

**COMMUNITY EDUCATION AND DEVELOPMENT DIVISION**  
**Youth & Community Team**  
**Application to Attend Training**

\*Application to attend a training course delivered by Dudley Youth & Community Team or Dudley MBC will be granted on the basis that the course links into your PDR plan, is relevant to your work, is supported by your line manager and upon the discretion of the Staff Development and Curriculum Manager.\*

1. COURSE DETAILS			
<b>Course Title:</b>	<b>Date(s) of Course:</b>	<b>Venue:</b>	<b>Times:</b>

2. PERSONAL INFORMATION			
<b>Your name:</b> (Name to appear on Certification):	<b>Surname:</b> (Name to appear on Certification)	<b>Forename:</b>	
<b>Date of Birth:</b>	<b>Are you?</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Disability Status</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you a Volunteer?</b>	<b>Are you paid Staff?</b>

<b>Your Address</b>			
<b>Postcode:</b>			
<b>Home Telephone No.</b>		<b>Mobile No.</b>	
<b>Name of Centre/s or Organisation where you work</b>			

**Data Protection Statement:** The information you provide on this form is subject to the provisions of the Data Protection Act 1998. It will be used for the purpose(s) of training and development and will input on to your record of the Training & Development Database. The information may be shared within the Directorate and will be amalgamated with other data to produce statistical returns at team, divisional and directorate level. The statistical information may be shared on a corporate basis. For any queries on how you details will be held, please contact Ravi Rayet, Management Information Officer on (01384) 818185.

3. How would you describe your ethnic origin?			
Asian	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other Asian Background Please specify.....	Dual Heritage	<input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Other Dual Background Please specify.....
Black	<input type="checkbox"/> African <input type="checkbox"/> British <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black Background Please specify.....	White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other White Background Please specify.....
Chinese	<input type="checkbox"/> Chinese <input type="checkbox"/> Other Chinese Background Please specify.....	Other	<input type="checkbox"/> Other Ethnic Group Please specify.....

**4. PLEASE EXPLAIN WHY YOU WOULD LIKE TO TAKE PART IN THIS TRAINING PROGRAMME**

**5. PLEASE DESCRIBE HOW THIS TRAINING WILL CONTRIBUTE TO YOUR PDR PLAN?**

**6. PROVIDER OF THE TRAINING (please tick appropriately)**

DMBC Youth & Community Team	<input type="checkbox"/>	DMBC Corporate Training	<input type="checkbox"/>	External (Please complete question 7)
Conference	<input type="checkbox"/>	Seminar/Workshop	<input type="checkbox"/>	

**7. SUBSISTENCE (please complete if appropriate)**

Course Fee:	Exam Fee:	Expected Travel Costs:	Expected Accommodation Costs:	Refreshments Costs:

**8. Dietary Needs:** Are you vegetarian?  Yes  No

Other dietary needs (please specify)

We may also use photographic images for publicity purposes

Please tick this box  if you do not want photographs or videos of you to be used by Dudley Metropolitan Borough Council for publicity purposes.

**9. Special Needs Requirements i.e. Sign Language, Wheel Chair Access**

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**To be completed by Line Manager/Supervisor:**

As Line Manager/Supervisor I agree/disagree that this application for training should not/be considered (please give reasons and delete appropriately)

Signed Line Manager/Supervisor..... Date:.....

**To be completed by applicant:**

I hereby apply to join the above course or event and I have noted the dates. I will give you 2 days notice if I cannot attend for any reason.

Signed:.....Date:.....

**Please return completed form to: Central Admin Section, 8 Parsons Street, Dudley, DY1 1JJ**

(Notification of your place on the course will be no later than two weeks before the start of the course)

**For Office Use Only**

<b>Funding Authorised:</b> please tick appropriate box)	Yes / No	Reason for refusal:  Date returned to Line manager:
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<b>Accepted on Course:</b> (please tick appropriate box)	Yes	No	Reason for refusal:
<b>Training database completed:</b>	Please circle Yes / No	<b>Date updated:</b>	

Signed:

Date:

