

# UKCISA training booking form

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Before sending your booking form in, please complete the following checklist:

- have you checked the course aim, objective and other details to check that it will meet your training needs? (eg 'Basic advisory skills' course does **not** cover any immigration or fees material)
- have you notified us of any specific needs you might have regarding access to training venue, catering, equipment, large print, induction loop, etc?
- have you completed and sent both sides of the booking form?

If there is anything that you wish to discuss regarding course objectives, content, any specific needs, etc, please contact the Training Administrator: **tel:** 020 7288 4330, **email:** training@ukcisa.org.uk

## Filling out the booking form

Please photocopy both sides of the form for your booking, completing one form for each delegate. If you are a member of UKCISA, you can book courses by filling in our online booking form at <www.ukcisa.org.uk>. Non-members can download a paper version of the booking form from our website. Telephone bookings are not accepted.

Confirmation will be sent out upon receipt of your booking form. If you do not receive confirmation two weeks after sending your form, please contact UKCISA to ensure that your form has been received and that a place is available before you make arrangements to attend. Joining instructions will be sent by email about two weeks prior to the course. Please keep a copy of your completed form as a record of your booking(s).

**Refunds will only be given when cancellations are made in writing more than two weeks prior to the event.**

Registration is on a first come first served basis and once the course is full, a reserve list will be kept. Please book early to ensure a place as many courses fill quickly.

UKCISA reserves the right to change course programmes at any time.

## Your details and payment method

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<b>Name</b>	
<b>Job title</b>	<b>Membership number</b>
<b>Institution</b>	
<b>Full address</b>	
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<b>Telephone</b>	<b>Email</b>

In order to facilitate networking, we would wish to include participants' email addresses in the list distributed with course handouts at the training event. If you do not wish your email address to be included, please tick this box

**Special needs and dietary requirements (see page 4) please give as much notice as possible**

## Signature

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Please tick box for method of payment and complete the necessary details. We normally invoice members though they may pay when booking if they wish. Non-members must enclose payment with the booking.

**Please invoice me at the above address (members only)**

**Institution order number (optional)**

**Invoice address if different**

**A cheque for £\_\_\_\_\_ (made payable to UKCISA) is enclosed**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return completed form to:

Training Administrator

UKCISA

9-17 St Albans Place

London N1 0NX

**Please turn over**

# UKCISA training booking form

Training Event	Venue	Code	Date	UKCISA members	Students' unions	Non-members	Write price of each course to be booked
1. New advisers: an introduction	London	P399	12 Nov 2008	£150	£95	£300	
2. Basic advisory skills	London	P406	29 Jan 2009	£150	£95	£300	
Basic advisory skills	Birmingham	P412	5 Mar 2009	£150	£95	£300	
3. Basic immigration – student	London	P395	22 Oct 2008	£150	£95	£300	
Basic immigration – student	Birmingham	P396	29 Oct 2008	£150	£95	£300	
4. Students working during their studies	London	P424	16 Apr 2009	£110	£60	£220	
5. Work options after study	London	P433	10 Jun 2009	£150	£95	£300	
6. Framework for fees (HE)	London	P398	5 Nov 2008	£150	£95	£300	
Framework for fees (HE)	Manchester	P401	3 Dec 2008	£150	£95	£300	
Framework for fees (HE)	London	P408	18 Feb 2009	£150	£95	£300	
Framework for fees (HE)	London	P421	8 Apr 2009	£150	£95	£300	
Framework for fees (HE)	Birmingham	P432	9 Jun 2009	£150	£95	£300	
Framework for fees (HE)	London	P434	17 Jun 2009	£150	£95	£300	
7. Framework for fees (FE in England & NI)	Birmingham	P403	15 Jan 2009	£150	£95	£300	
Framework for fees (FE in England & NI)	Manchester	P415	17 Mar 2009	£150	£95	£300	
Framework for fees (FE in England & NI)	London	P426	23 Apr 2009	£150	£95	£300	
Framework for fees (FE in England & NI)	London	P437	25 Jun 2009	£150	£95	£300	
8. Framework for fees (Scotland)	Glasgow	P411	4 Mar 2009	£150	£95	£300	
9. Residence requirements (for fees)	London	P410	26 Feb 2009	£150	£95	£300	
Residence requirements (for fees)	Manchester	P418	1 Apr 2009	£150	£95	£300	
Residence requirements (for fees)	London	P436	24 Jun 2009	£150	£95	£300	
10. Funding, hardship and managing money	London	P416	19 Mar 2009	£150	£95	£300	
11. Introduction to cultural awareness	London	P404	21 Jan 2009	£150	£95	£300	
Introduction to cultural awareness	Manchester	P414	12 Mar 2009	£150	£95	£300	
Introduction to cultural awareness	London	P435	18 Jun 2009	£150	£95	£300	
13. Cross-cultural competence – intermediate	London	P407	12 Feb 2009	£150	£95	£300	
14. Cultural awareness: training for trainers	London	P428	13+14 May 2009	£350	£220	£700	
15. Mental health	Birmingham	P397	30 Oct 2008	£150	£95	£300	
Mental health	London	P417	26 Mar 2009	£150	£95	£300	
16. Intro. to recruitment & marketing	London	P420	3 Apr 2009	£150	£95	£300	
Intro. to recruitment & marketing	Birmingham	P427	24 Apr 2009	£150	£95	£300	
17. Orientation for international students	London	P413	11 Mar 2009	£150	£95	£300	
18. Stop press: recent changes & issues	Manchester	P429	14 May 2009	£150	£95	£300	
Stop press: recent changes & issues	Glasgow	P430	20 May 2009	£150	£95	£300	
Stop press: recent changes & issues	London	P431	27 May 2009	£150	£95	£300	

\* Please photocopy both sides of the booking form