

Carers – How to apply for a Learning & Development activity with Oxfordshire County Council

The Learning & Development Brochure can be viewed at the Carers Centre, or you can view the brochure on line at (link to Oxcare web site)
<http://portal.oxfordshire.gov.uk/content/public/LQTraining/courses/LDbrochure.pdf>

If you have any questions about these events please call the Learning & Development team on 01865 797123.

When you have decided which event you wish to attend you need to complete the attached Training Enrolment Form and send to:-

Learning & Development
Shared Service Centre
Garsington Road
Oxford
OX4 2PG

How to complete the Training Enrolment Form

Section 1 – Participant Details

Full Name – please complete this in full
Job Title – please enter Carer at home
Establishment tile – leave blank
Workplace address – please enter your home address
Work telephone number – please enter your home telephone
Work Fax number – please leave this blank
Work e-mail address – please enter email address if you have one

Section 2 – Development Activity Details

Course Title – please enter the name of the event you wish to attend
Dates – please enter the date you wish to attend
Cost – leave blank
Special requirements – please answer if necessary

Section 3

The only item to complete is under Line Management Details
Participant signature – please sign the form and date
All other items can be left blank

You will receive confirmation of your booking within 7 days of us receiving your Enrolment Form. If we are unable to offer you a place on your chosen date we will try to offer you an alternative. If you have not received your confirmed by this time please call 01865 797123.