



## Training Booking Form

**Liverpool Social Care Partnership**  
 Lowlands, 13 Hayman's Green  
 West Derby  
 L12 7JG  
 Tel: (0151) 270 1703  
 email: [admin@lscpinfo.co.uk](mailto:admin@lscpinfo.co.uk)  
 Website: [www.lscpinfo.co.uk](http://www.lscpinfo.co.uk)

Name of person making booking	LSCP Membership Number

Name of the organisation	Do you require Accessibility Help?
	Yes / No

Postal address

Contact telephone number

Purchase Order Number (if applicable)

Email address (Person making the booking)	Email Address (for invoicing)

Delegate name	Job Role	Delegate email address	Title and date of Training
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
Total number of Delegates:			
Manager's Signature:			

**By completing and submitting this Booking Form you are agreeing to be bound by the Terms and Conditions set overleaf**  
 Liverpool Social Care Partnership (LSCP) Community Interest Company Reg. No. 7217998

## **LSCP - Training Terms and Conditions**

Our aim is to make it as easy as possible to access the learning and development activities delivered and coordinated by Liverpool Social Care Partnership (LSCP). By making a booking you agree to the following Terms and Conditions:

1. Bookings and any changes to bookings must be made by email or using the booking form in our website
2. Invoices must be paid promptly; we ask that Invoices are paid within 30 days
3. Should circumstances mean that you need to replace a delegate please advise us by email
4. If a delegate does not attend a course, and we have not been previously informed by email, the employer of that individual will be charged as outlined below
5. If an individual is unable to attend a session and you are unable to replace them with someone else the following charges will apply:
  - More than Six days prior to course - No charge
  - Two to Six days prior to course - 50% of total course fee
  - Less than two days prior to course - Full fee payable

**For courses that are "free to members" the applicable fee will be the price for non-members.**

6. If a delegate arrives late for a course or is absent from a significant part of any session, we reserve the right to refuse admittance
7. On rare occasions, for unforeseen circumstances, LSCP may find it necessary to cancel a course. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another date
8. It is the employer's responsibility to ensure that all delegates meet the prerequisite training, experience, qualifications or certification required for attendance of the programme for which they have applied. In all cases, prerequisites will be clearly stated in the pre-course information
9. Please ensure that you quote the Invoice number on any BACS payments or alternatively just add it to the back of your cheque

### **Guidelines to candidates / line managers / employers:**

In the case of training sessions which involve physical activity it is the employer's responsibility to ensure that delegates are free from any condition which will affect their capability or put them at risk by carrying out the tasks designated by the trainer.

We welcome delegates with disabilities, but it remains their employer's responsibility to ensure that they are appropriately supported and that the LSCP are advised of any specific needs.

The venue for our events might not be released publicly; you will be sent confirmation of the venue via email if your booking is successful.

You must book to attend this event, even for free events. Failure to do so could result in being turned away from the venue.

**Important:** Submitting a booking form does not guarantee a place on this event. If your booking is successful, a Course Confirmation email will be sent out at least 1 week prior to the date of the course. Due to high demand for many of our events your booking may not always be successful. For further information or confirmation you can contact the office on (0151) 270 1703