

LSBC BOOKING INFORMATION AND CONDITIONS

FOR VALE HOSTED COURSES ONLY

Booking Forms are included on this site page. Please feel free to photocopy these if more are needed. Please send all Vale Course correspondence to:

Annie Croft
Training Administrator
Vale of Glamorgan Council
Social Services Directorate
Staff Development and Training Team
Dock Office
Subway Road
Barry
CF63 4RT

ACroft@valeofglamorgan.gov.uk

Tel No: 01446 704713

Fax No: 01446 704848

NB: the following are changes to the nomination procedure for 2007/8.

1. Nomination forms must be **completed in full** for every member of staff. This will include nominees full details (including email), the manager's signature and contact details, date and name of the requested course as well as any other relevant details. **Incomplete nomination forms will be returned.**
2. Nominations will only be considered for individuals named against **specific course dates**. There will be no "carry over" or waiting lists.
3. Nominations will be allocated on a first come first served basis.
4. Nominees will be advised if they have been allocated a course place. Nomination forms for staff not allocated a place will be returned to the manager in order that their names can be resubmitted if required. **IT IS THE MANAGER'S RESPONSIBILITY TO TELL THE INDIVIDUAL.**
5. Once the course is full – no further nominations will be accepted.
6. Cancellations / substitutions will only be accepted in writing (email) from the manager who completed the nomination form.
7. Emails and phone calls will **not** be accepted as nominations for courses, unless the email has a completed form attached.
- 8. Lunch will not be provided on any courses.**

9. Please note that staff are expected to attend **for the Full duration** of the course. Early departure will result in delegates **not being issued a certificate**.
10. LSBC courses are provided free of charge. However, **A non-attendance / cancellation fee of the full / half day rates** will be charged for delegates who **do not attend on the day** of the course or who **do not give 10 days notice** of non-attendance, in writing, **from the manager who made the original nomination**.
11. Delegates will be collected from the designated reception area. Please note that: **delegates who are not on the course list, or not officially substituted will not be allowed access to training and will be asked to leave**.

FOR CARDIFF HOSTED COURSES

Bookings for Introduction to Working Together to Safeguard Children and Working Together to Safeguard Children Foundation:

Cardiff and Vale Health Trust staff should make their bookings through Natalie Clemett-James by telephone 029 2093 2616, fax 029 20222730 or e mail Natalie.Clemett-James@CardiffandVale.wales.nhs.uk.

Teachers and Schools Service staff should book through Jane Marquette by telephone 029 2087 2707, fax 029 2087 2936 or e mail JMarquette@cardiff.gov.uk.

All other bookings should be made through:

Jason Young
The Training Centre
125 Cathedral Road
Canton
Cardiff
CF11 9PH

JYoung@cardiff.gov.uk

Tel No: 029 2038 5102

Fax No: 029 2038 3949

All other courses:

All bookings should be made through Jason Young at The Training Centre, 125 Cathedral Road, Canton, Cardiff, CF11 9PH, telephone 029 2038 5102, fax 029 2038 3949 or by e mail JYoung@cardiff.gov.uk.

The details we require for the booking are:

- your name;
- your job title;

- your pay roll number (employees of Cardiff County Council only)
- your work base address;
- address you wish the course information to be sent to or e mail address;
- the date and title of the course you wish to attend and;
- your authorising line manager's name (employees of Cardiff County Council only)

Please note that if a booking is made with us, unless you hear from us to the contrary a place on the course has been allocated.

Written confirmation is not sent out immediately but joining instructions are sent out c. 2 weeks before the event. Occasionally these go astray. If they are not received please contact Jason Young (contact details above) to confirm the times and venue for the course.