



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: Tuesday 6 September 2022
Time: 9.45am – 2.00pm
Venue: Online Platform – MS Teams
Cost: £85.00 + VAT

Follow-Up Session: Wednesday 14 September 2022
Time: 10.00 – 11.00am

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: Click or tap here to enter text.
Position: Click or tap here to enter text.
Organisation: Click or tap here to enter text.
Address: Click or tap here to enter text. Post Code: Click or tap here to enter text.
Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.
Dietary/Disability Access Requirements: Click or tap here to enter text.

PAYMENT METHOD

Billing Address/invoice: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

Purchase Order Number: _____

Member rate	£85.00 + VAT	<input type="checkbox"/>
Non-Member rate	£115.00	<input type="checkbox"/>
Individual Member rate	£55.00 + VAT	<input type="checkbox"/>
Please invoice: <i>Cheque</i> (including VAT) made payable to AFA Scotland		<input type="checkbox"/>

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

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Date Confirmed: _____

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