

CYCLING FOR SCHOOLS 2011 SERIES



To attend a British Cycling **Cycling for Schools** course, please complete this form (in block capitals) and return it together with the relevant paperwork and payment to the address below. The attached notes contain information that will assist you in completing the form, along with our policy on cancellation and amendment charges, and it is recommended that you read this prior to application. For further help and advice before you make a booking, please do not hesitate to contact British Cycling Coaching and Education (details below). **PLEASE RETURN APPLICATION FORM TO ADDRESS BELOW**

Course Details (see notes 1 and 2)

Date	Location	Ref

Personal Details (see notes 2 and 8)

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>	
Gender: <small>(please tick)</small>	<input type="checkbox"/> Female <input type="checkbox"/> Male					
Postal Address:	<input type="text"/>				Postcode:	<input type="text"/>
Tel No. (home):	<input type="text"/>	Mobile:	<input type="text"/>			
Email:	<input type="text"/>					
School Name:	<input type="text"/>	Tel No. (School):	<input type="text"/>			
School Address:	<input type="text"/>				Postcode:	<input type="text"/>

I am a qualified teacher:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, my Personal DFES No. is:	<input type="text"/>	Or tick this box to confirm you have attached a copy of your certificate of qualification	<input type="checkbox"/>
If no, tick this box to confirm you have attached a letter of confirmation of your employment or volunteering within the schools sector, including endorsement for attendance at the course			<input type="checkbox"/>

Disability (see note 9)

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say		
If yes, what is the nature of your disability?	Please provide further details and any support required		
Hearing <input type="checkbox"/>	Physical <input type="checkbox"/>		
Learning <input type="checkbox"/>	Visual <input type="checkbox"/>		
Mobility <input type="checkbox"/>	Other <input type="checkbox"/>		
Multiple <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		

Dietary Requirements and Other Relevant Information

Do you have any specific dietary requirements?	Please provide any other information that you feel we should know.
<input type="text"/>	<input type="text"/>

Payment Details (see notes 3 and 7)

Course fee is £95.00

Cheque:	Account Name:	<input type="text"/>	Account No:	<input type="text"/>	
Credit/Debit Card:	Credit/Debit Card No:	<input type="text"/>	Issue No:	<input type="text"/>	
	Account Name:	<input type="text"/>	Valid From:	<input type="text"/>	
	Security No.:	<input type="text"/>	Expiry Date:	<input type="text"/>	
			(3 digit no. on reverse side of card)		
Signature:	<input type="text"/>			Date:	<input type="text"/>

Please return application form to:

Coaching and Education, British Cycling, National Cycling Centre, Stuart Street, Manchester, M11 4DQ
Tel: 0161 274 2060 **Email:** coaching@britishcycling.org.uk

Important Notes

Please retain this copy for your reference

1. Course viability, or cancellation or postponement by British Cycling

British Cycling sets high standards regarding the delivery and assessment of all of the qualifications and courses it delivers to ensure all learners receive high-quality learning and development opportunities. Minimum numbers are required for a course to run and dates/venues may be subject to change. If there are insufficient numbers for a course to be viable on either cost efficiency or academic grounds, British Cycling reserves the right to either cancel or reschedule the course for a later date.

Occasionally, due to adverse weather conditions or other unforeseen incidents that are outside its control (such as venue problems, power outages or equipment/utilities failure), British Cycling may have to cancel or postpone a course at short notice. These decisions are not taken lightly and we apologise for any inconvenience. However, the safety of the tutors and learners is the first priority when making these decisions. Learners are encouraged to contact British Cycling if they have any concern in such circumstances.

In the unfortunate event that British Cycling has to cancel or postpone your course, you will be notified as quickly as possible. To facilitate this process and ensure British Cycling can contact you quickly, it is vital that you provide current and accurate contact details on which you can be reliably contacted at short notice (eg mobile telephone and an email address that you check frequently). In such instances, you will be given the opportunity to transfer your enrolment to another course or your course fee will be refunded.

2. Entry requirements

- You must be over 18 years of age and employed or volunteer within the schools sector.
- Qualified teachers must provide proof of QTS, ie your DFES number or certificate of qualification.
- Non-teachers must provide evidence of employment or volunteering within the schools sector and have endorsement from the school.

3 Payment:

- Payment must accompany the course application form (if applicable).
- Invoicing – if a third party has agreed to pay the fees on your behalf a supporting letter or purchase order must be attached confirming their commitment to pay, which must include contact name, address and telephone number. The third party will be invoiced and payment MUST be received 14 days prior to your course date. Please note your place is not confirmed until full payment have been received.
- If paying by cheque please make payable to British Cycling Federation.

4 Reservations

It is not possible to reserve places for course applicants. Places are offered on a first come, first served basis. If the course is over subscribed applicants will be notified, details will be held on file and you will be contacted if/when a place becomes available

5 Closing date for receipt of application:

- Applicants are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.
- Application for attendance on the course will close 14 days prior to the course date.
- When the courses become full a reserve list will be held.

6 Course confirmation

Confirmation details including timings, itinerary, resources (if appropriate) and venue location will be mailed to you as soon as your paperwork is processed; please allow 10 days.

7 Cancellation and amendment charges:

Cancellations – if you wish to cancel your booking prior to attendance, British Cycling's cancellation policy is outlined below.

- Up to two weeks before the course – a full refund minus the cost of resources if they have been sent to you, will be provided within 30 days.
- Less than two weeks before the course – a refund will be given minus an administration fee of £30 plus the cost of any resources that have already been posted to you.

8 Data protection

When you apply to attend a Coaching and Education course, British Cycling creates a record in your name, which includes the personal data you have provided on your course application form as well as documentation generated as a result of your participation on the course.

9. Equity policy and support for learners with specific needs

British Cycling is committed to the principles of equal opportunities and endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of learners to undertake and successfully complete the qualification.

Requests for Specific Support — Individual requests for specific support, reasonable adjustments to the learning programme and the provision of the learning resources in alternative formats for learners with specific needs are welcomed and will be assessed on a case-by-case basis. British Cycling will work with the learner, and other relevant people or organisations, to try and meet the learner's needs.

Provision of Written Materials for Use with a Screen Reader — British Cycling Coaching and Education can provide any of its coach education materials and publications (currently provided to learners in hard copy) in word or pdf format (as appropriate) for use with a screen reader such as JAWS.

Reasonable Adjustments to the Assessment Process — British Cycling is committed to providing reasonable adjustments to assessment for learners who might struggle to demonstrate competence using the assessment methods stated for a particular qualification. Individual requests for adjustments to the assessment process for learners with specific needs are welcomed and will be assessed on a case-by-case basis and in accordance with the principles outlined in the Candidate Pack. British Cycling will work with the learner, and other relevant people or organisations, to try and meet the learner's needs.