

## Deaf Awareness Training Booking Form

<b>Contact Name:</b>	
<b>Contact Details:</b>	
<b>Email:</b>	<b>SMS:</b>
<b>Telephone:</b>	<b>Fax:</b>

<b>Preferred Location for Training: Address:</b>	<b>Contact/Invoice address: (if different from above)</b>
<b>Postcode:</b>	<b>Postcode:</b>

**Please indicate your preferred day:**

Monday  Tuesday  Wednesday  Thursday  Friday

**Please indicate your preferred Number of hours and Weeks**

2 hour session

Full day Session

3 hour session

Other \_\_\_\_\_

4 hour session

(NB: hours are flexible and can be discussed on contact)

**Expected Number of Candidates:**

*(Maximum 20 candidates)*

### Background information

*Please give any useful information or your reasons for requesting Deaf Awareness Training, i.e. New Deaf employee or general interest etc This information will be used to tailor the course to your needs.*

## Specific Requirements

Please indicate any specific areas you wish us to include in the Deaf Awareness package e.g. greater focus on sign language vocabulary, details of technology, communication tactics with deaf people.

Please indicate details of any Deaf employees you currently have:

Profoundly Deaf  BSL User   
Hard of Hearing  SSE User   
Speech User

## Please note the below room and facilities requirements:

- Sufficient space to have seating arranged in a 'horse-shoe' shape
- Plain white screen for PowerPoint and Projector
- Laptop and Projector: (please inform us on contact if you require the trainer to provide this)
- Up to 22 chairs (includes trainer and interpreter) and tables available if possible

## Payment details:

Please tick box as appropriate:

I enclose full payment  A non refundable deposit of £100   
(fee discussed on contact)

I require a purchase Invoice   
(Please contact Communication Plus to arrange this)

**NB: To secure your session deposits are required on application.  
Full payment is due within 5 working days following completion of  
Deaf Awareness Session**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form to:

**Jay Thomas-Morton, Deaf Awareness Officer**

Communication Plus

130 Kineton Green Road

Olton

Solihull

West Midlands

B92 7EF

**Email:** jay@commplus.org.uk