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| **Your Organisation** |

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| **Organisation Name:**  |  |
| **Organisation Type:** |
| [ ]  Sole trader /  partnership | [ ]  SME | [ ]  Large Private | [ ]  Public Sector |
| [ ]  Social Enterprise | [ ]  Charity | [ ]  Voluntary |  |
| **Main Activity(ies):** |  |
|  |
| **Your Training Requirements** |
| **Course Title:** |  |
| **Context & Background:** |
| *(Brief statement about why the course is required, eg skills developments in sector/industry, linkage to organisation strategy, new initiative, etc)* |
| **Learning Outcomes:**  |
| *(For example: At the end of the course, we would want to be able to understand / create / implement etc)* |
| **Key Topics to be covered (if known):** |
| *(I.e. High level Course content)* |
| **Anticipated length:**  | *(Eg number of days, blocks etc)* |
| **Existing level of knowledge/experience of most of the participants:** |
| [ ]  None | [ ]  Some | [ ]  Reasonable | [ ]  Advanced |
| Notes/comments:  |  |
|  |
| **Assessment Required:** | [ ]  No | [ ]  Yes | [ ]  Not sure yet |
| *If ‘yes’, clarify (eg professional body, university accreditation)* |
| **Delivery:** | [ ]  presentations | [ ]  group discussion / workshops | [ ]  on-line |
|  | [ ]  industry input / visits | [ ]  work based /linked project | [ ]  practicals/lab work |
|  | [ ]  other | [ ]  not sure yet | [ ]  pre and/or post-course work required |
| Notes/comments:  |  |

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| **No. of Participants:** |  |
| **Participants’ Backgrounds:** |
| *(Eg departments, roles, grade/level, functions, education etc)* |
| Notes/comments:  |  |
|  |
|  |
| **Date/Timing:** | *(Eg within next 6mths, June 2015 etc)* |
| **Location:** | *(E.g. Cardiff University or other address)* |
|  |  |  |  |
|  |
| **Any other information?** |
| *(Eg Any sensitive information trainer will need to know about, budget for course or per participant, special requirements for course (eg all delivery bi-lingual, no delivery on certain days), special requirements of participants, etc)* |
|  |
| **Completed by:** |  | **Date:** |  |