

Tonbridge & Malling STLS Bespoke Training Request Expression of Interest Form



To be completed by school/setting

Request made by					
Name of School					
Training requested					
Attendee details	No. of TAs:		Number of Class Teachers:		Total:
Proposed Date & Timings					
Hand-outs Required	On Day		Email after		
Date request made					
Invoice to be sent to: <i>(Name)</i>					
Address					

To be completed by STLS

Request taken by				
Passed to (Name/Date)				
Contact made with School (Date)		Training Agreed	Yes	No
Agreed date(s)		Venue		
Timings		Costing(s)*		
Name of trainer(s)				
Room requirements – <i>To be completed by trainee</i>	Flipchart	Yes	No	
	Data Projector	Yes	No	
	TV/DVD Player	Yes	No	
Additional Requirements				
Hand-outs required	YES	NO		

*Please note that any additional attendees over and above the quote provided will be charged at £10 per head.

Tonbridge & Malling STLS Bespoke Training Request Expression of Interest Form



ATTENDEES		
Name of Attendee	Role	Department

To be completed by STLS Administrator

Training completed	
Invoice sent	

