

# Disability Equality Training Workshop



## Booking Form

Workshop Organisation		
Name of workshop organiser:		
Contact telephone numbers for organiser:	Work:	Mobile:
Contact email address for organiser:		
Venue for workshop and full postal address:		

Proposed date/s for workshop:	
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Workshop Details		
Workshop aimed at:  <b>NB:</b> Sections shaded in grey are forthcoming products	<input type="checkbox"/> Front of house leisure centre staff	<input type="checkbox"/> Poolside staff
	<input type="checkbox"/> Gym staff / Fitness instructors	<input type="checkbox"/> Swim teachers
	<input type="checkbox"/> 5x60 Officers (AYP) and / or Sports Development Officers	<input type="checkbox"/> Coaches / Leaders
	<input type="checkbox"/> Leisure centre amenities staff	<input type="checkbox"/> Parents / Carers
Number of candidates ( <i>max 20</i> ):		
Number of resources required:		
Do any of the candidates have any particular needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What do these needs relate to?	<input type="checkbox"/> Access to venue <input type="checkbox"/> Resources provided in a particular format (please specify): _____	<input type="checkbox"/> Translator / Interpreter <input type="checkbox"/> Other (please specify): _____

Payment Method:	<input type="checkbox"/> Cheque <input type="checkbox"/> Purchase Order Number: _____ <input type="checkbox"/> Other payment method (please identify): _____
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For Office Use:		
Date Received:		
Received by:		
Name of Tutor assigned:		
Follow up with course organiser completed (1wk prior to course)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of FDSW staff who completed follow up and confirmation:		

Invoice Number:	
Workshop Reference Number:	

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## Information and Guidance for Organisers:

1. Complete the Booking Form and send to:  
**FDSW: DET Booking Form**  
**Welsh Institute of Sport**  
**Sophia Gardens**  
**Cardiff. CF11 9SW**
2. FDSW will contact you regarding the course, and to check facilities, availability of equipment and accessibility on receipt of your booking form.
3. In order to ensure effective running of the workshop your responsibility as organiser will include the following:
  - Ensuring that the venue and room is accessible
  - Provision of refreshments for candidates and tutor
  - Completion of relevant information to enable tutor to provide a specific, appropriate course to your candidates (*i.e. accurate profile of candidates on course, including information relating to any specific needs candidates may have in order to facilitate their learning or engagement with the course*)
  - Provision of an appropriate room. This should be equipped with whiteboard, screen to project on to, tables, chairs, and space to move around
  - The distribution of pre-course materials prior to the workshop, which should be returned to FDSW 5 working days ahead of the arranged course date.
4. Should you wish to cancel your workshop you may do so **without charge** if FDSW are notified *more than 5 full working days prior* to the arranged delivery date. A cancellation fee of **£50** will be made if FDSW are notified of the workshop cancellation *less than 5 full working days prior* to the arranged delivery date.
5. FDSW will do the following:
  - arrange a FDSW accredited tutor to deliver the course for you on the date you have requested (*if there are no tutors available for that date, then it may be this will need to be rearranged to suit both tutor availability and your needs as organiser*)
  - Provide the tutor with a digital projector and laptop equipped with DVD player function
  - Collate an attendance list and provide evaluation forms which the tutor will return to FDSW
  - Provide each candidate with a 'Certificate of Attendance' which will be sent to each candidate within 5 working days of receipt of the Attendance Sheet form workshop tutor.
  - Arrange payment with the tutor for their time, expertise and travel expenses

The cost for the workshop is **£350.00**, which is inclusive of all tutor fees, travel expenses, FDSW administration, candidate resources, and certificates. Please send a cheque (made payable to **FDSW**) or details for invoice with this booking form.

If you have any questions or queries relating to the booking of the DET workshop, please contact:

**FDSW on 02920 665781**