



ONLINE WORKSHOP BOOKING FORM

WHOSE MINUTE IS IT ANYWAY?

*Minute taking for those involved
in adoption and fostering panels*

Facilitator: Ravinder Kaur, Trainer/Consultant
Date: Wednesday 1 September 2021
Time: 10.00am – 2.00pm
Registration: 9.45am
Venue: Online Platform – MS Teams
Cost: £85.00 + VAT

Follow-Up Session: Wednesday 8 September 2021
Time: 11.00am – 12.00pm

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.

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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 £85.00 + VAT Non-Member rate £150.00 + VAT
Individual rate £55.00 + 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: info@afascotland.com

OFFICE USE ONLY

Invoice Number: _____
Cheque Number: _____
Date Confirmed: _____

We will store your details and may want to contact you in the future with more information about our service and activities. Please tick here if you do not want us to do this. We will not pass your information on to a third party without your permission. Data Protection Act 2018