If you are interested in bespoke in-house delivery for your centre, please email

**k.burton@laser-awards.org.uk**.

A full list of our training workshops can be found [**here**](http://laser-awards.org.uk/content2.asp?id=430)**.**

**Course details**

|  |  |
| --- | --- |
| Course title  | [ ]  **Level 3 Award in Education & Training** [ ]  **Level 3 Award in Understanding the Principles and Practices of Assessment**[ ]  **Level 4 Award in Understanding the IQA of Assessment Processes and Practice**  (knowledge unit) [ ]  **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** (competence portfolio unit) [ ]  **Assessor Workshop** (morning session)[ ]  **IQA Workshop** (afternoon session) [ ]  **Invigilator Training** [ ]  **Administration Training**  |
| Date(s): |  |
| Location: |  |
| Cost: |  |

**Delegate details**

Delegates who are being registered for a qualification will be contacted directly with an initial assessment form to ensure they are enrolled onto the most appropriate level of study.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone number: |  |

|  |  |
| --- | --- |
| **PO Number** (if applicable):  |  |
| Invoices are emailed so please **provide an email address for your finance department.** |  |

**Please indicate if you are a current LASER/Trident Awards customer Yes** [ ]  **No** [ ]

|  |
| --- |
| **Please return this form via email to:****k.burton@laser-awards.org.uk** |

**Cancellation and Transfer Policy**

Due to the preparation costs involved, the following cancellation charges will apply to all courses:

Withdrawal from any course -

• Within 1 month of its commencement – 50% of the full cost of the course

• Within 5 working days of its commencement – full cost of the course

**Cancellations** must be made in writing to: **k.burton@laser-awards.org.uk** and will be acknowledged by a confirmation email.

**Transfer** of your place may be made free of charge to one other date. Transfers must be notified in writing via email to **k.burton@laser-awards.org.uk** at least one calendar month prior to the course commencing. Transfers received after this period will be considered as a cancellation and the cancellation policy will be applied.

**Substitutions** may be made at any time prior to the course starting subject to candidate suitability.

A full refund of a course fee will be made if the course is cancelled by LASER.