

**Course
Booking Form
2010 to 2011**



CB1

If you are not employed in the Early Years Foundation Stage (EYFS) and are attending EYFS training please check course objectives for suitability prior to booking the course.

Title: (Miss/Mrs/Mr/Ms)	Legal first name(s):	Surname:
--------------------------------	-----------------------------	-----------------

National Insurance number: _____ / _____ / _____ / _____ / _____

Is this Early Years Practitioner registered with the Early Years Team? **Y or N**
(If NO please complete Data Registration Form (DR1) form and attach to this document)

Have you or your setting opted into annual training fee? **Y or N**
(If NO please contact The Early Years Training Team for details of the opt in scheme or how to pay for this training)

Setting name (if applicable) Setting/Contact address: Setting telephone no.	The following details are required in case the course is cancelled at short notice
	Home phone no.:
	Mobile phone no.:
	Email:

Please use one form per course per delegate.

Course	Course Date

Do you have any additional requirement or special needs **Yes** **No**
 If 'yes' please give details

Managers signature: **Date:**

Delegate's signature: **Date:**

Your setting will be notified by email that your course has been booked successfully. If you have any queries or would like to check any course details please contact The Early Years Training team

Data Protection: Personal information that you provide will be held securely and will only be shared for planning the provision of services, providing a service to you, informing you about Council services, seeking your views and to enable auditing of Council services, seeking your views and to enable auditing of Council activities. Anonymous statistical information may also be passed to other organisations to assist in the planning and monitoring of services. Plymouth City Council is also under a duty to cooperate with the prevention and detection of crime and legislation may result in information about you being passed to others. The Data Controller for Plymouth City Council is the Corporate Information Manager based at the Civic Centre. Tel. 01752 304522 who can be contacted about the use of your personal information.

Email: information.governance@plymouth.gov.uk

It is considered good practice for the employer to cover the full cost of training for paid staff. This should include all associated fees and expenses, including additional travel costs and supply cover. Costs incurred by workers training outside of their contracted hours should also be met by the employer

For further information, please contact the Early Years and Childcare Training Team

For Office use only:

Charge	
Reg	