

# Professional Skills – Booking Form

Contact Name			
Contact E-Mail			
Contact Telephone			
Business Name		Post Code	
Special Requirements			
Course Required	Number Of Places Required	Name(s) Of Delegate(s)	Expected Date of Qualification
Advocacy & Communication Skills – 7 <sup>th</sup> , 14 <sup>th</sup> & 15 <sup>th</sup> March 2018			
Client Care & Professional Standards 25 <sup>th</sup> & 26 <sup>th</sup> April 2018			
Financial & Business Skills – 9 <sup>th</sup> , 10 <sup>th</sup> , & 11 <sup>th</sup> May 2018 (Examination 16 <sup>th</sup> May 2018)			
Client Care & Professional Standards 13 <sup>st</sup> & 14 <sup>th</sup> September 2018			
Advocacy & Communication Skills – 3 <sup>rd</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> October 2018			
Financial & Business Skills – 28 <sup>th</sup> , 29 <sup>th</sup> , & 30 <sup>th</sup> November 2018 (Examination 5 <sup>th</sup> December 2018)			
<b>PSC Course Booking Terms &amp; Conditions</b>		<b>TOTAL COST £1100.00 Plus VAT</b>	
<a href="#">Full Terms &amp; Conditions for the PSC Course, (including Exam Board Arrangements) can be found on our website at <a href="http://www.cpm21.co.uk">www.cpm21.co.uk</a></a>			

- Course fees must be paid 14 days before the first core or elective date, whichever is the sooner. If you fail to attend after booking the course then you remain liable for the fee subject to clause 6 below. Exam results and certificates of completion will not be issued until course fees have been paid in full.
- Confirmation of booking and details of venues will be sent by e-mail only to the e-mail address provided.
- A receipted VAT invoice will usually be issued to the delegate/organisation within 14 days of payment of the course fee.
- Course documentation will be distributed at the event, subject to that required to complete the distance learning element of the electives.

- Attendance Registers must be personally signed on ALL days of attendance.
- We reserve the right to vary, cancel or postpone a course at short notice where necessary. Cpm21 accept no liability if the course does not take place. Refunds will be made as appropriate if the course is cancelled by us.
- You may postpone your attendance up to 14 days before the event, provided you e-mail such confirmation to [support@cpm21.co.uk](mailto:support@cpm21.co.uk). We cannot accept telephone, letter or faxed cancellations. Only one postponement is allowed.
- You may send a substitute delegate but the change must be agreed with cpm21 at least 14 days in advance of the first core or elective date, whichever is the sooner.

- Data Protection – we may periodically contact you with updates. Information and details of courses and services. If you do not wish to receive such updates or information then please e-mail [support@cpm21.co.uk](mailto:support@cpm21.co.uk)
- The presentations, materials and notes for our courses are prepared solely for the benefit of the delegates attending that course. They are intended to be an integral part of the course presentation and do not necessarily stand on their own outside that context. They must not be used for giving advice in a specific situation. Neither cpm21 nor any of its consultants or tutors shall have any responsibility or liability for losses (including consequential loss) occurring because a person acts upon or fails to act based on any statement made by the consultant or tutor or contained in the course materials, notes or presentations. Our tutors are not authorised to provide practice management, legal or other advice relating to any specific situations or issue as part of our training courses and you should seek appropriate professional, financial or legal advice before making any decisions or taking any actions based on what you have heard, learned or read about on the course.

Please complete this form and return it with your payment to (our registered office):

**CPM21 Ltd,**  
**Ty Menter (Venture House),**  
**Navigation Park,**  
**Abercynon, CF45 4SN**

T: [01443 742895](tel:01443742895)

E: [book@cpm21.co.uk](mailto:book@cpm21.co.uk)

[www.cpm21.co.uk](http://www.cpm21.co.uk)



Cheques should be made payable to CPM21 Ltd

Cpm21 (21<sup>st</sup> Century Professional Management) is a trading name of cpm21 Ltd.

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