

Booking Form

Level 2 Award in Multi Skills Development

Venue	
Dates	
Times	9am – 5pm each day
Cost	£175 (Introductory price)

Personal Details.									
Title:			First Name(s):						
Surname:									
Address:									
Postcode:					Telephone:				
Email:									
DOB:	D	D	M	M	Y	Y	Gender:	Male	Female
Do you have any learning/ support requirements?					No	Yes			
If yes, please specify:									
School/ Company Details if applicable									
My current position is:	<input type="checkbox"/> HLTA	<input type="checkbox"/> Class teacher	<input type="checkbox"/> PE Co-ordinator	<input type="checkbox"/> TA	<input type="checkbox"/> Coach				
School/ Company name:									
School/ Company contact name:					Telephone:				
School/ Company Address :									
Email Address:									
LEA:									
Pre-requisites: Please tick the appropriate box.	<input type="checkbox"/> Teacher <input type="checkbox"/> HLTA/ TA <input type="checkbox"/> QTS <input type="checkbox"/> Currently on teacher training course (please supply name of provider) <input type="checkbox"/> Sports Coach who assist teachers in their PE teaching <input type="checkbox"/> Level 2 Sports qualification								
Evidence of pre-requisites must be provided either in advance or on the first day of the course. Failure to meet the pre-requisites will result in the qualification not being completed. It is your responsibility to ensure that you meet these standards. Course fees are non-refundable.									
How did you hear about us?									
Payment Options									
<input type="checkbox"/> Invoice School/ Company (To be sent to above details)					<input type="checkbox"/> *Individual Payment Office to call you and take payment over the phone *Please note our office opening hours are Monday – Friday 8.30am – 5pm.				

Terms and Conditions:

- Unless agreed otherwise, full payment for the course must be made 14 days prior to start date. On *initial booking 25% of the total amount payable will be taken as a deposit to secure your place.
- If you cancel within 7 days or fail to attend the course without good reason (at the sole discretion of Planet Education) the full fee will apply
- If you cancel within 14 days of the qualification, 25% of the cost will be returned to you or where possible we will look to transfer you onto the next available course.
- Once payment and the application form is returned, confirmation of course details will be sent 7 days prior to the course.
- All course dates must be attended and work submitted within deadlines in order to successfully complete the qualification.
- If Planet Education take the decision to cancel the course, you will automatically be booked onto the next available course date.
- We advise that accommodation / train tickets should not be booked until a course confirmation letter is received or a Planet Education member of staff confirms that the course is definitely going ahead as we will not refund expenses incurred.
- In the event of a tutor not being able to tutor a course at short notice due to an emergency, we will contact you to inform you and re-organise the course.
- The information provided by the applicant will be stored on the Planet Education CRM Database and held in accordance with the GDPR 2018.

Signed by.....

Date.....

Planet Education LTD is committed to preserving your right of privacy, if you do not wish to receive any further training opportunities via email please tick here []

Planet Education use only:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> SLA sent | <input type="checkbox"/> Invoice Sent | <input type="checkbox"/> Added to Register |
| <input type="checkbox"/> SLA signed | <input type="checkbox"/> Invoice Paid | <input type="checkbox"/> Pre Requisites received |
| <input type="checkbox"/> Deposit Paid | <input type="checkbox"/> Full Amount Paid | |