



**MANAGER'S ENDORSEMENT\***

I agree to support this application and the terms laid out in the course outline. I understand that in the event of this person failing to attend the course without a valid reason, that a fee of £50 will be incurred. I also accept that if booking a Tier 2 course, I agree to release staff to attend Supervision sessions for ongoing support.

Signature:

Date:

Name:  
(Print)

**In the event of a cancellation (mandatory to complete this section):**

Department Cost Code (PCC Employees only).....

Invoice to be made payable to (non-PCC Employees):

Name.....

Address (Inc post code).....

Would you like to see any other subject included in the programme, or be interested in courses not included in this programme? If so, please list below:

On completion, please post to:  
Children & Young People's Liaison Officer at:  
Health Improvement & Development Service, Portsmouth City Council, Floor 5, Core 5,  
Civic Offices, Guildhall Square, Portsmouth PO1 2AZ

Any queries please Email: [sorted@portsmouthcc.gov.uk](mailto:sorted@portsmouthcc.gov.uk) Tel: 023 9284 1714

NB: please note that a cancellation fee of £50 per session for which your organisation will be liable, may be charged should you fail to attend without a valid reason.

Maximum number of three participants from the same organisation per course.

If you are unable to attend under no circumstances should another representative attend on your behalf

Please complete all information on the booking form else this will be returned.

**Electronically completed booking forms will be acceptable only if emailed by the Manager.**

**For office use only:**

Rec: ..... / ..... / .....

Ent: ..... / ..... / .....

Conf: ..... / ..... / .....

Should this application be emailed back to [sorted@portsmouthcc.gov.uk](mailto:sorted@portsmouthcc.gov.uk) it is understood that all terms and conditions have been agreed by the Candidate and the Candidate's Manager. A reminder that electronic bookings should only be returned from the Manager directly. Any forms not fully completed will be returned.