

Legal Preliminaries

Notice of Civil Partnership

Course duration: 2 days

Dates: 23 & 24 September 2010 or 13 & 14 January 2011 or 27 & 28 April 2011

Timings: 09:30 – 16:30

Venue: Holiday Inn Ashford North A20

Price: £198 + VAT per person excluding accommodation

Course Attendance: All staff attesting Notices of Civil Partnerships

Aim:

Provide learners with the knowledge to attest a notice of civil partnership & use the RON computer system to enter notices on the national database.

Objectives:

- State when and where people can enter into a civil partnership
- Implement initial questioning to ascertain requirements for a civil partnership enquiry
- Know the legal requirements for Civil Partnerships
- Identify the differences from marriage legislation
- Attest a notice of civil partnership both manually & electronically
- Recognise the procedure for objections to Civil Partnerships
- Issue a schedule for a civil partnership to proceed
- Record a civil partnership & issue certificates
- Resolve notice discrepancies & RON warnings
- Use the Registration Online System (RON) confidently
- Complete all relevant paperwork
- Deal with unexpected situations
- Instigate & use short term system failure procedure

Course Content:

- Civil partnership legislation
- Nationality & referral of Foreign Nationals
- Objections to Civil Partnerships
- Registration on Line System (RON)
- Administration
- Policies & procedures

* Please note, each delegate will be provided with a laptop whilst on the training course.

* Accommodation can be provided at the training venue at an additional cost of approximately £50 + VAT per person per night, price includes dinner, bed and breakfast.