

COSCA Counselling Skills Mod 1

Booking Form



ON: Tues 23 & 30 January and 6, 13 & 20 February 2018
9.15am-4.45pm (registration from 9.00am)

LED BY: Paul Burnside, The Spark

HELD AT: The Spark, 72 Waterloo Street, Glasgow G2 7DA

COST: £245 per module (inclusive of handbook)

Tea & coffee will be provided; please bring your own lunch.

The COSCA Counselling Skills Courses is run over 4 modules, each delivered over 5 days by an experienced trainer and counsellor (85% attendance required). Participants will develop their listening and communication skills, self-awareness and knowledge of counselling and ethics in order to practice effective listening and people skills. The course will involve experiential skills practice on the training days, plus written coursework.

This booking form is for **Module 1**; progression onto Modules 2, 3 and 4 is by successful completion of the preceding module, each module is booked separately.

Booking form: COSCA Counselling Skills Module 1			
Name:			
Address:			Postcode:
Daytime phone no/mob:			
Email address:			
<i>Please tell us why you are interested in this course; and if you have had any experience or the opportunity of using listening or counselling skills.</i>			
Workplace and role:			
Any education or training qualifications:			
Any access or learning requirements:			
How did you hear about this course?			
Module cost £245	I will pay in full (see reverse to details):		OR I wish to pay by instalments (card only, see reverse for details):
Finance Dept. contact details (if payment by invoice):			
Finance Dept. email address:			
Signature:			Date:

Your place is only secure after commitment to pay has been received by The Spark – please see reverse for details of payment along with full course booking terms and conditions.

Please complete the form and return it by email to Training at The Spark on Training@thespark.org.uk
The Spark is the new operating name of Scottish Marriage Care, Registered Charity No. SC 018249

Terms and Conditions: COSCA Counselling Skills

Places will be allocated on a first come, first served basis.

Please note that when you make a booking, you are agreeing to the following terms and conditions:

1. Enrolling on the course

Enrolment is only complete after commitment to pay has been received by The Spark, either:

- **Payment in full by cheque**, made payable to **The Spark** for the correct fee; please write the course name (COSCA SKILLS) and start date on the reverse.
Please post to: Finance Department, The Spark, 72 Waterloo Street, Glasgow G2 7DA
- **Payment in full by card**, made at time of booking.
- **Payment in full by invoice**: invoice details to be provided at the time of booking.
- **Payment by instalments by card**; £85 deposit at the time of booking to secure your place, then two payments of £80 taken around the 2nd and 4th weeks of the course by arrangement. Payment in instalments is only possible if paying by card.

For card payments, please call 0141 222 2166 and speak to Sophie Rogers or Sandie Boyd.

2. Fee: Module rate is £245

- This is for 5 days of training (approximately 30 hours) and includes training materials and course handbook but does not include refreshments or lunch.
- We are unable to refund anyone who does not complete a module.

3. Our cancellation policy

- If you wish to cancel your place 4 weeks or more before the date of the event: 100% refund
- If you wish to cancel your place 2-4 weeks before the date of the event: 50% refund
- If you wish to cancel your place under 14 days before the date of the event: no refund
- If a course or event is cancelled by The Spark (because of insufficient numbers or unforeseen circumstances) then all fees will be fully refunded. Unfortunately we are unable to reimburse out of pocket expenses, such as travel and accommodation.

4. Waiting list

- If you request a place when the course is already full, then you will be asked whether you wish to be placed upon the waiting list. If a place becomes available, you will be contacted before your booking is confirmed.

5. Liability

- We are not responsible for items that are lost or stolen during our course and workshops nor are we responsible for accidents, illness or personal injury sustained during our training events.