

Professional Development Workshops Nov-Dec 2009



REGISTRATION FORM

Please indicate workshop(s) you wish to attend by placing a tick in the appropriate box.

NATIONAL QUALIFICATIONS: UNDERSTANDING STANDARDS PDWs

	✓	DATE	VENUE	PRICE
> Product Design Higher	<input type="checkbox"/>	7 November 2009	STIRLING	£168.50
> English Higher	<input type="checkbox"/>	28 November 2009	DUNBLANE	£168.50
> English Standard Grade	<input type="checkbox"/>	5 December 2009	DUNBLANE	£168.50

All dates are correct at time of going to print.

BOOKING AND ENQUIRY DETAILS

Booking

To reserve a delegate place, please complete and return the registration form. Please note that places at each event are limited. Book early to avoid disappointment.

Prior to completing your booking form, please check our calendar of dates and locations on our website to ensure that an event still has availability. Please note that places on events are subject to availability at the time of receipt of booking.

Please return your completed registration form to:

Corporate Events Team
SQA
The Optima Building
58 Robertson Street
Glasgow G2 8DQ

Alternatively, you can fax to the Corporate Events Team on 0845 213 5000.

Cancellations and booking terms

If you need to cancel, please do so in writing to the Corporate Events Team at the address above.

Please note cancellations are subject to the following terms:

- cancellation 6 weeks prior to the event – no charge
- less than 6 weeks – no refund
- failure to attend – no refund

Delegate substitutions are welcome at no extra charge.

Enquiries

All general enquiries should be made to 0845 213 5600 or e-mail: sqaevents@sqa.org.uk.

DELEGATE DETAILS please print clearly

First name

Surname

Title Mr Mrs Ms Dr Other

Your job title

Centre name

Centre no. You must provide your centre number if you wish to be invoiced for payment.

Address

Postcode

Telephone no.

Fax no.

E-mail address

I automatically agree to all of the Terms and Conditions attached to this event.

Please advise us of any access, dietary or other requirements to enable us to help you make the most of your day.

Delegate signature:

Date:

Payment method (please tick one box)

Please note that payment must be received on receipt of invoice to guarantee your place.

Cheque made payable to 'Scottish Qualifications Authority'. Do not send cash.

Invoice prior to payment. Purchase Order Number:*

*For invoice payments only. We cannot process your application if this box is left blank.

We can only invoice to SQA Approved Centres.

Please note that we do not accept credit card payments.

FOR EVENTS USE ONLY

Action	Received	Phone call by SQA (date of first call)	Problem/enquiry solved	Process on EMS	Full letter issued	Filed
Date						
Action by						