

Guide to Running a Course: Booking Process

1. To start the order process we will complete a booking form with you. This contains details of the training required, timeframes and location of training. Plus details of whom the contractual agreement is with and invoicing details.
2. When the booking form is completed it will be assigned to an Education Administrator, who will liaise with our trainers and get back to you directly with potential date/s for the study day/s.
3. From these available dates, you will need to liaise with appropriate venues and agree which date works best and feed back to your assigned Education administrator on the chosen date.
4. Once the dates and venue have been confirmed we will send you our Third Party Agreement to confirm the booking. This needs to be returned within two weeks (this is the length of time we ask the trainer to hold dates for you.)
5. On receipt of the signed Third Party Agreement we will send you the blank application forms to distribute to potential applicants (for modules) or blank delegate list for you to collate attendees names (for workshops)
6. To help you promote the course we can also send you a bespoke flyer, detailing date, venue, booking details etc. We can also promote the course on our website if requested.
7. The invoice will be raised on receipt of the Third Party Agreement.
8. The application form (for modules) /delegate list (for workshops) need to be returned to us prior to the start date/workshop date. Your Education Administrator will advise you of the timeline for this.
9. It is your responsibility to confirm places to the student. For workshops you will also need to inform the students of the venue, start time and lunch arrangements.

Additional information:

Student support:

We have a student support service available to our students via email and telephone – we will do all we can to support students during their studies with us. Education for Health work to ensure that our education and training is accessible to all. We have a number of ways in which we can support any students who have additional needs. Potential and enrolled students are encouraged to contact the student support service to discuss their requirements at any time prior to or during their study with us. All such requests are treated in confidence.

Trainers:

We have a team of approximately 80 highly experienced clinical trainers who lead our workshops and study days across the UK. We will always look to use local trainers where possible.

Venue and Equipment requirements:

For workshops and study days you will need to book a venue and provide equipment. It is important to note the appropriate room layout and required equipment in order for the training to run smoothly. (Please see separate venue document for further details.)