



Adoption & Fostering Alliance (Scotland)

WORKSHOP BOOKING FORM

WHOSE MINUTE IS IT ANYWAY?

Minute taking for those involved in adoption and fostering panels

Facilitator: Ravinder Kaur
Date: Monday 4 June 2018
Venue: Edinburgh (tbc)
Cost: £110.00 + VAT
Time: 10.00am – 4.30pm
(refreshments & lunch will be provided)

THEME

The role of the minute taker in adoption and fostering panels is a crucial one. Adoption and fostering panels are underpinned by specific legal and regulatory requirements. Therefore, minute takers need to have a sufficient understanding of these requirements in order to produce a minute that is relevant, clear and appropriate.

WHO SHOULD ATTEND

This workshop is for administrative staff who take minutes for adoption and fostering panels.

LEARNING OBJECTIVES

This AFA Scotland workshop will provide participants with:

- An understanding of the legal context for adoption and fostering panels;
- A consideration of different approaches to the minute taking task;
- An opportunity to practice minute taking skills in a comfortable and supportive setting.

BOOKING DETAILS

Whose Minute Is It Anyway?

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Date: Monday 4 June 2018

Venue: Edinburgh (tbc)

DELEGATE INFORMATION

Name: _____

Position: _____

Organisation: _____

Address: _____

Post Code: _____

Telephone: _____ Email: _____

Dietary/Disability Access Requirements: _____

PAYMENT METHOD

Billing Address/invoice: _____

Post Code: _____

Purchase Order Number: _____

Member rate £110.00 + VAT Non-Member rate £150.00 + VAT

Individual rate £90.00 + VAT

Please invoice: Remittance enclosed:

Cheque (including VAT) made payable to AFA Scotland

CANCELLATION POLICY

After receipt of written confirmation of place allocated	25% of fee
Cancellation between two and four weeks prior to the date	50% of fee
Cancellation between one week and two weeks prior to the date	75% of fee
Cancellation within one week of the date	100% of fee

Please return your completed form to:

Brenda Reilly, Business Support & Finance Manager
AFA Scotland, Room 218, Conference House,
152 Morrison Street, The Exchange, Edinburgh EH3 8EB
Tel: 0131 248 2403
Email: info@afascotland.com

OFFICE USE ONLY

Invoice Number: _____

Cheque Number: _____

Date Confirmed: _____