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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:** | |  |