MANAGERS AGREEMENT , Have the Personal Learning Objectives of this applicant been discussed with them?					Yes/No
Please indicate how this course will help to meet the business needs?					
This section MUST be completed					
By signing this you agree to the applicant attending the whole course					
Name (please print):					
Signature:					
Telephone		Date			

Send completed application forms to:

Professional Development, Unit (CSS)
2nd floor, Kroner House, Eurogate Business Park
Ashford, Kent. TN24 8XU
Fax: 01233 652110

How to Apply:

1. Please complete one Training Application Form per course.
2. Ensure all boxes are complete and in legible writing
3. If appropriate please fill in the 2nd choice date box. If your 1st choice date is full we will add your name to the application list of your 2nd choice date. Non-completion of this section will result in your name not being forwarded onto your 2nd choice.
4. Please pencil this into your diary. This does not automatically guarantee you a place on this training session.
5. Indicate if you have access to the email system. All correspondence will be sent by email wherever possible. If you do not indicate, we will assume that you **have** access to the system.
6. All application forms **MUST be signed by your Line Manager** and will not be accepted without this. If the form is not signed by your manager a delay will be caused in allocating you a place
7. Send completed application forms to the Professional Development Unit (CSS), 1st floor, Kroner House, Eurogate Business Park, Ashford, Kent, TN24 8XU.
8. We will notify you of the outcome of your application at least five weeks prior to the course date.

PLEASE NOTE: Courses can become heavily oversubscribed and late applicants are often unable to be allocated a place. To ensure your place on a course please book as early as possible.

Late Applications

If applicants are applying near to the course date (within 4 weeks), it is advisable to telephone prior to completing an application form to check if there are any places available.

If You Can No Longer Attend

Applicants who have made bookings and no longer wish to attend the course are asked to e-mail Children's Social Services Professional Development as soon as possible as we may be able to offer this place to late applicants. **You will be asked to provide a reason for your cancellation, and a record will be kept on the course file.** Please note that **ALL non attendance** of a course will be followed up with your Line Manager once joining instructions have been issued.

And Finally.....

Proper steps for applying should be taken. Please do not just turn up for a course as we need to keep to a maximum number due to Health & Safety regulations, catering, seating arrangements etc. If you have not followed the correct procedure for applying you will not be allowed to remain and your training records **cannot be updated.**

We also suggest that you make a copy of your application form before sending it to us so that you have a copy for your records. We accept a faxed form, so you can keep the original as your copy for your file.

Please contact us if you do not receive any confirmation letter of your place on the course 10 days prior to the start date.