

APPLICATION FORM

Intensive Interaction Co-ordinator Course

**Course Ref No
& Venue:**

**MV(11)
Mount Pleasant Hotel, Malvern, WR14 4PZ**

**Start Date: 16th/17th/18th
May 2017**

Full Name(s):
(inc. Mr. Mrs. etc)

Postal Address:

Tel No:

Home:

Work:

Mobile:

email:

Relevant Qualifications:

(it is not necessary to have a professional qualification to attend this course)

**Current
Employer:**

**Current
Post:**

Previous work history if relevant:

Intensive Interaction Experience (please write a brief summary of your experience as a practitioner together with courses/conferences attended) – continue on a separate sheet if necessary

**How do you believe this course will enhance your practice, either currently or in the future
– please continue on a separate sheet if necessary**

Any other relevant information you feel may be useful:

Please list any special requirements (i.e. dietary, mobility etc.)

P.T.O

PAYMENT: Cheques to be made payable to Dave Hewett *(please tick as appropriate)*

I attach a cheque for £4,300.00

Please invoice me at the address below

Invoicing Address:

Post Code:

Purchase Order No. if applicable:

TERMS & CONDITIONS:

- This course does not entitle either the participant or their organisation the right to offer training in Intensive Interaction to fee-paying audiences. All materials distributed on this course will remain the intellectual property of Dave Hewett. Participants and their organisations will be expected to sign a contract agreeing not to use the materials for training of third parties.
- One invoice will be sent, regardless of whether your place will be dual funded. By signing the terms and conditions you will be liable to ensure the invoice is paid on time. Failure to do so may affect your attendance on the course
- Any cancellation of a place must be received in writing at least 8 weeks prior to the start date. Failure to do so will result in 100% of the fee being payable.
- Once an application form has been received, it will be deemed that a place on the course has been secured and unless a letter of cancellation is received (as above) you will be liable for 100% of the fee regardless of non attendance or dropping out of the course before completion.
- Payment will be expected within 30 days from the date of the invoice unless otherwise agreed in writing with Dave Hewett.
- All course fees must be paid before the course commences
- In the event of unforeseen circumstances, we reserve the right to cancel or alter parts of the course
- Successful completion of this course entails attending all seven blocks of the course; where this is not possible you will be expected to give 48 hours' notice, or as soon as possible before the block commences.
- Should you not be able to attend a block (or part of a block) for any reason, in order to successfully complete the course you will be expected to attend that block on another course and this will usually incur a further fee of 1/7 of the current course fee for that course.
- Delegates will be expected to complete assigned paperwork, i.e. observation sheets, contact notes, progress tracks etc. during normal working hours in the course of their workplace role.
- Delegates will also be expected to have access to and use of video equipment to film Intensive Interaction practice within their working environment. It is the responsibility of the organisation sending delegates to obtain all necessary consents for the use of video material on the course. Video material must be brought to the course in a suitable format for viewing on a DVD or memory stick, SD card.
- It will be necessary for delegates to bring video material, assigned paperwork, log books, and other course materials to each block. Failure to do so may result in a delegate being asked to repeat a block, incurring costs as above, or being deemed to have not successfully completed the course.
- It is a stipulation of the course that attendees read materials between blocks; in the case of recommended books organisations will be expected to purchase these if necessary as they are not included in the course fees.
- Delegates will be expected to undertake the role of mentor to colleagues during the latter half of the course; this will be fully explained and supported by the course tutors and handout materials. It is expected that organisations sign up to this element of the course and allow their delegate to participate in this activity within their workplace role.

We wish to apply for a place on an Intensive Interaction Co-ordinator Course as detailed and we confirm we have read and agree to the terms and conditions as stated above:

Signature (Delegate):

Date:

**Signature (Budget Holder or
Authorised signatory on behalf
of the payee):**

Date:

Please return completed application form to:

**Sarah Forde
31 Buntingford Road
Puckeridge
Herts SG11 1RT**

*If you have any questions regarding the course, please contact
Sarah on 07976-778969 prior to returning the application form*