

## HOW TO APPLY

Most courses in this brochure are administered by the CPD and Training Administration Team in the Learning and Standards Directorate.

### **The team's contact details are:**

Team Leader	020 8820 7309
Training Administrator	020 8820 7485
Fax	020 8820 7232
Email	cpdadmin@learningtrust.co.uk

The Team Leader and the Training Administrator can answer most queries about the courses but they will refer you to the Course Leader for more detailed enquiries.

For all courses, you must complete an application form which can be found in the next three pages of this brochure. Ask the Headteacher to sign the form and then fax it to 020 8820 7232

The application forms are also available on the Learning Live website:  
<http://www.learninglive.co.uk/teachers/cpd/>

The applications can also be emailed to [cpdadmin@learningtrust.co.uk](mailto:cpdadmin@learningtrust.co.uk)

Applications for courses must be received by the CPD and Training Administration Team no later than one week before the start date of the course as described in the brochure.

You will receive a confirmation letter from the team with details of the venue and any pre-course preparation required.

### **SEN COURSES**

SEN courses are administered by Barbara Carpenter contact details are:

#### **Barbara Carpenter**

Inclusion Team, The Learning Trust  
1 Reading Lane, London E8 1GQ  
Tel: 0208 820 7326  
Fax: 0208 820 7446  
[barbara.carpenter@learningtrust.co.uk](mailto:barbara.carpenter@learningtrust.co.uk)

### **EARLY YEARS COURSES**

Early Years courses are administered by Cynthia David, Training & Quality Coordinator and Caroline Kiely, Training Support Officer. Their contact details are:

#### **Caroline Kiely**

Early Years & Play, The Learning Trust  
1 Reading Lane, London E8 1GQ  
T: 020 8820 7334  
F: 020 8820 7450  
E: [caroline.kiely@learningtrust.co.uk](mailto:caroline.kiely@learningtrust.co.uk)

#### **Cynthia David**

Early Years & Play, The Learning Trust  
1 Reading Lane, London E8 1GQ  
T: 020 8820 7568  
F: 020 8820 7450  
E: [cynthia.david@learningtrust.co.uk](mailto:cynthia.david@learningtrust.co.uk)

## COURSE CONFIRMATION AND CHARGES

### CONFIRMATION OF REGISTRATION

For all non SEN or EY coded courses a confirmation letter will be sent to all participants a minimum of five days prior to the course by the CPD and Training Administration Team.

Participants must take note of the confirmation letter as it will confirm all final details of the course and where it is being held. Any changes made to times or venue as stated in this brochure will be noted in this letter.

It is important you have confirmation that your application has been received by CPD and Training Administration Team **before you book supply cover**. This will avoid unnecessary charges when a course is cancelled and the CPD and Training Administration Team are unaware of your application to notify you of the cancellation. If you do not receive a confirmation letter by two working days prior to the training please contact the CPD and Training Administration Team to confirm registration.

### CANCELLATION

A charge may be made for course bookings cancelled at short notice whether they are centrally funded or not. This will be indicated in the relevant section of the CPD brochure or the confirmation letter.

### INVOICING

Where a course incurs a cost an invoice will be generated on receipt of the application form.

### CHARGING

The Trust will be reviewing its charging and cancellation policy in 2008/2009.

# CHOOSING A COURSE

## APPLICATION FORM

## Early Years and Play



the learning trust  
the future for education in Hackney

Please complete this form and return to Caroline Kiely or Cynthia David

Phone: 020 8820 7334 or 020 8820 7568  
Fax: 020 8820 7450  
Email: caroline.kiely@learningtrust.co.uk or cynthia.david@learningtrust.co.uk  
Post: Caroline Kiely or Cynthia David  
Early Years & Play, The Learning Trust  
1 Reading Lane  
London E8 1GQ

**Booking Information**  
(PLEASE USE BLACK INK AND WRITE IN BLOCK CAPITALS)

Course Title:

Course Reference Number:

Course Date(s):

First Name:

Surname:

Job Title:

Name And Address Of Nursery/  
Playgroup:

Telephone Numbers Of Nursery/  
Playgroup:

Fax Number:

Contact Email:

Dietary Requirements /  
Other Special Needs:

Authorisation Signature:  
(Nursery / Centre Manager /  
Playgroup Leader)

### Equal Opportunities Monitoring Form

(Please put an "X" in the appropriate box)

I am:

Female

Male

I work:

Full-time

Part-time

I would describe my ethnic background as:

White

British

Irish

Other (please state)

Mixed

White / Black Caribbean

White / Asian

White/Black African

Other (please state)

Black

Caribbean

African

Other (please state)

Asian

Indian

Pakistani

Bangladeshi

Other (please state)

Other

Chinese

Other (please state)



Please complete and return to  
Barbara Carpenter

Fax: 020 8820 7446

Email: Barbara.Carpenter@learningtrust.co.uk

Post: Barbara Carpenter  
Inclusion Team, The Learning Trust  
1 Reading Lane  
London E8 1GQ

**Booking Information**  
(PLEASE USE BLACK INK AND  
WRITE IN BLOCK CAPITALS)

Course Title:

Course Reference Number:

Course Date and Time:

First Name:

Surname:

Job Title:

Hackney School:

Other:  
(There will be a £180 cost for  
person's other than Hackney school  
staff/employees who wish to attend  
– Please supply invoice address)

Contact Phone Number:

Contact Email:

Dietary Requirements /  
Other Special Needs:

Headteacher / Line Manager's

Approval (Signature):

Date:

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Male

I work:

Full-time

Part-time

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British

Irish

Other (please state)

Mixed

White / Black Caribbean

White / Asian

White/Black African

Other (please state)

Black

Caribbean

African

Other (please state)

Asian

Indian

Pakistani

Bangladeshi

Other (please state)

Other

Chinese

Other (please state)

# CHOOSING A COURSE

## APPLICATION FORM



the learning trust  
the future for education in Hackney

Please complete and return to  
the Training Administration Team

Fax: 020 8820 7232  
Email: cpdadmin@learningtrust.co.uk  
Post: CPD Admin, The Learning Trust  
1 Reading Lane  
London E8 1GQ

### Booking Information (PLEASE USE BLACK INK AND WRITE IN BLOCK CAPITALS)

\* Mandatory fields essential for booking

\* Course Title:

\* Course Reference Number:

\* Course Date And Time:

\* First Name:

\* Surname:

Job Title:

\* Hackney School:

Other:

(There will be a £180 cost for  
person's other than Hackney school  
staff/employees who wish to attend  
– Please supply invoice address)

Contact Phone Number:

\* Contact Email:

\* Dietary Requirements /  
Other Special Needs:

\* Headteacher / Line Manager's  
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Black

Caribbean

African

Other (please state)

Asian

Indian

Pakistani

Bangladeshi

Other (please state)

Other

Chinese

Other (please state)

If you do not receive a confirmation letter by two working days prior to the training  
please contact the CPD Admin Team to confirm registration – contact details above