

SHORT COURSE BOOKING FORM



COURSE DETAILS			
Course Title:			
Course Date(s):		Cost:	£
YOUR DETAILS			
Name:			
Address:			
City:		Postcode:	
Home Tel:		Mobile Tel:	
Email Address:			
Date of Birth:		Nationality:	
Ethnic Origin:		Gender:	
Which of the following applies to you at the present time?			
<input type="checkbox"/> Childcare Worker <input type="checkbox"/> Unemployed and interested in pursuing a career in childcare		<input type="checkbox"/> Manager <input type="checkbox"/> Parent / Carer <input type="checkbox"/> Other (please specify) _____	
Name of the organisation you work for (if applicable)			
Where did you hear about our short courses?			
Have you undertaken a short course with us before?			
PAYMENT OPTIONS – ALL PAYMENTS MUST BE MADE IN ADVANCE			
I have enclosed a cheque/postal order (Payable to North Edinburgh Childcare):		<input type="checkbox"/>	
I wish to be invoiced (organisations only):		<input type="checkbox"/>	
I am paying with an Individual Learning Account (ILA):		<input type="checkbox"/>	
My ILA account number is:			
I have not yet opened an ILA Account (please see instructions below)		<input type="checkbox"/>	
Signature:		Date:	
OFFICE USE ONLY			
Status:		ILA Booking:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Payment Received:		Date Booking Complete:	

HOW TO BOOK

Please complete and submit the booking form as soon as possible. Please note that if you intend to utilise funds from your Individual Learning Account (ILA) to pay for courses, you are advised to book at **least 4 weeks** before the date of the course to ensure enough time for your Individual Learning Account application to be processed.

Please note that all bookings are considered 'provisional' until payment has been received or an Individual Learning Account Token has been obtained. If a course becomes full, provisionally booked places may be reallocated if there is demand.

WHAT IS AN INDIVIDUAL LEARNING ACCOUNT

The Scottish Government launched a scheme to provide funding of up to £200 per year, to help towards the cost of training for all *individuals* in Scotland. The funding is open to all applicants over 16 years of age and resident in Scotland with an income of £22,000 a year or less or who are on benefits.

The first step is to apply for your learning account by telephoning the **ILA Scotland helpline: 0808 100 1090**. They will send you an application form, which you should complete and return as soon as possible. Once your account is opened you will receive an Individual Learning Account number and your account will be credited with your funds. You must contact us with your Individual Learning Account number as soon as possible to enable us to book you onto the specific course. Further details available at <http://www.ilascotland.org.uk/ILA+Homepage.htm> or contact our Training Administrator, **Alana Banks on 0131 311 6931** for more information.

CANCELLATIONS

If you wish to cancel or transfer your booking 15 or more days in advance of the course date there is no charge. If you cancel within 14 days of your course date you will be charged 50% of the course fee. This rises to the full amount if you cancel 48 hours of the course start. Occasionally, if there are insufficient bookings on a particular course we may have to cancel it. In these circumstances we will advise you approximately 5 working days prior to the course and your booking will be transferred to the next available course date or a full refund will be given.