

Births, Deaths & Stillbirth Training

Registration of Births

Course duration:	3 days
Dates:	17, 18 & 19 January 2011
Timing:	09:30 – 16:30
Venue:	Holiday Inn Ashford North A20
Price:	£298 + VAT per person excluding accommodation
Course Attendance:	All staff registering births

Aim:

Provide background knowledge of the Registration Service and enable learner to register births

Objectives:

- Recognise the preliminaries to registering a birth
- Complete a draft entry for a registration both manually & electronically
- Use the RON computer system to register a birth
- Complete all paperwork in relation to registering a birth

Course Content:

- Introduction to the Registration Service
- Qualified informants & preliminary questioning
- Manual draft & registration
- Register entry
- Paperwork completion
- Declarations
- Birth requisitions
- Changing your child's name
- Introduction to Registration Online System (RON)
- Registering a birth electronically

* 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.