

OXFORD CO-OPERATIVE TRAINING SCHEME

Oxford Homeless Pathways
Registered Charity Number 297806



Spring Programme 2012 – Course Application Form

Please photocopy or print this form as necessary and use one form per person

Applicant Name			
(CAPITAL LETTERS and as it is to appear on the certificate of attendance)			
Organisation Name			
Organisation Address (for correspondence)			
		Post Code	
Telephone No/s	Purchase Order No (if required by your organisation for invoice)	Work Status (X)	
		Employee	Volunteer
Address for INVOICE (if different from Organisation Address)			
Email address (attendance reminders will be sent where an e-mail address is provided)			
Please indicate if the organisation funding this training is any of the following:			
		Voluntary Agency	
Oxfordshire County Council Directorate		Social & Community Services	
		Children, Young People and Families	

Please send completed form to OCTS by post to OCTS, c/o 3 Saxons Way, DIDCOT, Oxon OX11 9RA or by fax to 01235 211038 or by e-mail to admin@octs.org.uk (rename the file to include your name)	PLEASE DO NOT SEND A CHEQUE WITH YOUR APPLICATION. INVOICES WILL BE SENT OUT IN JULY.
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Office use only	Date	Conf	SNL	E-Mail	Post

Enter an X in the box against the course/s for which you want to apply

Ref	Date/s	Course Title	x
643	23/04/2012 24/04/2012	Introduction to Motivational Interviewing Skills (2 day course)	
647	02/05/2012	Working with Drug Users	
655	09/05/2012	The Self-Harming Client	
642	14/05/2012	Introduction to Cognitive Behavioural Therapy	
646	21/05/2012	Working with Difficult to Engage Service Users	
644	23/05/2012	Personality Disorders: people and pathology from rejection to recovery	
645	24/05/2012 21/06/2012	Supervision Skills (2 day course)	
653	29/05/2012	Preparing for a Management Role	
650	31/05/2012	Exploring Prejudice and Discrimination	
652	13/06/2012	Working with the Psychological Consequences of Childhood Sexual Abuse	
654	15/06/2012	User Involvement - How and Why it works	
640	19/06/2012 20/06/2012	Mental Health First Aid (2 day course)	
649	25/06/2012	Establishing and Maintaining Professional Boundaries	
641	28/06/2012 29/06/2012	What do we do after we've listened? (2 day course)	
651	02/07/2012	Working with Anger	
648	03/07/2012 04/07/2012	Two-day Solution-orientated Brief Therapy Course (2 day course)	

Cancellation policy

A cancellation fee of £5 per cancelled place will be charged up to two weeks prior to the course date to cover the cost of administration. Thereafter the organisation will be charged whether or not its nominee/s attend/s, unless the place/s can be filled.

ALL CANCELLATIONS MUST BE CONFIRMED IN WRITING

In the unlikely event of a trainer being unable to deliver training, without prior warning of cancellation, OCTS will refund only the standard public transport travel cost incurred.

ALL APPLICATIONS WILL BE ACKNOWLEDGED

If you have not received a reply within a couple of weeks please get in touch