



GRAY TRAINING

Trainers and Material Development Consultants
ETDP SETA Accreditation No: ETDP10009

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Overview of the Diploma

The City and Guilds International Advanced Diploma in Teaching, Training and Assessing Learning is a practical learning programme that focuses upon the generic skills and knowledge required by trainers around the world, regardless of the occupational area in which they are working. City and Guilds is represented in 80 countries, and the diploma gives credibility to trainers working in these countries.

Gray Training is an accredited provider and examiner of the practical component of the Diploma. We offer this international qualification as a value-add to our students.

How the Diploma programme works

The table overleaf lists the five modules that make up the Diploma, and links them to the unit standard-based workshops that we offer at Gray Training. Our assessment requirements against the unit standards also cover the City and Guilds Diploma requirements. With no extra effort, you can accumulate the practical credits you need to qualify to write the Diploma knowledge examination held in June and December every year!

What you need to know if you would like to write the Diploma examination

- As you achieve competency against the unit standards listed above, we automatically credit you with the relevant City and Guilds modules. We will send you electronic certificates for these modules.
- When you register for your workshops with Gray Training, indicate on the registration form that you are interested in the Diploma. That action will automatically place you on our books to receive updates and information about the Diploma.
- Once you have completed all the practical requirements for all five modules – ie once you have been certificated for each module by Gray Training - you may register for the knowledge examination. Registrations take place in April and September every year.



City and Guilds International Diploma module	NQF registered Unit Standards	Gray Training Workshop covering Diploma and unit standard	No of days	More about the workshop
Module 1: Identifying individual learning requirements	<i>Demonstrate understanding of the OBET approach within the context of of a NQF #263976. Conduct an organisational needs analysis #12138. Conduct an analysis to determine outcomes of learning for skills development and other purposes #15218.</i> Gray Training Enterprise Standard	Analysis and Assessment Workshop	3	Creates structured foundation for training. Teaches processes for analysing learner needs, analysing competences and unit standards. A must for the professional trainer/developer and for consultants.
Module 2 Planning and preparing learning sessions	<i>Design learning programmes and related learning materials #10299</i> (The two workshops together meet the requirements of the standard)	Plan and design outcomes-based learning workshop Develop outcomes-based learning material workshop	2 3	Builds the blueprint for the training intervention Develops skills in writing facilitator guides, learner manuals, job aids, and creating learning aids.
Module 3 Delivering teaching/training sessions And Module 5 Assessing, evaluating and reviewing the trainer's own performance.	<i>Facilitate learning using a variety of given methodologies #117871</i>	Facilitate the learning workshop	4	Develops a foundation of professional presentation skills. Builds skills in facilitating experiential learning, using controversy to stimulate learning, and much more. Encourages a disciplined review of own performance.
Module 4 Assessing, evaluating and reviewing the performance of learners	<i>Design and Develop Assessments # 115755</i> or <i>Conduct Outcomes-based Assessment #115753</i>	Design and Develop Outcomes-based Assessments or Conduct Outcomes-based Assessment	3	Develops skills for creating innovative assessment tools for pre-training, formative and summative assessment and assessment against the unit standard.



ANALYSIS AND ASSESSMENT WORKSHOP

Unit Standards 263976, 12138 and 15218

Overview

This workshop is designed for the professional trainer, materials developer and consultant. It distils Gray Training's insight into organisational development, workplace analysis and learner guidance into an extraordinary three-day learning experience. It is the ideal starting point for materials design since it gives you the organisational and the learner-focused perspective to balance against the requirements of the unit standards. By the time you have finished this course you'll be able to:

- Analyse any job
- Analyse a Unit Standard
- Analyse course content quickly and accurately
- Identify your organisation's needs
- Categorically define the required content to produce concise yet comprehensive learning material
- Validate the content for learner-friendly, relevant learning material
- Set valid, reliable tests.

Analysis and Assessment is a pre-requisite for the Plan and Design Outcomes-based Learning workshop.

Methodology

The workshop begins two weeks before the starting date. You will receive a pack of self-paced learning material, which demystifies the requirements of OBET and the NQF.

The workshop centres around hands-on activities that build your skill in understanding the implications of OBET and the NQF, and in analysing unit standards. You'll master the critical skill of analysing workplace competencies, so that you can use this information to identify learning requirements. You'll master the knowledge and practise the different analytic methods in small learning teams. Your work is constantly assessed so that you learn constructively, building a platform of confidence to take back to the workplace. By the time you leave, you will have produced a complete set of analyses (job, competency and unit standard) ready for drafting into a training document. Post-course projects complete the learning and provide you with your portfolio of evidence (POE).



Standards

This workshop meets all the criteria for the following standards:

South African Unit Standards					
Unit standard name		Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework			
Unit std number	263976	NQF level	5	Credits	5
Outcomes for this standard					
<ul style="list-style-type: none"> ▪ Describe the key elements of the outcomes-based approach to education and training (OBET). ▪ Describe the form and function of the National Qualifications Framework (NQF). ▪ Describe and explain standards within the context of the NQF. ▪ Explain the purpose and use of qualifications. 					

South African Unit Standards					
Unit standard name		Conduct an organisational needs analysis			
Unit std number	12138	NQF level	6	Credits	10
Outcomes for this standard					
<ul style="list-style-type: none"> ▪ Analyse the current situation ▪ Determine and describe agreed short and long term organisational objectives ▪ Define the gap and make recommendations for bridging the gap ▪ Produce a written report of the results 					

South African Unit Standards					
Unit standard name		Conduct an analysis to determine outcomes of learning for skills development and other purposes			
Unit std number	15218	NQF level	6	Credits	4
Outcomes for this standard					
<ul style="list-style-type: none"> ▪ Plan and organise the analysis process ▪ Conduct the analysis ▪ Develop and verify a matrix of outcomes 					

** This workshop earns you valuable credits towards the City & Guild International Advanced Diploma in Teaching, Training and Assessing Learning as well as unit standard credits. Once you have gained credit for all five modules, you have the option of writing the City & Guilds external examination and earning an international qualification.*

Workshop content

These are the modules you'll cover during your workshop:

- The concept competency
- Needs analysis tools
- Identify individual learner needs
- Identify suitable learning opportunities
- Job or function analysis
- Job specific competency analysis
- Analyse a unit standard
- Write objectives
- Set assessments
- Write a report.



PLAN AND DESIGN OUTCOMES-BASED LEARNING MATERIAL

Unit standard 10299

Overview

This workshop is aimed at the trainer, instructional designer or consultant who needs to develop outcomes-based learning material quickly and effectively.

Investing time in for planning and designing the learning materials for a course cuts development time by at least a third. It allows you to make informed decisions in advance, preventing costly reworking and redevelopment of material. On this workshop you master the skills of developing a detailed design matrix (or blueprint) for your course. The design matrix bridges the gap between unit standard analysis, occupational analysis (finding the relevant facts about your workplace needs) and development (creating the learning material); it ensures accurate and relevant material to meet your learners' needs.

By the end of your learning period you will be able to:

- Analyse your target group
- Develop a detailed design for an outcomes-based learning intervention
- Evaluate your design against the organisation's needs.

*Note: **Plan and Design Outcomes-based Material** is presented either as a two-day workshop or as a distance learning module. It follows on from the **Analysis and Assessment Workshop** and is a pre-requisite for the **Develop Outcomes-based Learning Materials Workshop**.*

Standards

This workshop meets the following criteria:

South African Unit Standard					
Unit standard name		Design learning programmes and related learning materials			
Unit std number	10299	NQF level	6	Credits	20
Outcomes for this standard					
This workshop meets the first 4 outcomes for this standard: <ul style="list-style-type: none"> ▪ Assess, analyse and describe the current capability of learners ▪ Determine learning outcomes and essential embedded knowledge for the learning programme ▪ Design a learning programme ▪ Identify the need for adaptation or development of learning materials. 					
and					
Credits towards the City & Guilds International Diploma In Teaching and Training*					
Module name	Module 2(a): Plan and prepare learning sessions				
Outcomes for this module					
<ul style="list-style-type: none"> ▪ Prepare learning session plans. 					



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Methodology

On this workshop you'll master the theory and process for course design, and then you'll have the time to apply your new knowledge and skills in practical sessions. Most importantly, you'll have the chance to create a customised design matrix relevant for your needs, at your company, for your learners.

Many of the activities on this workshop allow you to work independently on your own project. However, the best learning occurs when you are able to share your ideas with your learning team, and gain insight into different approaches and methods, so we have built in plenty of opportunity for team learning. The post course project continues the learning process, guiding you as you transfer your learning to your workplace, and providing you with your Portfolio of Evidence

This workshop gives you the platform you need to move on to the ***Develop Outcomes-based Learning Materials workshop***.

The distance learning option provides you with a structured workbook that guides you as you apply the theory to your materials design.

Workshop content

- Investigate the need for training materials
- Define the learners' needs
- Structure the learning material into lessons
- Set aims and objectives for the learning
- Select the training method
- Select aids, resources and activities to support your training
- Develop the templates for the learner manual
- Estimate the development time
- Co-ordinate the development process
- Evaluate the learning programme.



DEVELOP OUTCOMES-BASED LEARNING MATERIAL

Unit standard 10299

Overview

This workshop is designed for trainers, developers and consultants who have to develop effective outcomes-based learning materials quickly and efficiently. It follows on from the *Plan and Design Outcomes-based learning workshop*. You will learn how to translate the detailed design matrix which you constructed on that workshop into learning materials, and will master a structured approach to materials development.

By the end of the learning period you will have the expertise to:

- Design and develop outcomes-based course material
- Develop a facilitator's guide for an outcomes-based learning programme
- Create participative exercises and activities
- Design and develop memorable visual aids
- Develop meaningful activities to measure the effectiveness of the learning material.

Develop outcomes-based learning material is presented either as a three-day workshop or as a distance learning module.

Standards

This workshop meets all the following criteria:

South African Unit Standard					
Unit standard name		Design learning programmes and related learning materials			
Unit std number	10299	NQF level	6	Credits	20
Outcomes for this standard covered on this workshop					
This workshop meets the last two outcomes for this standard:					
<ul style="list-style-type: none"> ▪ Develop learning materials for a learning programme ▪ Evaluate learning programmes and learning materials. 					
<i>and</i>					
Credits towards the City & Guilds International Diploma In Teaching and Training*					
Module name		Module 2(a): Plan and prepare learning sessions			
Outcomes for this module					
<ul style="list-style-type: none"> ▪ Select and prepare resources for a learning session. 					



** This workshop earns you valuable credits towards the City & Guild International Advanced Diploma in Teaching, Training and Assessing Learning as well as unit standard credits. Once you have gained credit for all five modules, you have the option of writing the City & Guilds external examination and earning an international qualification.*

Methodology

The workshop begins by covering two significant chunks of knowledge: adult learning theory and lesson structure.

- Adult learning theory teaches you how to start developing effective learning material to meet adult learner needs.
- The IDC model structures the learning for effective retention and application.

The rest of the workshop is built experientially around the theory. You will develop your own samples of a facilitator's guide, learner's manual, job aids and visual aids. Then you will have the opportunity to share your materials with your colleagues, gaining insight from their comments and suggestions, and being exposed to alternative approaches and techniques.

The distance learning option provides you with a structured workbook that guides you as you apply the theory to your materials development.

Workshop content

- Contextualise the development process
- Stimulate the learning
- Shape the learning
- Write for clarity and understanding
- Write a facilitator's guide
- Develop a learner's manual
- Involve the learner in the learning
- Develop learning aids
- Develop a job aid
- Copyright law and the materials developer
- Pilot the learning material
- Evaluate the learning programme.



FACILITATE THE LEARNING

Unit standard 117871

Overview

This workshop is aimed at facilitators and consultants who need to master professional facilitation skills.

A wise man once asked: *What have you told your learners today that they could have discovered for themselves?* He knew the difference between telling and self-discovery – the principle upon which this extraordinary workshop is based.

The **Facilitate the Learning Workshop** offers four days of experiential learning, allowing you to grow and deepen your expertise in this crucial classroom skill. By the end of the learning period you will have mastered the skills to:

- Facilitate *real learning* on courses and workshops
- Grow a supportive learning environment
- Keep the learners on track
- Support experiential learning activities
- Use controversy for transformational learning.

Note: Numbers are limited on this workshop to give learners the opportunity for extensive hands-on practice.

Standards

This workshop meets all the following criteria:

South African Unit Standard					
Unit standard name		Facilitate learning using a variety of given methodologies			
Unit std number	117871	NQF level	5	Credits	10
Outcomes for this standard					
<ul style="list-style-type: none">▪ Plan and prepare for facilitation▪ Facilitate learning▪ Evaluate learning and facilitation.					
and					
Credits towards the City & Guilds International Diploma In Teaching and Training*					
Module name		Module 3: Deliver teaching and training sessions Module 5: Evaluate own performance and identify self-development needs			



Outcomes for module 3

- Establish a positive learning environment
- Make presentations to groups
- Instruct learners
- Promote group learners.

Outcomes for module 5

- Evaluate own performance
- Identify self-development needs.

** This workshop earns you valuable credits towards the City & Guild International Advanced Diploma in Teaching, Training and Assessing Learning as well as unit standard credits. Once you have gained credit for all five modules, you have the option of writing the City & Guilds external examination and earning an international qualification.*

Methodology

The philosophy behind this workshop can be summed up in Guillaume Apollinaire's words: **"Come to the edge, he said. They said: We are afraid. Come to the edge, he said. They came. He pushed them ... and they flew."**

This workshop models all the behaviours it teaches. You will spend the first day building the theory of facilitation through structured small and large group exercises. During the rest of this workshop you'll experience the power of discovery learning as a delegate, and you'll practise three facilitation methodologies yourself during the practical sessions. You'll assess your development with the help of your learning team and will develop a keen self awareness of your own skills.

The post-course project continues the learning experience and provides you with your Portfolio of Evidence.

Workshop content

- A new look at learning styles and training modes
- Setting the scene for learning
- The IDC Model – the starting point for successful lesson design
- The facilitator's toolkit
- Facilitate a lesson (Practical)
- The experiential learning approach
- Facilitate an experiential learning session (Practical)
- Managing conflict and controversy in the classroom
- Facilitate a lesson based on controversy (Practical)



DESIGN AND DEVELOP OUTCOMES-BASED ASSESSMENTS

Unit standard 115755

Overview

This workshop is aimed at the assessor, moderator or materials designer who is responsible for developing outcomes-based assessment tools.

At the heart of all outcomes-based training today is the unit standard. This important document shapes the training you offer, determines the skills levy your company claims – and maps the content of the assessment.

Design and Develop Outcomes-based Assessments offers you a logical and user-friendly process for constructing assessment tools that meet the demands of the unit standard. You'll learn how to design and develop tools to assess learner competence in the workplace. And, since assessment does not occur in a vacuum, you'll also learn how to design exciting tools for formative assessment, allowing you to keep your finger on the pulse of the learner throughout the learning period.

You will exit this workshop with the skills to:

- Develop unit standard-based assessment tools
- Develop creative formative assessment tools
- Design a complete assessment guide for a unit standard
- Develop an assessment strategy that integrates all your assessment decisions.

Standards

This workshop meets all the following criteria:

South African Unit Standard					
Unit standard name		Design and Develop Outcomes-based Assessments			
Unit std number	115755	NQF level	6	Credits	10
Outcomes for this standard					
<ul style="list-style-type: none">▪ Demonstrate an understanding of design principles of outcomes-based assessment▪ Design assessment activities▪ Develop an assessment guide▪ Evaluate assessment designs and guides.					

and

Credits towards the City & Guilds International Diploma In Teaching and Training*	
Module name	Module 4: Assessment, evaluation and review
Outcomes for this module	
<ul style="list-style-type: none">▪ Assess learners performance▪ Review progress with learners.	

** This workshop earns you valuable credits towards the City & Guild International Advanced Diploma in Teaching, Training and Assessing Learning as well as unit standard credits. Once you have gained credit for all five modules, you have the option of writing the City & Guilds external examination and earning an international qualification.*



Methodology

Learning how to assess and evaluate is not an academic exercise. This practical workshop challenges you to think creatively about assessment, developing interesting tools to measure formative and summative learning. You'll build your own model of integrated assessment, creating a multi-tiered network of information about the learner. You'll learn how to anticipate and circumvent the barriers and problems thrown up by the workplace to ensure a safe assessment environment.

You'll practise the tried and tested Gray Training approach to unit standard analysis which will help you to unpack the standard and extract everything you need for competent assessment design. Developing performance and knowledge assessment tools and activities is simple once you have mastered this skill.

You'll work through examples of formative assessment tools, argue their value, and you'll design instruments to measure your learner's grasp of knowledge and skills *during* the learning. Many of the activities are team-based, giving you the benefit of group support and varied thinking as you tackle the exercises.

After the workshop you'll have 3 months to refine and develop a complete assessment strategy and a set of tools for formative and summative assessment of a unit standard.

Workshop content

- Identifying learner needs
- How much assessment is enough?
- Mastering the rules and principles of sound assessment
- Placing the assessments in context
- Creating glorious tools for formative assessment
- Assessment methods and evidence: an overview
- All you need to know about unit standards
- Learning environments and their impact on assessment design
- Creating an assessment design
- Designing knowledge assessment activities
- Designing performance assessment tools
- Developing the assessment guide
- Evaluating assessment designs and guides.

ALTERNATIVELY, you can attend the Conduct Outcomes-based Assessment Workshop.



CONDUCT OUTCOMES-BASED ASSESSMENT

Unit standard 115753

Overview

This workshop is designed for the in-house Assessor who needs to assess people against unit standards.

Assessment can be stressful – for the assessor as well as for the candidate. The best assessors remain calm – whatever the situation – and are able to ensure that candidates receive the best possible opportunity to present themselves for assessment. This takes knowledge, skill and practice – all of which you will gain on this course.

You will exit this extraordinary workshop with the skills to:

- Conduct fair assessment
- Manage feedback and debriefing sessions with the candidate professionally
- Place the confusing language of assessment into perspective
- Apply the key principles of assessment.

Standards

This workshop meets all following criteria:

South African Unit Standard					
Unit standard name		<i>Conduct outcomes-based Assessment</i>			
Unit std number	115753	NQF level	5	Credits	15
Outcomes for this standard					
<ul style="list-style-type: none"> ▪ Demonstrate understanding of outcomes-based assessment ▪ Prepare for assessments ▪ Conduct assessments ▪ Provide feedback on assessments ▪ Review assessments. 					

And

Credits towards the City & Guilds International Diploma In Teaching and Training*	
Module name	Module 4: Assessment, evaluation and review
Outcomes for this module	
<ul style="list-style-type: none"> ▪ Assess learners performance ▪ Review progress with learners. 	

** This workshop earns you valuable credits towards the City & Guild International Advanced Diploma in Teaching, Training and Assessing Learning as well as unit standard credits. Once you have gained credit for all five modules, you have the option of writing the City & Guilds external examination and earning an international qualification.*



Methodology

The course begins before the starting date when you receive a pre-reading pack of self-paced learning material. This pack contextualises the SAQA and SETA structures and their intent in setting up the NQF and its assessment systems.

The start of the workshop highlights the fundamentals that you learned in the pre-reading pack. On this foundation, you will build an understanding of the importance of outcomes-based learning and assessment and how it compares with other forms of learning and assessment. Next you'll have the opportunity to investigate the opportunities offered by Recognition of Prior Learning (RPL) - and the difficulties that can trap you in its implementation.

The emphasis then shifts to the assessment process. You will have the opportunity to view an actual assessment – an opportunity to observe the many interactions that you will have with a candidate during a live assessment. You will be introduced to the paperwork of assessment. You will learn how the assessment plan, the performance and knowledge checklists and other key documents in the assessment guide form a network of support for the learner and the assessor – and how they protect all the parties in an assessment from unfair practices.

The rest of the workshop gives you time and space to practise the skills of assessment in a series of structured exercises. You'll leave with a deep understanding of how to perform valid, reliable and objective assessments - fairly.

The post course assignment leads you through the implementation of each outcome required by the standard. You'll present your material in a Portfolio of Evidence for assessment by our qualified assessors. You have 3 months in which to submit the Portfolio of Evidence.

Workshop content

- Overview of assessment
- Assessment of evidence
- Interpreting the unit standard
- Creating and planning the assessment
- Preparing your candidate and collecting evidence
- Judging and giving feedback
- Recording and evaluating.

Public Course Dates 2016



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CONTACTS

Course bookings	Nadine
Accounts/Assessment queries and submissions	Megan
Facilitator toolkits, shapes and pens	Nadine
Material development and consulting	Karen or Iuan

Gray Training workshops for the Education Training & Development Practitioner

Workshop	Prices (excl VAT)	U/S	Duration	Dates 2016	
Analysis & Assessment: Skills and analysis techniques for career trainers	R7,700	263976 12138 15218	3 days	20-22 January 09-11 March 08-10 June	22-24 August 12-14 October
Plan & design the learning	R5,000	10299	2 days	08-09 February 11-12 April 20-21 June	22-23 September 14-15 November
Develop outcomes based learning material	R7,000		3 days	17-19 February 04-06 May 06-08 July	05-07 October 16-18 November
Facilitate the learning	R8,950	117871	4 days	02-05 February 19-22 April 28 June -01 July	16-19 August 13-16 September 18-21 October 29 Nov -01 Dec
Facilitate an adult learning event	R7,000	7384	3 days	On request	
Effective Business Writing	R4,650		2 days	On request	
How OBET works for Managers	R1,700		½ day	On request	
Making sense of OBET	Request	263976	1 day	Customised for in-house training only	

Gray Training workshops for the Assessor/Moderator

Workshop	Prices (excl VAT)	U/S	Duration	Dates 2015	
Conduct outcomes-based assessment	R5,750	115753	2 days	11-12 February 15-16 March 12-13 May	19-20 July 08-09 September 24-25 October
Conduct moderation of outcomes-based assessments	R5,750	115759	2 days	17-18 March 21-22 July	26-27 October
Design and develop outcomes-based assessments	R7,700	115755	3 days	On request	

City & Guilds UK – External Theory Examination

City & Guilds - Advanced diploma in teaching, training and assessing learning	R4,000 (this may change without notice due to exchange rate)	See brochure	½ day	June (to be confirmed)	December (to be confirmed)
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Please note a discount of R500 is given for booking and paying to attend both Assessors & Moderators courses. The discount is only applicable as long as the invoice is paid in full before attending training.

Gray Training Course Registration Form 2016

PO Box 591, Florida Hills, 1716 ☉ Tel: 011 - 472 3516 ☉ Fax: 011 - 472 4999 ☉ Email: admin@gray-matters.com

- Tick the course you would like to attend
- Fill in the date of the course you are attending
- Please print clearly and ensure correct spelling of delegates names
- Indicate if you wish to write the City & Guilds International Advanced Teaching, Training & Assessing Learning Diploma examination by ticking the box on the next page
- Fax form to 011 - 472 4999 or email to admin@gray-matters.com

Training Skills Workshops:	✓	Course Dates
• Make sense of OBET and the NQF		
• *Analysis and Assessment Skills		
• *Plan and Design Outcomes-based Learning		
• *Develop Outcomes-based Learning material		
• *Facilitate the Learning		
• Facilitate an adult learning event		
* Earns credits towards the City & Guilds Advanced Diploma In Teaching, Training & Assessing Learning & NQF unit standards		

Assessor Workshops:	✓	Course Dates
• *Conduct Outcomes-Based Assessment		
• Conduct Moderation Of Outcomes-Based Assessments		
• *Design and Develop Outcomes-based Assessments		
* Earns credits towards the City & Guilds Advanced Diploma In Teaching, Training & Assessing Learning & NQF unit standards		

City and Guilds International Diploma in Teaching and Training	YES	NO
• Are you planning to write the City and Guilds Teaching and Training Diploma?		

DELEGATE DETAILS:

Full Name and Surname of Delegate (required for ETDP SETA records & Certification)	Identity Number	Job Title	Telephone Number	Fax Number	Cell Number	Email Address

Company Name: (for invoicing)	Company VAT Number: (2004 Requirement from SARS when we invoice you)	Official Company Order Number:
Postal Address:		
Your Manager/Supervisor:	Authorising signature:	Date:
Full Name (Please print):	Tel Number:	His/Her E-mail address:

IMPORTANT NOTICE:

Please note that registration for the course is **provisional** and will only be confirmed upon payment of the course fee. Cancellations or postponements made prior to 3 weeks before start of the intervention receive a full refund on payments made. We refund 50% if notified of a cancellation or postponement between 1 and 3 weeks of the intervention start date. We give no refund if notified within 1 week of the start of the intervention.