**Training Booking Form 2023-24**

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| **Organiser’s Details**  |
| These details will be used to confirm booking details and who attended the training.  |
| Name |  |
| Job Title/Role |  |
| SA/Institution |  |
| Full Address |  |
| Telephone Number |  |
| Email |  |
| Please provide a 2nd person we can contact in your absence. |
| Name |  |
| Telephone Number |  | Email |  |

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| **Training Booking** |
| * **Training dates requested must be at least 3 weeks from date of submission.**
* **Please read the booking guidance before sending your completed form.**
* **There is a minimum of 10 and maximum of 30 participants per session** (ideally between 15-25, but sessions can run with a minimum of 10 and maximum of 30).
* **Each session lasts 2 hours and will be delivered via Zoom.**
* **You should have the online CRT module (part 1) installed/available.**
* **request.**
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| **Date(s) requested** | **Start Time** |
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If you require training for apprentices, students with supported education needs, or senior phase school pupils in colleges, please contact admin@sparqs.ac.uk to discuss your request.

**CANCELLATIONS: We require 10 days’ notice if you need to cancel a session. If this notice is not given, trainers still have to be paid and can be costly to sparqs. Please help us to keep unnecessary costs to a minimum.**