**Trainer Briefing Booking Form**

Please complete all fields in block capitals. Please turn over for guidance.

Attendance at a Trainer Briefing and initial scheme renewal will cost £160+VAT, additional 3-year SHEA Trainer Approvals will each cost £75 + VAT.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trainer Name: | | | EUSR ID: | | | | | |
|  | | |  | | | | | |
| Email: | | | Contact Number: | | | | | |
|  | | |  | | | | | |
| Scheme(s) for re-approval: | | | Contact name (if different from Trainer name): | | | | | |
|  | | |  | | | | | |
| **Preferred Briefing Dates** | | | | | | | | |
| Please indicate your 3 preferred sessions. A buffet lunch will be provided. Morning sessions are **9:30-12:30**, afternoon sessions are **13:30-16:30**, and held at Energy & Utility Skills offices in Solihull. | | | | | | | | |
| Date Selection | AM | PM | | | Date Selection | | AM | PM |
| Monday 19 Mar 18 |  |  | | | Thursday 5 Apr 18 | |  |  |
| Wednesday 21 Mar 18 |  |  | | | Wednesday 11 Apr 18 | |  |  |
| Tuesday 27 Mar 18 |  |  | | | Thursday 12 Apr 18 | |  |  |
| Wednesday 4 Apr 18 |  |  | | |
| **Payment Details** | | | | | | | | |
| Indicate Method of Payment: | Online | | |  | | Purchase Order | |  |
| Cheque | | |  | | BACS | |  |
| Payment Reference: |  | | | | | | | |
| Account Code: |  | | | | | | | |
| Invoice Address: | | | | | | | | |
|  | | | | | | | | |
| Amount: | Trainer Briefing (incl. approval for one scheme) £160 +VAT  Trainer Briefing and approval for two schemes £235 +VAT  Trainer Briefing and approval for three schemes £310 +VAT  Trainer Briefing and approval for four schemes £385 +VAT  Trainer Briefing and approval for five schemes £460 +VAT | | | | | | | |
| Date: |  | | | | | | | |

**Payment Guidance**

**Payment may be made either by Cheque, Purchase Order or Online Payment. Attendance at a Trainer Briefing and initial scheme renewal is £160+VAT.**

**Additional 3-year SHEA Trainer Approvals each cost £75 + VAT.**

**Following receipt of payment and a completed Booking Form, Joining Instructions will be issued within 5 working days.**

For all payment methods, please ensure the invoice address, invoice amount and contact details are also completed on the Booking Form.

**Payment by Purchase order:**

If you are paying for your Trainer Briefing by Purchase Order, please write the Purchase Order number in the ‘Payment Reference’ field and Account number in the ‘Account Code’ field. Complete and return the Booking Form to [training@euskills.co.uk](mailto:training@euskills.co.uk).

**Payment by Credit Card:**

You can now also pay online using a Debit Card, Credit Card or your PayPal account at <http://go.euskills.co.uk/trainerbriefing>. This will take you to EU Skills Networks’ Store site. Add ‘SHEA Trainer Briefing’ to your basket and follow the online instructions to pay with your credit card online.

If you require approval for additional schemes, add ‘SHEA Additional Scheme Approval’ to your basket, adding the quantity of additional schemes you will require.

Please use your EUSR account (username and password you use to book courses), when you are asked to log in. Once payment has been completed you will receive payment confirmation with a 4-digit Payment Reference number.

Please write the 4-digit number in the ‘Payment Reference’ field. Complete and return the Booking form to [training@euskills.co.uk](mailto:training@euskills.co.uk).

**Payment by Cheque:**

Cheques should be made payable to ‘Energy & Utility Skills’, please write the Cheque number in the ‘Payment Reference’ field. Complete and print the Booking Form and post to:

Trainer Briefings

Energy & Utility Skills,

Friars Gate,

1011 Stratford Road,

Shirley,

Solihull,

B90 4BN.