

PARTNER APPLICATION FORM

Please do not delete or change the contents of this document

Please complete ALL SECTIONS of this form clearly and in BLOCK CAPITALS where appropriate, and return at least 21 days before the event

Surname:		First name(s):	
Organisation:			
Address:			
Work tel. no:		E-mail address:	

COURSE TITLE:	
---------------	--

COURSE DATE(S):	1 st choice (date)	2 nd choice (date)	3 rd choice (date)	COST <i>There is <u>no charge</u> for attending but there is a Non-attendance/Late Cancellation Charge of:</i> £100 <i>See overleaf for T&C.</i>

Special requirements:	
-----------------------	--

Type of Partner (✓):	Agency worker <input type="checkbox"/>	Contractor <input type="checkbox"/>	NHS Trust <input type="checkbox"/>	Voluntary agency <input type="checkbox"/>	Other partner agency <input type="checkbox"/>
----------------------	--	-------------------------------------	------------------------------------	---	---

OPTIONAL: DIVERSITY MONITORING INFORMATION (Please tick the appropriate boxes)

We collect this data to ensure we are providing fair access to Workforce Development events. This information will be used solely to make sure we are meeting these needs. All information is protected in line with the Data Protection Act (1998).

Disability	Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Gender	Man <input type="checkbox"/>	Woman <input type="checkbox"/>	Is your gender identity different to the sex you were assumed to be at birth?	Yes it's different <input type="checkbox"/>	No it's the same <input type="checkbox"/>
Ethnicity	Asian or Asian British <input type="checkbox"/>	Black or Black British <input type="checkbox"/>	Mixed background <input type="checkbox"/>	White or White British <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>
Age	Under 16 <input type="checkbox"/>	16-17 <input type="checkbox"/>	18-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>
	45-54 <input type="checkbox"/>	55-64 <input type="checkbox"/>	65-84 <input type="checkbox"/>	85+ <input type="checkbox"/>	
Religion or belief	Atheist/No religious belief <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Charedi <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>
	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Secular beliefs <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>
Sexuality	Bi-sexual <input type="checkbox"/>	Gay man <input type="checkbox"/>	Lesbian or Gay Woman <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Other <input type="checkbox"/>

Authorisation

By signing this form, you are agreeing to the Terms and Conditions including the non-attendance/late cancellation charge

Manager's name (Please Print clearly)		Cost code for non-att. billing	
Manager's signature		Date:	
Manager's email			

Please scan this form and email to: **Training.H&CS@hackney.gov.uk**

Or fax to: **020 8356 4591**

Or post to: **Workforce Development Unit, Health & Community Services, Hackney Service Centre, 1 Hillman Street, London E8 1DY ☎ 020 8356 4539**

Please note that incomplete or illegible forms will not be processed

PARTNER APPLICATION FORM

Please do not delete or change the contents of this document

Terms and Conditions (extract only)

For the complete version of these terms and conditions, please visit our website or email us for a copy.

Course Nomination

- Nomination forms that are not fully completed and signed or are *illegible* will not be processed.
- If staff do not have an email address, they should enter their line manager's email address.
- Since 1st June 2012, there is a **£100 charge** for late cancellation and non-attendance on most of our training courses (this applies to both internal staff and external partner organisations) unless this is insufficient to cover the unit costs of the delegate, in which case course-specific charges will apply.
- By signing the nomination form you are agreeing to this charge.

Non-Attendance

- Delegates are required to contact the WFD team as soon as possible by sending an email to: Training.H&CS@Hackney.gov.uk if they are unable to attend the training course. A phone call is acceptable, but this must always be followed up by an email.
- Delegates are also required to advise their line manager of their non-attendance.
- If a delegate does not arrive on the day of the course and has not contacted the WFD team to cancel their place, their department will be charged a minimum of **£100***
- Non-attendance and cancellation of places on courses will be charged to the department as follows:
 - Cancellation made by email less than 5 working days before the course (and where the place cannot be reallocated) - a minimum **£100*** charge;
 - Non attendance on the day - a minimum **£100*** charge;
 - Non attendance because of late arrival - a minimum **£100*** charge;
 - Where, for whatever reason, you have nominated an individual for more than one place on the same course, it is your responsibility to ensure that the place is cancelled or that you notify us of a replacement. Our system will not pick up this duplication so failure to attend will be regarded as 'non-attendance' and your department will be charged a minimum **£100***.
 - Place cancelled due to sickness absence that occurs on the day of the course or the day before and reported to the WFD team on the day of the course (as long as you notify us **by 9.30am**) or the day before - no charge;
 - Place cancelled (or non-attendance) due to serious, unforeseen event such as bereavement or having to attend court in a professional capacity where requirement to attend is given very late - no charge;
 - Cancellations made more than 5 working days in advance - no charge;

Note: Where there is any dispute, the final decision to levy the charge rests with the WFD team.

- Where a delegate has not provided an email address, and joining instructions are emailed to the manager, it is the manager's responsibility to ensure that this information is cascaded in good time to the delegate to enable them to attend.
- When a delegate is absent from work through sickness, it is the line manager's responsibility to check whether they are likely to miss a forthcoming course and advise the WFD team accordingly;
- It is the responsibility of the line manager, as well as their staff members, to ensure that course places are cancelled (by email as above).
- By signing the nomination form, you are agreeing to these terms and conditions including paying a minimum **£100*** for staff's non-attendance or late cancellation.
- You are required to provide a cost code as part of the nomination process. Nomination forms that do not include a cost code will not be processed. We will initiate a minimum internal charge of **£100*** for each member of staff's non-attendance/late cancellation and we will produce regular reports, outlining these charges, for the Directorate Leadership Team.

***Course-specific charges may apply if the £100 minimum is insufficient to cover the delegate cost**

Thank you very much for your cooperation and for helping us to improve the quality of our service.