

HCC - Workforce Development and Partnership Team Event Booking Form



User Guidance Notes
<ul style="list-style-type: none"> Please fully complete this form in BLOCK CAPITALS Places are not automatically provided upon completion of this form – confirmation of a place will be sent to the email address provided. Emailed forms will only be accepted if they have been forwarded to us by your Line Manager (confirming agreement and authorisation of attendance)

Event Title:	First Preferred Date										
<i>Please ensure you have checked the course content and target audience to be certain that this course is suitable for you</i>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Second Preferred Date											
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Previous Training:											
Please indicate when (if ever) you last received training in this topic/subject <i>If you cannot recall the exact date please indicate an approximate month/year</i>	Date:										
Please advise who delivered this training:											

Attendee Details - Please ensure this section is fully completed			
Title		First name	
Last Name			
Personnel Number: (For HCC staff only)			
Job Title/Position			
Organisation Name			
Organisation Address			
Email Address		Phone Number	

Additional requirements
If you have additional needs or require reasonable adjustments please contact pvi.learning@hertfordshire.gov.uk

Please explain why you require this training

Attendee and Line Manager Agreement and Authorisation																					
Please note that by submitting an application for this course, you have accepted the terms of the 'Charges for Non Attendance on Courses' policy. Please contact pvi.learning@hertfordshire.gov.uk for a copy of this policy.																					
Attendee	Line Manager																				
I confirm that I have read the course outline and meet any pre-attendance requirements of the course, where these are necessary and specified for participation.	I confirm that this course supports the attendee's learning and development needs and that they will be supported in applying the learning in relation to their job responsibilities.																				
Signature	Signature																				
Print Name	Print Name																				
Date	Date																				
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Please return completed forms to:
 Workforce Development and Partnerships Team
 SFAR201, Farnham House, Six Hills Way, Stevenage, Herts, SG1 2FQ
 Fax: 01438 843432, or Email: pvi.learning@hertfordshire.gov.uk