

# BURSARIES AVAILABLE

# SCA TRAINING BOOKING FORM



Please copy this form as required and use one form per person. Return completed forms to  
Allison Enenche, SCA Training, Astolat, Coniers Way, Burpham, Guildford GU4 7HL.  
Tel: 01483 459292 x 228 • Fax: 01483 440508

Title _____	First Name _____	Family Name _____
E-mail* _____	Tel _____	Fax _____
Job Title _____	Organisation/Company _____	
Full Address _____ _____		
_____		Postcode _____
<input type="checkbox"/> Charity or Voluntary Organisation	<input type="checkbox"/> Business Sector	<input type="checkbox"/> Statutory Organisation
<input type="checkbox"/> Surrey Community Action Member	<input type="checkbox"/> 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	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](http://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):

<input type="checkbox"/> Bespoke Training	<input type="checkbox"/> Coaching/Mentoring for Individuals
<input type="checkbox"/> Team Building/Goal Setting for Organisations and Teams	<input type="checkbox"/> Training Needs Analysis
<input type="checkbox"/> Action Learning Sets for Individuals	