**SHEA Trainer Approval Renewal**

Please complete all fields in block capitals.

Please complete this form to request renewal of your Trainer Approval for **additional SHEA schemes**.

The **Delivery Address** you provide will be the address to which the additional programme materials and your new Trainer Card will be posted.

Additional 3-year SHEA Trainer Approvals will cost £75+VAT for each scheme. Payment guidance overleaf.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainer Name: | | | | EUSR ID: | |
|  | | | |  | |
| Email: | | | | Contact Number: | |
| Delivery Address & Post Code: | | | | | |
|  | | | | | |
| Contact name (if different from Trainer name): | | | | | |
|  | | | | | |
| Additional schemes for re-approval: | | | | | |
| SHEA Gas | |  | | SHEA Telecommunications |  |
| SHEA Power | |  | | SHEA Cross-Country Pipelines |  |
| **Payment Details** | | | | | |
| Indicate Method of Payment: | Online | |  | Purchase Order |  |
| Cheque | |  | BACS |  |
| Payment Reference: |  | | | | |
| EU Skills Account Code: |  | | | | |
| Invoice Address (if different from delivery address): |  | | | | |
| Amount: | Renewal of Trainer Approval for 1 scheme: £75+VAT  Renewal of Trainer Approval for 2 schemes: £150+VAT  Renewal of Trainer Approval for 3 schemes: £225+VAT  Renewal of Trainer Approval for 4 schemes: £300+VAT | | | | |
| Date: |  | | | | |

**Payment Guidance**

**Payment may be made either by Cheque, Purchase Order or Online Payment. Additional SHEA Trainer Approvals cost £75+VAT each.**

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 Debit or Credit Card and PayPal:**

You can now also pay online using a Debit Card, Credit Card or your PayPal account at <https://networks.euskills.co.uk/store/detail/shea-additional-scheme-approval> . This will take you to EU Skills Networks’ Store site for the ‘Additional Scheme Approval’ product. Add ‘SHEA Additional Scheme Approval’ to your basket. You will need to increase the quantity, depending on the number of additional schemes you wish to renew.

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