**Diploma In Human Welfare & Management Application Form**

***DELEGATE DETAILS***

**Title: First Name: Surname:**

**Address:**

**Email address: Tel number:**

**Employer: Job Title:**

**Do you have any educational/medical/mobility conditions that we need to be aware of?**

**YES NO DETAILS:**

***COURSE DATE AND LOCATION THAT YOU WOULD LIKE TO BOOK A PLACE ON:***

**DATE: LOCATION:**

***MHFA 2 DAY COURSE ALREADY ATTENDED?* YES NO**

***COURSE OUTLINE***

**Pre-course: Safeguarding Adults & Children and Health & Safety eLearning study must be completed prior to attendance on the course. Log-ins for these will be emailed to you at least 2 weeks prior to the course start date.**

**5 day core programme: Classroom activity based learning (some sessions will be of a sensitive nature), including 2 written tests and a 10 – 15 minute oral presentation on a module of your choice from a selection provided.**

**Pre/Post course: Attendance on a 2 day MHFA course is a pre requisite for the award of the Human Welfare & Management Diploma. Students must be able to evidence completion of this training no more than 30 months previous, or 6 months post attending the Diploma course.**

**If you have already attended a 2 day MHFA course, please attach your MHFA certificate copy with your application form. If you haven’t yet attended the course and book on to a DMWS run course, we can offer you a place at the discounted price of £240.00 (DMWS usual price £269.00 & MHFA England RRP £300.00). Courses are run regularly at our Headquarters in Hampshire, please see** [**https://www.dmws.org.uk/training-events-calendar**](https://www.dmws.org.uk/training-events-calendar) **for details and contact the Training Co-ordinator to book at this special price.**

***COURSE COST***

**5 day non-residential course (approx. 0900 – 1700) £2,500.00 per place**

**Refreshments and light snacks are provided for breaks, own lunch can be brought in or purchased locally within 1 hour lunch break allocated.**

***INVOICE TO BE ISSUED TO (If different from delegate details):***

**Company Name:**

**Email:**

**DMWS Training Attendees Consent Form**

DMWS collect and store your personal information in line with the **Data Protection Act 1998** (DPA) and the **General Data Protection Regulation** (**GDPR**) (Regulation (EU) 2016/679).

**How we use your personal information**

* We gather and store your personal information to enable us to book you onto your selected training course. Our Training Privacy Notice and Information sets out how we store and utilise your personal information, a copy of which is available on our website [www.dmws.org.uk](http://www.dmws.org.uk)
* We may, from time to time, like to send you information about DMWS and its services, activities or events. Your details will not be passed to any other third party. You can consent below and you can opt out of receiving marketing information at any time.
* We may use photographs from training courses and quotes from feedback forms for marketing, reports, and website promotion of our services. You can consent below, and you can choose to opt out at any time.

**Your Rights**

* a right of access to a copy of the personal information we hold
* a right to rectification of personal information we hold
* a right to erasure of personal information we hold – the right to be forgotten

If you wish to rectify any information we hold about you, please contact the DMWS Training Co-ordinator. If you wish to action any other right at any time, please contact the Data Protection Officer on dpo@dmws.org.uk

**Your Consent**

I ……………………………………………………………………………………………………………… [Please print your name]

have read and understood the purposes for which DMWS will store my personal information.

I agree to DMWS storing my personal information for the purposes set out above

I agree to DMWS contacting me using the following methods of communication:-

Telephone Email Post

I agree to participating in photographs at the training event to be used for marketing, promotional use and reporting to stakeholders.

Opt out – Please do not photograph me.

I agree to DMWS utilising quotes from my feedback form for the purpose of marketing, promotional use and reporting to stakeholders:

With my name and company (where applicable) Anonymously Opt Out

I agree to DMWS holding my contact information on their marketing contact management system

and to sending me information about the services it provides, activities and events,

which may include newsletters or other forms of information and communications by

Email Post Opt Out – Please do not contact me

***COMPLETED APPLICATION FORMS***

**Please email to the DMWS Training Co-ordinator at:** ***trgadmin@dmws.org.uk***

 **I have read & understood the DMWS Training course outline, consent form and terms & conditions**

***SIGNATURE* *DATE***



Attendance

Delegates must attend and complete all aspects of the course to qualify for certification. The full cost of the course will be charged for delegate(s) who arrive late or are absent from all or part of the course.

Meeting the needs of delegates

We have an Equal Opportunities Policy. To enable us to ensure that all customers are treated fairly and their requirements are fully met, you must advise us in advance of any special requirements that your delegate(s) need in order to enable them to participate fully in the training.

Please note that we do not provide any specialist equipment and/or personnel such as signers or translators; however, these can be sourced at your own cost.

Limitation of liability

Except in respect of death or personal injury caused by our negligence, we shall not be liable by reason of any representation (unless fraudulent) or implied warranty condition or other term, or any duty at common law or under the express terms of this agreement, for any loss of profit or any indirect special or consequential loss, costs, expenses or other claims for compensation. Our entire liability to you under or in connection with this agreement and the provision of the training shall not exceed the sum of the contract value.

Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR)

Non-sensitive personal data collected will be used for the purpose of delegate(s) and course administration and may be disclosed to appropriate bodies/organisations associated with such course, but will not be passed on to any third party not involved.

We take appropriate physical, electronic and managerial measures to ensure that we keep your information secure, accurate and up to date, and that we only keep it as is reasonable and necessary.

Intellectual Property and Copyright

The course materials are copyright and may not be reproduced without the permission of the copyright holder.

Governing Law

These terms and conditions and all matters connected with any order you place shall be governed by and construed in accordance with the laws of England and Wales and you irrevocably submit to the jurisdiction of the courts of England and Wales.