



# APPLICATION FORM

## About you

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Name

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Role

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Grade

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Organisation

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E-mail address

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Phone number

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Address

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Dietary Requirements

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How did you hear about Staff College?

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If you are happy for us to connect with and follow you on social media please provide us with your details:

Twitter  LinkedIn

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## Course and dates you are applying to attend

### Consent:

#### Data Protection

In order to attend a programme it is necessary for Staff College to ask for and retain some details about you for the purposes of administering your attendance on the course. By completing this application form and signing below, you are providing your consent for Staff College to retain these details. Some of these details can be classified as personal data and as such will be stored by Staff College in a secure manner and will be used in accordance with the Data Protection Act 1998 and the General Data Protection Regulation May 2018.

Staff College will maintain a training record of all those who attend programmes, including dates of attendance for one year from the date of attendance on a course. Staff College has a process in place where training records are deleted at the start of the month following the first anniversary of your attendance.

Your name, job title and the organisation you work for will be shared with the course facilitators and provided to fellow course attendees during the course.

At no time will Staff College share identifiable details with a third party unless it is for the following reasons:

1. With the sponsor/organisation of an individual Member to confirm attendance on a course.
2. With the sponsor/organisation of an individual Member to organise the payment of course fees.

Staff College does not provide reports on individual performance to sponsors/organisations. You can request a copy of Staff College's Data Protection Policy at any time by contacting the team, or speak to them for further advice.

### Ongoing contact

All those who attend programmes are invited to be 'Members' of Staff College and regular updates will be sent via email. By applying to attend a course you will be enrolled onto the Staff College members' distribution list. Should you choose to unsubscribe from this list at any point you can do so by contacting the team, or selecting 'unsubscribe' from the bottom of one of the emails. We may contact you after the course to ask you about how you have used your attendance on the programme in your personal, clinical and organisation environments. These case studies will be used to help market future courses and the Staff College.

### Filmed sessions and photography

During Staff College programmes there will be several sessions where you will be photographed or filmed in order to build on your learning. This footage will be played back and reviewed during the course in order that Members and Faculty can learn from this and will form part of the course.

Any footage filmed during a course will not be shared with a third party unless express permission is sought first from those involved. Any footage will be deleted within one week of the course completion and this will not be stored or distributed further.

By applying for the course you consent that the Staff College team and its agents will be held free of any responsibility or claim for personal liability during the production of the photography/film/sound recording.

During courses, photos may also be taken for the use of Staff College marketing materials and group photos may be taken as mementos of the event and provided for Members. By applying for the course you consent that the Staff College team are able to reproduce, copy, exhibit, publish and distribute photographic images for use within Staff College marketing materials or on their website and that the Staff College team and its agents will be held free of any responsibility or claim for personal liability during the production of the photography/film/sound recording.

### Consent Statement

I agree to the Staff College rules and procedures and to the best of my knowledge all information supplied is correct.

*I declare, in consequence of granting this permission, that I have no claim on grounds of breach of confidence or any other legal ground against Staff College, or its employees. I hereby agree to release Staff College from all claims, demands of causes of action that I may now have or may hereafter have for libel, defamation, invasion of privacy, copyright, or violation of any other rights arising out of or relating to any use of these images or recordings.*

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Support:**

Please supply the details of the person who is supporting your application to attend this programme

\_\_\_\_\_  
Name

\_\_\_\_\_  
Role

\_\_\_\_\_  
Organisation

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

**Funding:**

The course fees for each module are £1,500. Course fees will need to be paid in full prior to the commencement of the first day of the course. Please confirm how the fees will be paid.

Places can be cancelled up until 4 weeks before a course but will be charged at the full rate after this time as overheads will already have been paid for by then.

**Funding by Employer**

\_\_\_\_\_  
PO number

\_\_\_\_\_  
Invoice contact name

\_\_\_\_\_  
Invoice contact email address

\_\_\_\_\_  
Invoice contact phone number

\_\_\_\_\_  
Invoice address

**Self-Funded**

\_\_\_\_\_  
By Cheque

By BACS

**Personal Statement:**

Please list 3 personal goals you have for the next year:

1:

2:

3:

How do you think attending this course will help you achieve these goals?

Please list 3 clinical or organisational outcomes you hope to achieve by attending this course.

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1:

2:

3:

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You need Adobe Reader to submit this form. If you do not have it please click [here](#) to download it free. Alternatively you can save this form and email it to us.

To apply, please return your completed application form by email to [info@staffcollege.org](mailto:info@staffcollege.org)  
For further information, email us at [info@staffcollege.org](mailto:info@staffcollege.org)  
or call us on [020 7936 9341](tel:02079369341)