



Deltic Training

QCF Levels 4 & 5 Revision and Assignment technique workshops 19th – 23rd June 2017

To be held at: The George Hotel, Arlington Lane, Newmarket Road, Norwich, Norfolk, NR2 2DA.

Registration form

Please complete and return this form to Deltic by Friday 9th June 2017.

Section A:

Name:	
Address:	
	Postcode/ZIP:
E-mail:	Telephone:
IQ/IAM Registration Number:	

Section B:

Please tick appropriate box below to indicate all revision and technique events you wish to attend:

QCF Level 4 Diploma in Business and Administrative Management

- Group 1 Administrative management and systems** Monday 19th June 2017 (9am – 1pm)
- Group 2 Managing operation and quality** Monday 19th June 2017 (2.30pm – 6.30pm)
- Group 3 Managing and developing HR in organisations** Tues 20th June 2017 (9am – 1pm)
- Group 4 Managing finance information and knowledge** Tues 20th June (2.30pm–6.30pm)

QCF Level 5 Diploma in Business and Administrative Management

- Group 1 Strategic admin. operations, information and finance** Thurs 22nd June (9am – 1pm)
- Group 2 Strategic admin. of HR, knowledge and change** Thurs 22nd June (2.30pm – 6.30pm)
- Group 3 Governance, leadership and motivation** Friday 23rd June 2017 (9am – 1pm)
- Group 4 Business Research** Friday 23rd June 2017 (2.30pm – 6.30pm)

QCF Level 4 & 5 Diploma in Business and Administrative Management

- Assignment writing skills.** Wednesday 21st June 2017 (10am – 4pm)



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Section C:

I am enclosing remittance for (insert numbers):

- Group study workshops @ £65 + VAT (£78.00 inc VAT) each, including refreshments
- Assignment writing skills workshop @ £85 + VAT (£102 inc VAT) including refreshments

Please note that the above costs exclude lunch.

Payment details

Please tick the appropriate box to indicate payment method:

Cheques: Please make payable to 'Deltic Training Ltd'

- Cheque enclosed for payment in full: £
- Please charge debit/credit card below for the total of: £

Debit card:

- Delta
- VISA
- Solo
- Switch

Switch only:

Issue No: /

Start Date: /

Credit card:

- VISA
- Mastercard

Card No: / / /

Expiry Date: /

(For security reasons we will phone you for the card security number).

Card details may also be telephoned through on 01263 711811

Signature:

Date: / /

Please see the Deltic website for details of special rates for accommodation at The George Hotel.

We look forward to seeing you!

Any questions? Please phone 01263 711811

On completion, return to: Deltic Training Ltd, 26 Albert Street, Holt, Norfolk, NR25 6HY.
Or scan and email: info@deltic-training.co.uk

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