

Booking Form

Name _____ Title: _____
Job title _____
Organisation _____
Address _____

Postcode _____
Phone number _____
Email _____
Dietary / special requirements _____

In which language will you be contributing to the event? Welsh
English

Will you require translation equipment to understand any contribution made in Welsh? Yes
No

Which language would you prefer your delegate pack in? Welsh
English

Fees (VAT included) Please tick

Member £135

Non-Member £156

Person with a learning disability £51

Parent or unpaid carer of disabled person or a paid carers supporting someone to attend. £51

Accreditation £6

Please return this completed booking form with a cheque made payable to Learning Disability Wales, alternatively you can be invoiced but note there will a £6.00 administration charge per invoice.

I would like to book a place on Making Information Easy to Read and Understand (Level 1) on 9 October 2012 in Port Talbot
23 November 2012 in Bangor

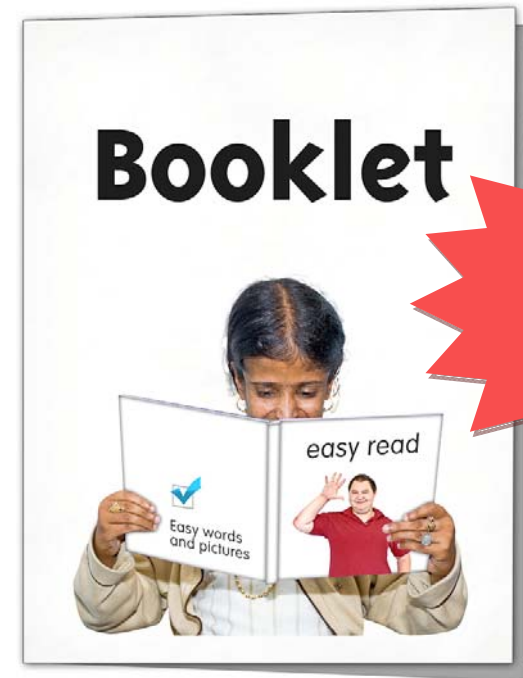
Signed _____ Date _____

Cancellation Policy: Cancellations must be made at least 10 working days before the start of the event. Failure to do so will result in the full fee being charged.

Your details: Learning Disability Wales would like to keep your details on record for future events and training. If you do not wish to receive any further information from us please tick the box



Making Information Easy to Read and Understand – Level 1



Accredited
Training
Course

Tuesday 9 October 2012

Port Talbot

Friday 23 November 2012

Bangor



Learning Disability Wales
Anabledd Dysgu Cymru

Making Information Easy to Read and Understand – Level 1

Course Aims

This one day course will help delegates make information easier to read and understand for people with learning disabilities. Delegates will then be able to produce:

- Leaflets
- Letters
- Minutes from meetings
- Agendas
- Reports
- Posters

Attendees on the course will have opportunities during the course to try out ideas for themselves with the new skills and knowledge they acquire during the day.

After this course delegates will be able to

- Use clear words, sentences and grammar
- Work out the relevant information to be included in an easy read document
- Include appropriate pictures and images to make information clear
- Structure documents so they are easy to follow.
- Get going straight away with producing accessible documents.

Designed for

Anyone who writes and produces written information that needs to be clearly understood.

Accredited Training Course

This training course meets the requirements of one or more “Units” on the Qualification and Curriculum Framework. You have the opportunity to have your work assessed by the tutor and following recommendation by Learning Disability Wales successful learners will be ‘Credits’ to recognise your learning on this course. There is an additional charge of £6.00 if you choose to take this course as accredited.



Making Information Easy to Read and Understand – Level 1



Booking & Fees

Members £135

Non members £156

Parents / Carers/ Person with learning disability £51

Please return completed forms to:

Fax: 029 2075 2149

Email: training@learningdisabilitywales.org.uk

Post: Learning Disability Wales, 41 Lambourne Crescent, Llanishen, Cardiff. CF14 5GG

If you have any questions please do not hesitate to contact us on 029 20681174