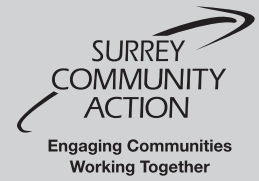


**BURSARIES
AVAILABLE**

**SCA TRAINING
BOOKING FORM**



YOU CAN NOW BOOK
ON-LINE – SEE PAGE 4
FOR DETAILS

Please copy this form as required and use one form per person. Return completed forms
to SCA Training, Astolat, Coniers Way, Burpham, Guildford GU4 7HL.
Tel: 01483 459292 x 238 • Fax: 01483 440508

Title _____ First Name _____ Family Name _____
 E-mail* _____ Tel _____ Fax _____
 Job Title _____ Organisation/Company _____
 Full Address _____

 _____ Postcode _____

Charity or Voluntary Organisation Business Sector Statutory Organisation
 Surrey Community Action Member Social Enterprise

* all pre-course information will be sent out by email Signature _____

It is essential that you fill in your objectives for each course you book. This information is needed to ensure our trainers are aware of your needs.

| Course Title | Date | Current skill/ knowledge level (0–10) <small>(0=no knowledge, 10=expert)</small> | What would you like to achieve from this course? Please state your 2 key objectives | Fee Payable <small>(see individual course descriptions)</small> |
|--------------|-------|--|--|--|
| _____ | _____ | _____ | 1. _____ 2. _____ | _____ |
| _____ | _____ | _____ | 1. _____ 2. _____ | _____ |
| _____ | _____ | _____ | 1. _____ 2. _____ | _____ |
| _____ | _____ | _____ | 1. _____ 2. _____ | _____ |

Please enclose cheques, payable to Surrey Community Action, with your booking form. **If you would like to apply for a bursary, go to our website – www.surreyca.org.uk – and print off a Bursary Application Form and return it with this booking form. If your application for a bursary is successful, you will be refunded with this amount.** All bookings are made in the knowledge that the cancellation conditions on page 4 of the Training Programme will be applied in all cases.

Please give details of any special needs you have such as diet, wheelchair access, loop or signing, learning needs.

Please tick here if you or your organisation is interested in the following (details on page 6):

Bespoke Training Coaching/Mentoring for Individuals
 Team Building/Goal Setting for Organisations and Teams Skills Advice
 Action Learning Sets for Individuals

Data Protection
 The information you provide on your booking form, and any additional information you may provide in the future, will be held by SCA Training for their exclusive use and will not be passed to any third party, individual or organisation.