



**Regulatory Training Services**  
 Community Safety & Regulatory Services  
 Invicta House  
 County Hall  
 Maidstone  
 Kent ME14 1XX  
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 Fax: 01622 221013  
 Email: rts.training@kent.gov.uk



## DCATS TRAINING BOOKING FORM

**Course Details:** *Please indicate which courses you would like to book by marking the appropriate box.*

**Foundation Course:**

**Modules:** *(Please indicate the module(s) you would like to attend)*

Legal Metrology:	<input type="checkbox"/>	Intellectual Property:	<input type="checkbox"/>
Legal Metrology Foundation:	<input type="checkbox"/>	Product Safety:	<input type="checkbox"/>
Animal Health:	<input type="checkbox"/>	Agriculture:	<input type="checkbox"/>
Fair Trading Criminal:	<input type="checkbox"/>	Credit:	<input type="checkbox"/>
Advice, Resolution & Redress:	<input type="checkbox"/>	Food:	<input type="checkbox"/>
Agriculture:	<input type="checkbox"/>	Fair Trading Civil:	<input type="checkbox"/>

**Revision Days:**

Foundation CPE:	<input type="checkbox"/>		
Foundation:	<input type="checkbox"/>	Intellectual Property -	<input type="checkbox"/>
Legal Metrology:	<input type="checkbox"/>	Product Safety:	<input type="checkbox"/>
Animal Health:	<input type="checkbox"/>	Agriculture:	<input type="checkbox"/>
Fair Trading Criminal:	<input type="checkbox"/>	Credit:	<input type="checkbox"/>
Advice, Resolution & Redress:	<input type="checkbox"/>	Food:	<input type="checkbox"/>
Agriculture:	<input type="checkbox"/>	Fair Trading Civil	<input type="checkbox"/>

**Venue of the DCATS training courses:**

**Holiday Inn Ashford North A20**, Maidstone Road, A20, Hothfield, Ashford, Kent TN26 1AR

**Residential Accommodation:** *Residential accommodation is booked for you at the Holiday Inn Ashford North A20 as part of the standard DCATS training package. Check in - 2pm on the day prior to course start date. Check out - on the final day of training before the course begins. **REVISION DAYS DO NOT INCLUDE RESIDENTIAL ACCOMMODATION**, If you require accommodation this can be arranged at an additional cost of £50 + VAT per person, per night, including dinner bed & breakfast.*

**Delegate Details:**

Title:  First Name:  Surname:

Job Title:

Name of Authority / Organisation:

Department:

Office Address:

Telephone number:  Mobile number:

Email address:

Any special requirements (eg diet, disability or other):

**Contact Details:**

Name and address of person to whom joining instructions should be sent (if different to above):

Email of contact:  Telephone Number:

## Delegate Assessment Criteria

In order to assist us with our assessment of your Trading Standards related background and level of expertise, could you please answer the following questions about yourself: *(Please note the information you give below maybe forwarded to the course tutor).*

What knowledge of Trading Standards related subjects do you have?: *(Include any relevant previous qualifications obtained including any DCATS/DCA Modules either passed or attempted)*

What experience of Trading Standards do you have?:*(Include how many years/months experience at service)*

Please tick which area(s) of Trading Standards your experience involved and state length:

Animal Health:	<input type="checkbox"/>	<u>YRS/MNTHS</u>	Legal Metrology:	<input type="checkbox"/>	<u>YRS/MNTHS</u>	Intellectual Property:	<input type="checkbox"/>	<u>YRS/MNTHS</u>
Money Advice:	<input type="checkbox"/>	<u>YRS/MNTHS</u>	Food:	<input type="checkbox"/>	<u>YRS/MNTHS</u>	Product Safety:	<input type="checkbox"/>	<u>YRS/MNTHS</u>
Agriculture:	<input type="checkbox"/>	<u>YRS/MNTHS</u>	FT Criminal:	<input type="checkbox"/>	<u>YRS/MNTHS</u>	FT Civil:	<input type="checkbox"/>	<u>YRS/MNTHS</u>
Credit:	<input type="checkbox"/>	<u>YRS/MNTHS</u>						

Please state any other areas not included in the above:

Do you have any other experience/qualifications or background you feel might be relevant? :

### **Authorisation Details:** *(I have read and understood the Terms and Conditions below)*

Signature of Delegate:

Date:

Signature of Line Manager:

Date:

Print Name:

Job Title:

### **Invoice Details:** *(You will be invoiced and payment will be required in advance of the training taking place)*

Fee:

*(Total of all courses booked excl VAT)*

£

Purchase / Order number:

*(If your authority use PO numbers, please ensure you complete this box).*

Name and address of person to whom invoice should be sent:

### **Return Instructions:**

Please return this form to [rts.training@kent.gov.uk](mailto:rts.training@kent.gov.uk) \* or post to Regulatory Training Services Administration, Kent County Council, 1<sup>st</sup> Floor, Invicta House, County Hall, Maidstone, Kent ME14 1XX. Confirmation of your booking will be sent to you. If you have any concerns over the administration process of this course please contact Susana Parra on 01622 221007 or email [rts.training@kent.gov.uk](mailto:rts.training@kent.gov.uk)

**\* We can only accept forms "EMAILED" to us if they are sent by the candidate's Line Manager.**

### **TERMS AND CONDITIONS**

1. Course documentation is distributed at the time of the event.
2. Prices may be subject to change.
3. The RTS (KCC) reserves the right to vary or cancel a course where the occasion necessitates (e.g due to insufficient bookings).
4. Cancellation – Once the booking form has been received by the RTS cancellations for any reason cannot be accepted. However, it will be acceptable for an alternative candidate to be put forward
5. This booking form constitutes a legally binding contract.