

Norfolk Education Advisory Service

INSET

Opportunities

ADDENDUM to INSET OPPORTUNITIES 2003 - 2004

In-service Training Booking Form

Please note a small but important change to the booking form for in-service training.

The DfES now require the LEA to collect information on the number of Foundation Stage practitioners attending early years training.

When booking courses, please use the attached amended form or the on-line version and indicate within the code section if the teacher or assistant is a practitioner in the Foundation Stage by using the **code FSP**.

Please pass this information to the person who is responsible for course booking arrangements.

IN-SERVICE TRAINING BLOCK BOOKING FORM

If the following codes apply to a course delegate please indicate the appropriate code below:
FSP - Foundation Stage Practitioners eg teachers and assistants
LSA - Learning Support Assistant/ Classroom Assistant/ Teaching Assistant etc.
*SMT Senior Management Team
* High schools only - please indicate whether applicant is either a Head of Dept. (HoD), Deputy Head Teacher (DHT) or Senior Teacher (ST).

Name: _____ School/Organisation: _____
Address: _____
Tel (inc STD code): _____ Date: _____ School INSET Code: _____

INSET Ref No:	Course Title	Venue	Date	Applicant(s) Name(s) (BLOCK CAPITALS)		Code
				Title	Forename Surname	
Please note that in accordance with the requirements of the Data Protection Act you may request, by ticking the box, that the delegate(s) entered above is/are not named in the lists of delegates available from the INSET Opportunities website at http://advisoryservice.norfolk.gov.uk/inset						
Booking(s) authorised by:				Title:		

Confirmation: Confirmation of booking acceptance will be made to the named delegate in each school.
Cancellation/Refunds: For cancellations made by the school/establishment more than one month prior to the course date, a £10 administrative fee will be levied per person. The full fee will be charged for cancellations made within one month of the course date.
In exceptional circumstances, and at the discretion of the Advisory Services or should the Advisory Services cancel the course, either the fee paid will be refunded in total, or the course will be re-scheduled for a mutually convenient date. Return to: Admin Assistant (INSET), Professional Development Centre, Woodside Road, Norwich, NR7 9QL Tel: (01603) 433276 Fax: (01603) 700236