

Please ensure you complete **ALL** information on this booking form.

<b>Course Venue</b> Please list the <b>name of the venue</b> you wish to attend		<b>Course Dates</b>	
--	--	---------------------	--

<b>Ms/Mr/Miss/Mrs</b>	<b>Candidate Name</b>	
<b>Address</b>		
<b>Postcode</b>		
<b>Telephone number</b>		
<b>Mobile Number</b>		
<b>Email</b>		
<b>Date of birth</b> (Applicants must be 16 years of age)		
<b>Affiliation number</b> (Applicants must be affiliated to England Netball)		
<b>Unique Learner Number (ULN)</b> (ULN's were introduced by the Government in 2008; all learners are required to have a ULN. If you do not have a ULN we will generate one for you. Please contact us if you do not want this number generated by EN.)		

<b>Emergency Contact Name</b>	
<b>Emergency Contact Number</b>	
<b>Medical Information</b>	

The Disability Discrimination Act 1995 defines a disabled person as anyone with a 'physical or mental impairment which has a substantial and long-term adverse effect upon his/her ability to carry out normal day to day activities'.

<b>Do you consider yourself to have a disability?</b>	
<b>If Yes, what is the nature of your disability?</b> (Please advise us if you require learning support whilst attending the course)	
Visual <input type="checkbox"/>	Learning <input type="checkbox"/>
Hearing <input type="checkbox"/>	Multiple <input type="checkbox"/>
Physical <input type="checkbox"/>	Other <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>	

**England Netball/1st4sport** practices a policy of equitable provision of goods and services to all groups. Please help monitor who is receiving services by filling in the following information:

<b>Are you male or female?</b>	
<b>Date of Birth</b>	
<b>What is your ethnic group?</b>	
<b>White or White British</b> <input type="checkbox"/>	<b>Mixed</b> White & Black Caribbean White & Black African White & Asian <b>Other Mixed</b>
<b>Black or Black British</b> <input type="checkbox"/>	<b>Asian or Asian British</b> Indian Pakistani Bangladeshi Other Asian
<b>Other Black</b> Black Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black <input type="checkbox"/>	<b>Chinese or Other Ethnic Group</b> Chinese Other Ethnic Group <input type="checkbox"/>
	<b>Prefer not to say</b>
	<b>Unknown</b>

<b>Netball Experience</b>		
Are you attached to a local club? (Please tick)	<b>Yes</b>	<b>No</b>

Name of club you are attached to			
<b>* You must be able to have access to players between delivery dates of your chosen course.</b>			
Please detail your current Netball experience (e.g. player/umpire/coach/young organiser):			
What are you hoping to achieve from attending this course?			
Are you able to actively take part in the game of Netball? (please tick)			
Yes		No	
If no, please detail the reason:			
<b>If you are not able to actively take part, you must bring a player, over the age of 16, to the afternoon of day 2 to play on your behalf.</b>			

### Payment

Cost:

Affiliated member: £190.00 (you **must** be affiliated for the duration of your course)

Non-affiliated individual: £230.00

Please ensure you send the completed booking form to: [qualifications@englandnetball.co.uk](mailto:qualifications@englandnetball.co.uk) or FAO Helena Russo, Education and Training Department, England Netball SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, LE11 3QF. You will not be required to make a payment until a place has been allocated on the course. Payment details will be sent directly to you via email once an available place has been allocated. Places cannot be reserved without a completed booking form.

**Note: If you would like an organisation to be invoiced, please enclose a Purchase Order with your booking form.**

Are you being funded?	YES / NO
Funding Body Contact Name & Address	
Amount	

**By signing below, you are confirming that you have read and understood our prerequisites and Terms and Conditions\* (found at the end of this Course Booking form).**

**By registering for this qualification, you are agreeing to behave in an equitable manner in line with our Code of Conduct, to commit to attending all aspects of the learning programme and to contribute positively to the learning environment.**

Please sign below to confirm that you have read this:

Signature:	Date:
------------	-------

<b>Official Use Only</b>	
Payment received	

## **Terms and conditions**

### **Course viability, or cancellation or postponement by England Netball**

England Netball sets high standards regarding the delivery and assessment of all of the qualifications it delivers to ensure all learners receive high-quality learning and development opportunities. Minimum numbers are required for a course to run and dates/venues may be subject to change. If there are insufficient numbers for a course to be viable on either cost efficiency or academic grounds, England Netball reserves the right to either cancel or reschedule the course for a later date.

Occasionally, due to adverse weather conditions or other unforeseen incidents that are outside its control (such as venue problems, power outages or equipment/utilities failure) England Netball may have to cancel or postpone a course at short notice. These decisions are not taken lightly and we apologise for any inconvenience. However, the safety of the tutors and learners is the first priority when making these decisions. Learners are encouraged to contact England Netball if they have any concern in such circumstances.

In the unfortunate event that England Netball has to cancel or postpone your course, you will be notified as quickly as possible. To facilitate this process and ensure England Netball can contact you quickly, it is vital that you provide current and accurate contact details on which you can be reliably contacted at short notice (e.g. mobile telephone and an email address that you check frequently). In such instances, you will be given the opportunity to transfer your enrolment to another course or your course fee will be refunded. Please note that we cannot be held liable for any out of pocket expenses that you incur as a result of your course being cancelled or postponed (i.e., hotel accommodation).

### **Equity policy and support for learners with specific needs**

England Netball is committed to the principles of equal opportunities and endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of learners to undertake and successfully complete the qualification.

Requests for Specific Support — Individual requests for specific support, reasonable adjustments to the learning programme and the provision of the learning resources in alternative formats for learners with specific needs are welcomed and will be assessed on a case-by-case basis. England Netball will work with the learner, and other relevant people or organisations, to try and meet the learner's needs.

### **Payment**

Please refer to the payment section of the booking for further information. Places will not be confirmed on a course until payment is received in full.

These are not residential courses. You will need to book and pay for any overnight accommodation that you require.

### **Application submission**

You are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.

When a course becomes full, a reserve list will be held. You will be notified if the course is full, and providing all of your paperwork is in place, your details will be held on file and you will be contacted if/when a place becomes available. Alternatively, you may choose to attend another course.

### **Course confirmation and Induction Pack**

Your Induction Pack and confirmation of your enrolment, timings and venue location will be emailed to you as soon as your paperwork and payment is processed; please allow 14 days.

### **Cancellation charges**

If you wish to cancel your booking prior to attendance or part way through the qualification, England Netball cancellation policy is outlined below.

	Affiliated /	Non-affiliated
Cancelled 8 weeks prior to the course 100% refund -	£190.00 /	£230.00
Cancelled 7 weeks prior to the course 75% refund -	£142.50 /	£172.00
Cancelled 6 weeks prior to the course 50% refund -	£95.00 /	£115.00
Cancelled 5 weeks prior to the course 25% refund -	£47.50 /	£57.50
Cancelled any time after 4 weeks prior to the course no refund		

Please note that if you wish to change your booking (due to exceptional circumstances) after the four week cancellation period of no refund, a £30.00 administration fee will be retained from any final payment.

### **Amendment charges**

When booking a course you are required to be available for all advertised dates. If however, once you have received your confirmation you are unable to attend a course date, in exceptional circumstances and if availability allows, England Netball will try and accommodate the change. A charge of £30.00 will apply to any one change needed, with any additional charges incurring further costs.

### **Registration periods and certification**

If you do not complete all of the course requirements within the relevant timescales, additional re-registration fees will apply.

### **Unique Learner Number and the Personal Learning Record**

A Unique Learner Number (ULN) is a 10-digit reference number which is used to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. Learners will retain the same number throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. Its purpose is to provide a unique identifier for each individual for use within the education sector. Each ULN is issued and held by the Learner Registration Service (LRS). The LRS uses the number to index each learner's identity details, education and training qualifications within the Personal Learning Record. Learners will need to use their number each time they want to see or confirm the details held about them on their Personal Learning Record. The ULN also means information within the Personal Learning Records is secure and cannot be shared with other organisations (including statutory bodies), without the prior consent of the learner.

### **Data Protection and Privacy Statement**

You are entering into a contract with England Netball subject to the following terms and conditions:

When you apply to attend a UKCC course, England Netball creates a record in your name, which includes the personal data you have provided on your Course Booking form as well as documentation generated as a result of your participation in the course.

You must complete the above registration form, in full, before participating in the UKCC course you are enrolling on. England Netball will retain the personal information you provide on the registration form for the duration of your registration period. The lawful basis for processing is "Performance of Contract".

Relevant information will also be shared with the course workforce to facilitate them to provide a quality delivery and support for the learners on the course. This includes medical information for the purposes of ensuring that the workforce can ensure a safe environment for you.

As a registered coach you may receive coaching correspondence from England Netball. Please inform England Netball if you do not wish to receive such correspondence. The information provided on this form will be used to register you with 1st4sport Qualifications (the awarding body) and by England Netball to support the development of Netball.

We are legally obliged to record ethnicity and disability data for the purpose of identifying the existence or absence of equality of opportunity, with a view to enable such equality to be promoted or maintained. You have a right to request a copy of the personal data that England Netball holds about you at any time. If you wish to do so, please email

[company.secretary@englandnetball.co.uk](mailto:company.secretary@englandnetball.co.uk). For further information about what data we collect, why it is collected and what we do with it, please see our full privacy policy at [www.englandnetball.co.uk/privacypolicy](http://www.englandnetball.co.uk/privacypolicy).