# Course Information Request

Thank you very much for your course booking. We would be very grateful if you could provide us with the following information at least 10 days before the course commences. To ensure your delegates have an equal opportunity during the course and any assessments, we would appreciate it if you could make us aware of any specific requirements any of the delegates may have in relation to learning or physical needs. We can then ensure these needs are addressed in time for the course.

| **Company Name:**  |       | **Co-ordinator Name:**  |       |
| --- | --- | --- | --- |
| **Course Title:** |       | **Course Date:** |       |
| **Venue Contact:** |       | **Venue Telephone Number:** |       |
| **Venue Address:** |       | **Invoice Address:** |       |
|  |  | **Purchase Order Number**  |       |

|  |  |
| --- | --- |
| Please provide us with any details relating to health and safety issues or procedures our tutors need to be aware of at the training course venue  |       |
| Are welfare and refreshment facilities available for our tutor at the training course venue? |       |
| Within the course confirmation you have received for this course are the Joining Instructions for your delegates, also contained within this confirmation are details of any specific arrangements that are required for us to present the training course; we would be grateful if you could confirm these arrangements are in place |       |

# Course Information Request Cont’d

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| --- | --- | --- | --- |
| **Company Name:**  |   | **Co-ordinator Name:**  |   |
| **Course Title:** |   | **Course Date:** |   |

# Delegate Details *(Please complete in block capitals)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **First Name**  | **Surname** | **Occupation** | **Dietary Requirements / Reasonable Adjustments– see below**  |
| **1** |       |       |       |       |
| **2** |       |       |       |       |
| **3** |       |       |       |       |
| **4** |       |       |       |       |
| **5** |       |       |       |       |
| **6** |       |       |       |       |
| **7** |       |       |       |       |
| **8** |       |       |       |       |
| **9** |       |       |       |       |
| **10** |       |       |       |       |
| **11** |       |       |       |       |
| **12** |       |       |       |       |

Dietary Requirements – for courses at SSG venues, where lunch and refreshments are provided, please advise any specific dietary requirements for your delegates

Reasonable adjustments - details of any delegates with particular learning needs, disabilities, medical conditions, or that speak English as a second language, who will require additional support during the course

**Training Room and Equipment Details**

***(Please complete if the training is being delivered at your venue)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:**  |   | **Co-ordinator Name:**  |   |
| **Course Name:** |   | **Course Date:** |   |
| **Venue Contact:** |   | **Venue Telephone No:** |   |
| **Venue Address:** |  | **Invoice Address:** |  |
| **Purchase Order No**  |   |

|  |  |
| --- | --- |
| Car  | Please tick to confirm  |
| Car parking in close proximity to the venue to enable easy off loading of equipment | [ ]  |
| Training room should be suitable for presenting a training course and should include;  |  |
| * Adequate space for all delegates and the course tutor
 | [ ]  |
| * Approximately 3m between the trainer and the delegates
 | [ ]  |
| * Tables and chairs for all delegates to allow for open books and written work – please bear in mind that on some courses delegates may have to undertake assessments / tests
 | [ ]  |
| * Facilities to darken the room when necessary
 | [ ]  |
| Electrical supply in close proximity to the tutors table | [ ]  |
| Practical assessment area available (See confirmation and joining instructions for specific requirements; please provide further details in the section on page 1) | [ ]  |
| Flipchart and pens\* | [ ]  |
| Projector and Screen\* **or** | [ ]  |
| TV Screen and Connection | [ ]  |
| *\* These items can be provided by SSG if they are not readily available* |  |

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| --- |
| Please use this space to make any notes you wish to pass onto us:      |

We would like to thank you for providing us with this information and hope that all your delegates enjoy their training. If you have any queries please do not hesitate to contact Vicky Noble on 01752 217130.

Please email the completed form to vicky.noble@ssg.co.uk