

## UKSCA Assessment Days – Booking form

### Your Details

<b>UKSCA Member No:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Alternative tel:</b>	
<b>Principle employer:</b>	
<b>Position:</b>	

### Fees & Payment

£150 for members      £200 for non-members (this includes 1 year's Associate membership)

I enclose a cheque or official purchase order made payable to UKSCA

Credit card payments can be made via the website or by calling the office on 0845 300 8078

### Please Return to:

Assessment Bookings, UKSCA, 1 Woodville Terrace, Lytham, FY8 5QB Fax: 0845 300 8079

### Dates & Locations

<input type="checkbox"/>	04 Oct 09- UWIC, Cardiff **FULL	<input type="checkbox"/>	08 Nov 09 – Lee Valley, London
<input type="checkbox"/>	31 Oct 09 – University of Birmingham**FULL	<input type="checkbox"/>	14 Nov 09 – Palace of Arts, Glasgow**FULL
<input type="checkbox"/>	07 Nov 09 – Lee Valley, London	<input type="checkbox"/>	06 Dec 09 – Lee Valley, London **FULL
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

\*\* FULL - please contact the office to be placed on the waiting list for this assessment

### Waiting Lists

Places are reserved on a first come first served basis, however we do operate waiting lists for each assessment day. Where you chosen assessment day shows full you will be placed on the waiting list and if places come available, you will be contacted and offered that place. Please indicate above if you wish to be placed on the waiting list.

### Cancellation/alterations to booking

All cancellations must be made in writing (via letter, fax or email). A cancellation charge will be incurred depending on the notice received:

- 21 days or over – £150 refunded
- Between 6 and 20 days notice – £75 refunded
- 5 days or less – £0 refunded

A full refund of these fees will only be provided in exceptional circumstances. Please contact the office for further information.

### Full application pack - documentation required

Additional information is required to support your application to become a UKSCA Accredited Member and the 'Application Pack' should be completed and returned to the office with supporting documentation. This does not have to be completed before the assessment day but must be completed within 6 months of completing all the practical elements successfully. A copy of the pack can be found at [www.ukzca.org.uk](http://www.ukzca.org.uk) and will also be sent with confirmation of this booking.

### Learning and/or physical disabilities

Please inform the office if any special provision is required to cater for your needs. You should also inform the lead assessor on the day.