

Professional Skills Course

Booking form 2008/2009

Please complete in BLOCK CAPITALS and photocopy if you require more than one form.

Your details

Title: _____ First name: _____ Last name: _____

E-mail: _____ Date of birth: _____

Telephone no: _____ Fax no: _____

Firm's details

Employer's name: _____

Employer's address: _____

Postcode: _____ DX address: _____

Telephone no: _____ Fax no: _____

Training contract start date: _____ End date: _____

Training Partner/Manager: _____

Position: _____

Special requirements

Special requirements (e.g. due to physical disability, dyslexia etc.) Yes (If YES, please attach full details of your needs, together with supporting medical/other evidence) No

SRA Registration No: _____

Are you entitled to any exemptions by the SRA? Yes (If YES, please attach full details) No

Are you FILEX or a Magistrates' Courts clerk? Yes No

Did you complete your LPC with The College of Law? Yes No

If NO, where? _____

Why did you choose The College of Law for PSC? _____

FOR OFFICE USE ONLY	
Course	<input type="text"/>
Price	<input type="text"/>
Date Received	<input type="text"/>
Date Entered	<input type="text"/>
Inv. No.	<input type="text"/>

PSC Programme

You may book PSC core modules and electives separately or as a block at the same time. Block booking will allow you to take advantage of a significant saving. Please note that you are not required to specify all dates for the courses you require or your choice of electives at the time of initial booking if you book in a block, giving you the flexibility to attend when you wish during your training contract.

PSC Full Programme

- | | |
|---|--------------------------|
| <input type="checkbox"/> Core Modules & Electives (24 hours) | £1,395 + VAT = £1,639.13 |
| <input type="checkbox"/> PSC Core + Higher Rights Academic & Advocacy Stage | £2,695 + VAT = £3,166.63 |
| <input type="checkbox"/> PSC Core + Higher Rights Academic Stage only | £1,700 + VAT = £1,997.50 |

PSC Core Modules

- | | |
|---|--------------------------|
| <input type="checkbox"/> All Core Modules | £1,100 + VAT = £1,292.50 |
| <input type="checkbox"/> Financial & Business Skills only | £ 415 + VAT = £ 487.63 |
| <input type="checkbox"/> Advocacy & Communication Skills only | £ 515 + VAT = £ 605.13 |
| <input type="checkbox"/> Client Care & Professional Standards Day 1 | £ 165 + VAT = £ 193.87 |
| <input type="checkbox"/> Client Care & Professional Standards Day 2 | £ 165 + VAT = £ 193.87 |

PSC Electives

- | | |
|--|------------------------|
| <input type="checkbox"/> All Electives (24 hours) | £ 550 + VAT = £ 646.25 |
| <input type="checkbox"/> Single Elective (6 hours) | £ 185 + VAT = £ 217.38 |

Local Government

- | | |
|--|--------------------------|
| <input type="checkbox"/> Local Government PSC (Core & Electives) | £ 1395 + VAT = £ 1639.13 |
|--|--------------------------|

www.college-of-law.co.uk

Booking details

Please book me onto the following (please refer to the online timetable at www.college-of-law.co.uk):

	Date(s)	Class code	Location
Core Modules			
Advocacy & Communication Skills	_____	_____	_____
Client Care & Professional Standards Day 1*	_____	_____	_____
Client Care & Professional Standards Day 2*	_____	_____	_____
Financial & Business Skills	_____	_____	_____

*for London courses please select Corporate or Commercial/Private

Electives

Name of Subject

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Higher Rights

Academic Stage	_____	_____	_____
Advocacy Stage	_____	_____	_____

*Client Care & Professional Standards Day 1 can now be taken within the first 6 months of your training contract.

Dates

For dates, details and availability of public PSC courses, please visit our website at www.college-of-law.co.uk

Payment details

I enclose a CHEQUE for £ _____ made payable to 'College of Law Services Ltd'. All cheques must be from a sterling bank account and will take five working days to clear.

Please charge my CREDIT/DEBIT CARD with an amount of £ _____

Card Type: Visa Mastercard Switch/Maestro

Card number:

Security code:

(last three digits of the security code on the reverse of your credit/debit card.)

Valid from: ____/____/____ Expiry date: ____/____/____ Issue Number (Switch Only): _____

Cardholder Name: _____

Card Billing Address: _____

Signature: _____ Date: _____

Please invoice my firm once this booking has been processed

Please provide e-mail address for invoicing _____

(If invoice address is different, please give contact name and address here): _____

Terms & Conditions

- 1 College of Law Services Ltd. reserves the right to change or cancel its training sessions.
- 2 Prices are valid until 31/07/09. College of Law Services Ltd. reserves the right to change the course fees.
- 3 All courses are subject to availability and demand.
- 4 Lunch, travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
- 5 Any changes to date required should be done in writing to PSC@lawcol.co.uk.
- 6 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 7 Fees are non refundable. We are happy to transfer you to an alternative date up to 24 hours before the commencement of your course however, cancellations received after this time are non refundable and non transferrable. Cancellations must be made in writing to psc@lawcol.co.uk, they will be acknowledged by College of Law Services Ltd and will not be valid unless proof of acknowledgement is held by both parties.
- 8 College of Law Services Ltd. cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
- 9 Payment terms of 30 days apply.
- 10 **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.

I accept the Terms and Conditions detailed herein.

Signature _____ Date _____

Contact details

Contact us on **01483 216216**, fax **01483 579558**, or e-mail PSC@lawcol.co.uk

Please return this form to:

The Customer Centre, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA DX:2400 Guildford

Data protection

College of Law Services Ltd needs to hold certain personal information about its candidates. Information will be held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. For further details of the Data Protection policy and Data Protection declaration, please visit our website at www.college-of-law.co.uk. Agreement to the processing of personal data is a condition of acceptance onto any course. By enrolling on an examination or tuition course you signify your agreement to this processing.

From time to time we may wish to use your details for marketing purposes and to keep you up to date about products and services that we consider may be of interest to you. If you do not wish us to do so, please write to the Marketing Department, The College of Law, Braboeuf Manor, Portsmouth Road, Guildford, Surrey GU3 1HA (or DX 2400 Guildford).

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