

Course Application Form

Course title						
Course date						
PERSONAL DETAILS						
Name						
Organisation/ Project						
Job title						
Please tick all that apply	<input type="checkbox"/> Youth Service Employee	<input type="checkbox"/>	<input type="checkbox"/> Youth Service Volunteer	<input type="checkbox"/>	Affiliated organisation	<input type="checkbox"/>
	<input type="checkbox"/> Young person involved in delivering youth work (please see Note 6 – Booking Notes & Conditions)				Non-affiliated organisation	<input type="checkbox"/>
Home address						
Work tel. no.		Home/mobile tel.no.				
Email						
Invoice name & address <i>(please complete if different to above, even if no course fees are applicable)</i>						
Specific needs, dietary or access requirements (please identify)						
I have read and agreed to the Booking Notes & Conditions attached.					<i>Please tick</i>	<input type="checkbox"/>
Candidate's signature				Date		
Manager's signature				Date		
<i>Must be completed</i>						

FUNDING APPLICATION SECTION

Please note: The Funding Application Section is for affiliated members ONLY and young people involved in the delivery of youth work, and must be completed in order to gain access to Youth Service funds. Only when this form is completed and agreed by the Youth Office, will full or part funding be available.

Funding for	Training Fees only (Youth Service Courses)				
REASONS FOR MAKING APPLICATION					
FOR OFFICE USE ONLY – form must be approved before sending confirmation letter and to be filed with INSET forms					
Approved ~ Initials		Date		Course Fee (approved)	£

BOOKING & CONTACT DETAILS

1. Please return the completed Course Application Form to the address shown at the top of the form, ensuring that both the candidate's and the line manager's signatures are on the form. The application form can be found attached to the brochure and photocopied. Alternatively, application forms (either electronic or hard copy) can be obtained by emailing your request to youthservice@iow.gov.uk, by contacting the Youth Office on ☎ **823490**, or by downloading a PDF form from our website: iwyouthservice.org.uk
2. You may reserve a place by phone or email; however, your place will not be confirmed until you receive a confirmation letter which will give full details of the course. A confirmation letter will only be sent out to delegates on receipt of a signed booking form and subject to availability of places on the course.

LATE CANCELLATION CHARGES

3. People cancelling less than 2 weeks in advance of the course start date will be charged £20 per evening and £30 per day. Centres/projects/organisations will be invoiced and can then seek reimbursement from the participant.

FUNDING & FEES

4. For agencies not affiliated to the IW Youth & Community Service the course fees are as follows:
Full day] As detailed in the course description
Per evening]
Residential courses – charged on cost.
5. For agencies affiliated to the IW Youth and Community Service training is free of charge depending on available funding (the Youth Service subsidises training courses for its affiliated members). **To access this funding you will need to complete the Funding Application Section on the Course Application Form.** If you should have any queries, please contact the Youth Office on ☎ 823490 or via email: youthservice@iow.gov.uk. (Please note for young people different course fees are applicable – See Note 6 below). The usual cancellation conditions apply. Your Manager will be notified if a charge is applicable.
6. We are not centrally funded to provide training to young people involved in the delivery of youth work, but the Youth Service Training and Development Section wish to support the professional development of young people and therefore will be subsidising each place as follows:-

Statutory Youth Service – per young person 50% of the course fee (as detailed in the course description)

Affiliated Organisations- per young person 50% of the course fee (as detailed in the course description)

Non Affiliated Organisations – no subsidy

To access this subsidy you will need to complete the Funding Application Section on the Course Application Form.

Please note: the usual cancellation conditions apply.

DATA PROTECTION

7. The information you provide to us on your application for training is held on the Youth and Community Service Training Database for the purpose of recording your personal training history and your organisation's use of our training programme, and to provide statistical information to the Service and the Council. We do not use it for any other purpose and any information given remains confidential.