



**NUS-UI**

**The Student Movement in Northern Ireland**

# **Training Brochure**

**2009 – 2010**

**[www.nistudents.org](http://www.nistudents.org)**



INVESTOR IN PEOPLE



## WELCOME TO THE NUS-USI TRAINING BROCHURE

*Hello everyone and welcome to the NUS-USI student officer Training Brochure for 2009/10. NUS-USI wants to deliver relevant and high quality training for all newly elected officers. This is the fourth year of our Training Brochure, which has proven to be a success. During this academic year we want to deliver excellent and exciting training to all student officers.*

*In order to be efficient and effective student representatives, you need to receive the right support and training. NUS-USI is dedicated to providing this. With this training programme, we believe that it will be both supportive and stimulating for you throughout your year in office.*

*This is an exciting time to be involved in the student movement and we feel that our training programme can provide you with the training you need to develop as an officer, and to secure the development of your union.*

*This brochure includes all details of the training programme. I would like to thank NUS-USI staff for all their work in collating this excellent programme and for continuing to deliver first class training for all our elected officers in the region.*

*I look forward to seeing you all at these training events throughout 2009-2010*

*Ciarnan Helferty*

*President*

Welcome to the **2009/10 Training Brochure**, your guide to NUS-USI annual training calendar. We aim to provide high quality, affordable training to equip student officers with the skills, knowledge and confidence to be effective in their work. Training is a vital part of our work, ensuring that you have the knowledge and skills to represent and work for the interest of students. We also plan to expand our accreditation programme with the National Open College Network, to add value to your work as an officer.

Our training courses are designed to be an interactive experience to equip you with the necessary knowledge and skills to meet and network with your counterparts from across the region.

To assist you in selecting the most appropriate course, we trust you will find the information in this brochure clear and comprehensive. Should you require further information check out our website [www.nistudents.org](http://www.nistudents.org) for the latest updates and inserts, or direct any queries to a member of our experienced training staff, or alternatively email [info@nistudents.org](mailto:info@nistudents.org).

### **Training Delivery**

The training that we offer will combine structured sessions, group discussions, outdoor activities, games and exercises that encourage individuals to participate fully and learn from each other. Each of our training courses has been created to provide

maximum learning opportunities for every student officer, irrespective of individual learning style. Varied activities allow participants to absorb information in their own way and then apply their learning to real-life scenarios so, whether you're a thinker who likes to take time to reflect upon ideas, or someone who prefers a hands-on approach to learning, there will be something for you in all of the courses within our training calendar programme.

Our regional training calendar provides a great opportunity for networking and learning from other unions and participants, but also compliments that on offer from the two National Unions – NUS and USI.

Further information on the training offered by NUS can be found on their website [www.nusonline.co.uk](http://www.nusonline.co.uk) or [www.officeronline.co.uk](http://www.officeronline.co.uk) and USI at [www.usi.ie](http://www.usi.ie). The NUS-USI training calendar is specific to the needs of our region and that of our officers.

## **Our Trainers**

In order to maintain the provision of high quality training, our experienced training staff undergoes extensive training. Their continued professional development includes programmes in advanced training skills and facilitation techniques.

## **Meet the Trainers**

**John Caldwell** has been employed in the provision of advice and training for almost 13 years. He is a graduate of The Queen's University Belfast with a BA in General Studies, a Member of the Chartered Institute of Management, holds a Train the Trainers qualification offered by NICAB and has been involved in the development, delivery and assessment of an OCNNI Level 3 course aimed at student financial advisors.

**Elaine Kelly** is the Project Co-ordinator for the Open Your Mind Project and is a member of the Brook Management Committee. She graduated from University of Ulster at Jordanstown with a BSc Hons in Sociology in 2003. Elaine worked in the field of Research and Policy for four years in the voluntary sector and has completed her Certificate in Counselling and the Certificate in Community Mental Health. She has recently completed the Certificate in Effective Management of Volunteers through Queen's University Belfast. Elaine was recently appointed as a Non-Executive Director on the Patient Client Council Board.

### **Inclusive training environment**

All NUS-USI training courses and events are designed to promote an inclusive learning environment, therefore, all aspects of the training programme, including venue location and suitability, publicity, training materials and activities, are planned to encourage this ethos.

## **Equal opportunities**

The promotion of equal opportunities is integral to all aspects of our work and we are committed to ensuring that delegates who attend our training events are able to feel comfortable within a safe space environment. Our equal opportunities statement forms the foundation of our commitment to positively creating a safe environment. Additional support can be provided for participants with physical or sensory difficulties, provided that sufficient notice is given to course organisers. For further details please see NUS-USI booking conditions.

## **How to Book**

Most courses can be booked online at [www.nistudents.org](http://www.nistudents.org) or using the booking form at the back of this brochure. Booking conditions etc can also be found below. If you have any queries, please contact the training team on 028 9024 4641 or email [info@nistudents.org](mailto:info@nistudents.org)

## **Course Fees**

Our training calendar courses are priced per person where a cost is set. However, our short in-house courses are individually priced per union/constituent member. For both of these special rates, apply for our members. Your union can benefit from these rates by joining now.

Where you see the sign **£** or **££** this means there will be a cost incurred for this training. A special subsidised rate (**£**) will apply to members over non-members (**££**). The cost involved will be issued closer to the training date. Further updates can be found on [www.nistudents.org](http://www.nistudents.org).

All fees should be paid, in full, prior to the start of the event. A late registration fee of **£25** will be applicable after the registration deadline date.

### **Cancellation Policy**

- It may, in exceptional circumstances, be necessary to cancel an event at short notice. NUS-USI can accept no liability for loss caused by cancellation. Its liability is limited to refund of the registration fee.
- In the event of your having to cancel, please put this, in writing, to the events department at NUS-USI. Except in exceptional circumstances, and at the sole discretion of NUS-USI, refunds can only be made for cancellations received prior to the close of registration.

**NUS-USI reserves the right to cancel a course at any time.**

## **Courses On Offer**

Below are some details of courses for this year's training calendar and also other union specific training we have to offer. We can offer this training in-house or as part of a wider training programme on a needs basis. These courses are available to both member and non-member unions. A cost will be involved for non-member unions. For further information or to identify your training needs please contact any of our experienced training staff.

# Training Calendar:

## Course Programme and Content 2009/10

### 1. Regional Officers' Summer Team Building Training

Highly recommended

**Members - £**

**Non affiliates - ££**

*(price per attendee)*

This course sets out to equip new and returning student officers with the skills and knowledge to effectively manage their roles as SU officers back in their unions for the year ahead.

***'Thanks very much, most enjoyable excellent, use of time well balanced 'playtime' and 'worktime''***

**WHO SHOULD ATTEND? NEW AND RETURNING OFFICERS**

**My Notes**

## 2. Course Rep Training

Highly recommended

**Members - FREE**

**Non affiliates – £150 ½ day  
£300 full day**

*(price per union)*

Want to be an effective course/class representative. This training will provide a comprehensive insight into the role and responsibilities of an effective class rep. It will provide you with valuable knowledge and skills for a successful year ahead.

***“Good insight into my role and responsibilities”***

**WHO SHOULD ATTEND? NEW ELECTED CLASS/COURSE REPS**

**My Notes**

### 3. Part-time FE and HE Student Union Officers

Highly recommended

**Members – FREE**

**Non affiliates – ££**  
*(price per attendee)*

This training programme is designed to equip you with the information and skills to carry out your important duties as a Students' Union representative. At the end of the event, you will have a fuller understanding of the role of Students' Unions and student representation. In addition, you will have developed and practised a number of key skills, in areas such as negotiating, campaigning, and how to run an event successfully. This training can also be organised internally if unions prefer to host an 'inhouse' event for their part time officers.

***"Confidence building, informative and a very entertaining weekend"***

#### **WHO SHOULD ATTEND? NEW ELECTED PART TIME OFFICERS**

**My Notes**

## 4. Student Governor 2 Day Residential Training

Mandatory

Funded by DEL

Student Governors play a central role as a member of the Governing Body. This training residential is designed to equip you with the information and skills to carry out the important duties of a Student Governor and to give you a fuller understanding of your role as a governor. In addition, you will have the chance to develop and practise a number of skills, in areas such as meeting skills, writing reports and diversity work. It is essential for all student governors to attend this event if you want to be an effective governor.

***'Well presented course a credit to NUS-USI. Thank you very much for a very valuable enjoyable, interesting and worthwhile 2 days''.***

### WHO SHOULD ATTEND? FE STUDENT GOVERNORS

My Notes

## 5. FE Regional Officers Team Building Training

Highly recommended

**Members - £**

**Non affiliates - ££**

*(price per attendee)*

This course sets out to equip new and returning student officers with the skills and knowledge to effectively manage their roles as SU officers back in their unions for the year ahead. This event is specific to further education union officers.

***"I enjoyed meeting other people in the same role as me. I got good contacts"***

**WHO SHOULD ATTEND? NEW AND RETURNING OFFICERS**

**My Notes**

## 6. Prejudice Awareness Training (FE Officers & P/T HE)

Highly recommended

**Members - £**

**Non affiliates - ££**

*(price per attendee)*

Based on informal discussion and interactive exercises, this training is useful for everyone seeking to develop a better awareness of their own attitudes and identity, and how these can influence our perceptions and behaviour towards different groups and individuals we meet in our personal and professional lives. This is not about telling people what to think, or judging, but about exploring our differences through open dialogue in a safe setting.

***"A very challenging course, was good to explore and hear other peoples differences in safe environment"***

**WHO SHOULD ATTEND? ALL STUDENT ACTIVITISTS WELCOME**

My Notes

## 7. Reviewing Your Year So Far: New Year Training (New Course)

Highly recommended for sabbaticals

**Members - £**

**Non affiliates – ££**

*(price per attendee)*

***ACTION MANFESTO – KEEPING THOSE PLEDGES*** is designed to give you the opportunity to reflect on the past few months, share knowledge and experience, learn from others and NUS-USI, consider the scope of your role for the rest of the year and discuss and solve issues and problems with fellow SU officers from across the region.

### **WHO SHOULD ATTEND? CURRENT OFFICERS**

**My Notes**

## 8. Diversity Training For Trainers

Highly recommended

**Members - £**

**Non affiliates – ££**  
*(price per attendee)*

This course is ideal for people keen to develop their group work and facilitation skills for diversity work. For example, would you be interested in delivering a workshop on issues such as sectarianism, racism, sexual orientation or disability? During the course you will learn how to manage group dynamics effectively, how to deal with discussions on contentious issues, challenge attitudes in a constructive way, and develop an inclusive training approach.

***"Great skills gained"***

**WHO SHOULD ATTEND? THOSE INTERESTED IN DIVERSITY TRAINING**

**My Notes**



## 9. Making The Most Of Annual Conference

Highly recommended

**Members - FREE**

**Non affiliates – £10**

*(price per attendee)*

This is highly recommended for those who haven't already attended a student movement conference. Annual conferences normally take place March/April each year. Members have the opportunity to attend NUS, USI and our own NUS-USI conference. To provide you with an opportunity to fully participate in these we can provide some useful induction training. By the end of this session you will be able to understand the purpose of Conference, know who the people involved in Conference are, fully understand Conference terms and most importantly have the confidence to go along and take part in a debate!

***"Great insight and preparation for conference"***

### **WHO SHOULD ATTEND? NEWCOMER'S TO CONFERENCE**

**My Notes**

## 10. Student Governor Network Day

Mandatory

Funded by DEL

Following the 2- day residential training programme in October this will be an opportunity for student governors to come back together and provide feedback on their role so far. It will further provide a platform to discuss any issues that you have come across during their time as student governor. It will also be an opportunity to review their learning and accreditation progression. We are also keen to meet any further training needs so if there is any other training that you think could be addressed on this day please contact NUS-USI.

***"Loads of help. The handover booklet would be very useful for information for next year"***

**WHO SHOULD ATTEND? STUDENT GOVERNORS**

My Notes

## 11. NUS-USI Handover Training

Highly recommended

**Members – FREE**

**Non affiliates – £20**

*(price per attendee)*

Handover training is our first event for new officers and the last for many 'outgoing officers'. Incoming officers will be provided with great opportunity to receive a full introduction to NUS-USI and also the two National Unions (NUS and USI). It will also help prepare them for their handover and give them the knowledge and confidence to make sure they have a worthwhile internal induction programme. It will also give outgoing officers the opportunity to feedback and support their preparation for their forthcoming internal handover.

***"I feel more confidence about the year ahead."***

**WHO SHOULD ATTEND? OUTGOING AND NEWLY ELECTED OFFICERS**

My Notes

## 12. Sources of Financial Support for Adult Learners

Highly recommended

**Members – £**

**Non affiliates – ££**  
*(price per attendee)*

This NIOCN accredited level 3 course is aimed at those working in the field of student finance advice and will provide participants with the knowledge and skills necessary in the delivery of quality assured advice to mature students. Topics include rules of entitlement to welfare benefits & calculation of amounts, statutory sources of funding for further & higher education, and alternative sources of funding. Duration: 6 days (one day per week over 6 weeks).

***“Challenging”***

**WHO SHOULD ATTEND? THOSE WORKING IN FIELD OF STUDENT FINANCE ADVICE**

**My Notes**

### 13. Partners For Access & Student Success (PASS)

Highly recommended

**Members – Free**

**Non affiliates – ££**  
*(price per attendee)*

PASS is an innovative programme aimed at encouraging progression from access course level to undergraduate level. The target group is those who have negotiated that transition and are willing, as volunteers, to share their experiences with those contemplating taking the step. Volunteers will have the opportunity to develop presentation skills and pass on basic financial information relating to funding for higher education. Duration: one evening (with ongoing support)

***"Not to be missed"***

#### **WHO SHOULD ATTEND? MATURE STUDENTS**

My Notes

Course 12 and 13 are delivered by **NUS-USI - The Adult Learner Finance Project (NI)** that provides information, advice and training services on financial support for learning to adult learners/mature students and their advisers. It covers areas such as further & higher education, community based and other types of training provision. It is delivered jointly by NUS-USI and EGSA and is supported by DEL.

## **OPEN YOUR MIND MENTAL HEALTH AWARENESS AND PERSONAL DEVELOPMENT PROGRAMME**

### **14. Understanding Disability, Society and the Law**

Highly recommended

**Members – £**

**Non affiliates – ££**  
*(price per attendee)*

This NIOCN accredited Level 2 unit is aimed at anyone with an interest in Disability and The Law within their own society with an looking at all Disability Legislation in the UK and focusing, specifically on Northern Ireland. This unit focuses mainly on the development of mental health legislation with a practical look at the effect of attitudes and values, and the models of disability that have developed over the years.

***"Very user-friendly and fun"***

**WHO SHOULD ATTEND? THOSE WITH A PERSONAL OR PROFESSIONAL INTEREST IN DISABILITY**

My Notes

## 15. Developing Personal Confidence and Self-Awareness

Highly recommended

**Members – £**

**Non affiliates – ££**  
*(price per attendee)*

This NIOCN accredited Level 2 unit is aimed at anyone who would like to improve their own self-awareness and learn the skills that may help their own confidence levels. This unit asks the learner to look at the way they deal with certain situations and ways in which certain behaviours can act as barriers in both personal and professional situations. This unit also looks at the importance of goal setting and its relationship with personal confidence.

***"Really enjoyable and practical, useful information"***

**WHO SHOULD ATTEND? THOSE WITH A PERSONAL OR PROFESSIONAL INTEREST IN IMPROVING THEIR CONFIDENCE AND SELF-AWARENESS**

My Notes

## 16. Developing Group and Teamwork Communication Skills

Highly recommended

**Members – £**

**Non affiliates – ££**  
(price per attendee)

This NIOCN accredited Level 2 unit is aimed at anyone interested in building their own awareness and confidence whilst working within a team. This unit looks at the different roles and responsibilities within a team, and also the principles of communication, while practically demonstrating these in a group setting.

***"Very good structure and content"***

**WHO SHOULD ATTEND? ANYONE INTERESTED IN TEAM DYNAMICS AND SKILLS NEEDED TO BE AN EFFECTIVE MEMBER OF A TEAM**

My Notes

## 17. Understanding Stress and Stress Management Techniques

Highly recommended

**Members – £**

**Non affiliates – ££**  
(price per attendee)

This NIOCN accredited Level 2 unit is aimed at anyone who has an interest in stress management either for themselves or for others. This unit looks at types and causes of stress in our everyday lives. It also explores how we can learn to manage stress more effectively.

***"Good work. I am more knowledgeable and aware of services and statistics, it has increased my interest and passion for the subject".***

**WHO SHOULD ATTEND? ANYONE INTERESTED IN STRESS MANAGEMENT FOR THEMSELVES OR FOR OTHERS**

My Notes

## 18. Understanding Mental Health

Highly recommended

**Members – £**

**Non affiliates – ££**  
*(price per attendee)*

This NIOCN accredited Level 2 unit is aimed at anyone who has an interest in a holistic view of mental health from the diagnosis of a mental health problem to societal views and values on mental health in general. This unit also looks at the management and treatment of mental health problems over time, and focuses on agencies currently involved in supporting those who have mental health problems.

***"The course was very well delivered in a clear and interesting way - good answers to questions and discussions"***

**WHO SHOULD ATTEND? ANYONE WHO IS INTERESTED IN THE POSITIVE AND NEGATIVE ASPECTS OF MENTAL HEALTH**

My Notes

## 19. Improving Assertiveness and Decision Making Skills

Highly recommended

**Members – £**

**Non affiliates – ££**  
(price per attendee)

This NIOCN accredited Level 2 unit is aimed at anyone who would like to improve their assertiveness and decision making skills. This unit looks at the roles and responsibilities of others when making decisions, as well as using effective negotiation skills. The unit also looks at the benefits and implications of being assertive in a range of situations.

***"This unit was very helpful and worth thinking over again"***

**WHO SHOULD ATTEND? ANYONE INTERESTED IN IMPROVING THEIR DECISION-MAKING SKILLS AND ASSERTIVENESS**

My Notes

## 20. Approaches to Mentoring

Highly recommended

**Members – £**

**Non affiliates – ££**  
*(price per attendee)*

This NIOCN accredited Level 2 unit is aimed at anyone who would like to become a peer-mentor. This unit looks at the skills and qualities required by a mentor, the different forms of mentoring and the ethical issues when mentoring. The unit also looks at the policies and procedures that safeguard a mentor, a mentee and an organisation.

***"Material was thorough, well delivered and relevant to the project"***

**WHO SHOULD ATTEND? ANYONE WHO IS INTERESTED IN BECOMING A PEER MENTOR**

My Notes

## **SHORT COURSES ON OFFER.....**

Our experienced training staff is able to offer the following list of courses on a needs basis either in-house or at another suitable venue. These can be delivered on campus in your union. Below are some of the popular requests we receive from unions for their officers, reps and staff.

This is not an exhaustive list, however, if you are interested in any of these courses, or you would like to discuss your training needs, please feel free to contact a member of our training team. Prices quoted are per union/college.

# 1. Stressed out?

Time and Stress Management - what a great way to spend a Day! This will be a fun and interactive session with **great practical ideas** on how to manage your own time as well as learning some useful **stress management techniques** that you can pass on to your students!!

Highly recommended

**Members - FREE**

**Non-affiliates – £200 Full day**

*(price per union)*

# 2. Campaign Planning

This session aims to introduce officers to the importance of campaigning within student activities, identifying relevant national campaigns and looking at how officers have a pivotal role in disseminating information throughout their student population.

Highly recommended

**Members - FREE**

**Non-affiliates – £200 Full day**

*(price per union)*

# 3. Presentation Skills

Direct communication with your members is key to an effective union. This session enables participants to feel confident in using their interpersonal skills to present information to a wider audience.

Highly recommended

**Members - FREE**

**Non-affiliates – £200 Full day**

*(price per union)*

## 4. Meeting/Committee Skills

This session enables participants to feel confident in using their skills to effectively participate in meetings

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day  
£200 Full day**

*(price per union)*

## 5. All you need to know about: Organising and Event in Your Union

This session aims to allow participants to understand the key to planning a successful event. By the end of this session, participants will be able to: identify the purposes of social events, understand the importance of good planning and delegation and be able to use resources successfully.

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day  
£200 Full day**

*(price per union)*

## 6. Negotiation Skills

This session aims to provide participants with the opportunity to plan and carry out a realistic negotiation. It will enable participants to feel confident in their ability to use their communication, problem solving and

assertiveness skills to negotiate successfully in a range of different situations

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day  
£200 Full day**

*(price per union)*

## 7. Good Time Management

Management of time is central to the role of any students' union executive member. This course is applicable to both full time and part time officers. This session will help participants understand what time management entails and provide some useful techniques against time thieves!

Highly recommended

**Members - FREE**

**Non- affiliates – £150 Half day**

*(price per union)*

## 8. Communicating with Your Members

Does your union have a communication strategy? This session aims to cover a range of interpersonal skills so that you have the confidence to apply a range of methods and tools to their members through an effective communication strategy.

Highly recommended

**Members - FREE**

**Non- affiliates – £150 Half day**

*(price per union)*

## 9. Working with Your Executive – Team Development.

An effective union must have a strong sense of team work. This will provide an understanding of the purpose of a team and how you can confidently contribute to the work of a team.

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day  
£300 Full day**

*(price per union)*



## 10. Money Management Techniques

A practical, interactive and light-hearted course exploring basic money management and how to deal with debt issues. Aimed at mature students and those involved in advising them, issues around income and expenditure, budgeting techniques and dealing with priority debts will be covered.

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day  
*(price per union)***

## 11. Diversity Training

This course aims to raise our awareness about the needs of different groups represented on campus and in the wider community that are sometimes excluded or discriminated against. It also looks at ways in which you can work to create a campus in which all staff and students can feel welcome regardless of race, religion, age, ability/disability, sexual orientation etc through development of effective policies, campaigns and events. It will also look at how you can communicate to a wider audience, and represent a diverse student body.

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day**  
*(price per union)*

## 12. Conflict Management

This course aims to raise awareness of our own personal conflict styles, looks at the pros and cons of different approaches, and explores how conflict can be managed constructively as a positive force for change in our personal lives, college life, and the wider community. The training approach includes group problem-solving exercises, and dynamic discussions on campus-based case studies and conflict scenarios.

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day**  
*(price per union)*

## 13. Making your Events More Inclusive

This session is aimed at students and officers planning to organise events and campaigns. It will enable you to run events and campaigns which attract a wider, more diverse audience. For example, what messages do you actually convey to different groups? How does this differ from the message you're trying to communicate? How accessible are your events for students with disabilities? Do you meet the needs of students from black and minority ethnic groups in your SU? Having problems bringing some political and religious groups on board with your campaigns?

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day**  
*(price per union)*

## 14. Developing Equality & Diversity Policies for your SU

This event will give advice and support to students' unions and other student representatives trying to develop more effective policies on a range of equality and diversity issues in your union. Questions which will be considered include: What do we mean by 'policy'? Why is policy important? How can we help create 'a campus for all' through paperwork? How can we ensure that policies are put into practice? What are our rights and responsibilities in relation to equality and diversity under existing government policy?

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day**

*(price per union)*

## 15. Developing a Diversity Project

This training will take you through the whole process of developing a diversity project (i.e. a project which aims to promote understanding and respect for difference) from identifying the issues needing addressed, looking at creative ways of achieving your goals, getting students involved, working with outside stakeholders, budgeting, to monitoring and evaluating your events.

Highly recommended

**Members - FREE**

**Non-affiliates – £150 Half day**  
*(price per union)*

## **EXPECIALLY FOR YOU .....**

Do you need training or advice tailored to your individual unions needs?

**If so, we can design and deliver training focussing on your individual development needs at a time and venue convenient to you.**

We also offer **induction support** for new and returning officers. We can also offer advice on putting together your annual union training programme; through carrying out learning needs analysis and providing training delivery support for your tailored programme. We can also provide follow up and review sessions.

Our diversity programme can also offer training on particular issues for example LGBT, disability, sectarianism, black and minority ethnic groups. These tailored made courses can be delivered by NUS-USI or we can recommend other specialised organisations.

For further advice and information on training for your Students' Union please contact our trainers:

# WHAT NEXT.....

## **Signing up for a Course**

Once you have decided your course(s) the next stage is to complete the booking process. The booking form can be found online or below. This can also be photocopied.

## **Guidance notes on completing the registration process**

We strive to meet all your requirements but we need your co-operation.

Please read this section carefully to help you complete your booking form accurately. (Your form will be returned if incomplete or unsigned, and this will reduce your chances of getting a place).

- Make sure that it is returned by the course registration deadline.
- Exact details of your students' union address, a contact telephone and email are all essential, as all information will be sent to these.
- Please write the name/s clearly in block capitals. Ensure you have ticked the box which indicates whether the participant is

male or female, given the officer's job title and noted any special needs or requirements.

- If any of your participants have special needs, dietary requirements or need crèche facilities, it is essential that you read the booking conditions before filling in this section.
- Cheques are to be made payable to NUS-USI. Check fee and amount of VAT and enter the total correctly. All courses are subject to VAT. VAT is charged at 17.5%. Where a course cost applies (£) means this event is subject to a subsidised members charge. Non members will be charged in addition to this (££).
- If you are filling in this form on behalf of another person, please check all the details with them first, e.g. Have they a child? Do they require a special diet? Have they any disabilities? etc.
- Finally, all booking forms must be signed and dated to ensure you have read the booking conditions and returned by the specified date to **Events, NUS-USI, Floor 2, 42 Dublin Road Belfast BT2 7HN.**

## NUS-USI BOOKING FORM

(Complete fully and please use block capitals)

Name of Student:	
Male <input type="checkbox"/>	Female <input type="checkbox"/>
Representative of College/SU:	
Officers/Representative Job Title:	
Contact Address:	
Email:	
Contact Tel. No: Home:	Mobile:
Please state preferred means of communication with NUS-USI:	
Please give contact details in event of emergency:	
Name:	Relationship:
Address:	
Tel. no:	Mobile:
Doctor you are registered with:	
Name:	
Address:	
Tel. No:	
Please state if you require overnight accommodation (for residential events only)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any disabilities?

Yes

No

If yes, please give details and state specify equipment or access facilities (e.g. wheelchair access) that you require:

Please state if you have any medical conditions or are taking any medication that you feel we should be aware of:

Do you have any allergies (e.g. food, penicillin) If yes, please give details.

Yes

No

Please state any dietary needs that you may have. (e.g. vegetarian)

Please state if you may require childcare facilities.

Yes

No

(Please refer to Booking conditions enclosed.)

**Authorised signature** . . . . . **Date** . . . . .

Please tick this box  to show that you are happy for NUS-USI to have this information which will only be used for our events database in accordance with the Data Protection Act.

\*For under 18 only. **I** ..... **(Parent/guardian name)** give permission for **(student)** ..... to attend the NUS-USI event on :..... **(Date)**.

Parental/guardian signature: .....Date:.....

## **NUS-USI Booking Conditions**

**These apply to all NUS-USI organised events and training.**

### **Fees**

All fees should be paid in full prior to the start of the event. A late registration fee of **£25** will be applicable after the registration deadline date. All courses are subject to VAT.

- All participants are expected to conform to reasonable standards of behaviour and to respect the rights of other participants. The equal opportunities code shall be observed at all times.
- The misuse or supply of controlled drugs will not be tolerated.
- NUS-USI reserves the right at its sole discretion to exclude from the event any participant found to be in breach of these conditions.
- NUS-USI accepts no responsibility for loss, theft or damage of delegates' property. Participants should take care of their possessions at all times, and should avoid bringing valuables with them, as secure storage is unlikely to be available. If secure storage is available at a venue we strongly advise you to use this facility.
- NUS-USI can accept no liability for personal injury or death.

- It may in exceptional circumstances be necessary to cancel an event at short notice. NUS-USI can accept no liability for loss caused by cancellation. Its liability is limited to refund of the registration fee.
- In the event of your having to cancel, please put this in writing to the events department at NUS-USI. Except in exceptional circumstances, and at the sole discretion of NUS-USI, refunds can only be made for cancellations received prior to the close of registration.

### **Access needs**

Please give information in the relevant box, specify what facilities your delegate requires in order for them to fully participate in this event.

### **Booking and cancellation information**

To fully meet your needs, we must receive details of your additional requirements before or by the close of the registration deadline.

[We cannot meet access needs after the close of registration.](#)

If NUS-USI has had to pay for the provision of access needs such as special diets, crèche, BSL Interpreters, Paelan Typists etc, and the delegate requiring this provision does not attend an event,

NUS-USI reserves the right to ask the Students' Union to reimburse these costs unless under exceptional circumstances.

## **Food**

We are anxious to meet all special dietary needs on religious or medical grounds. We would ask that only genuine religious or medical requests apply. Unfortunately after close of registration we cannot guarantee this facility.

## **Crèche & Childcare Information (1-13 yrs)**

### **(Please read the following information carefully)**

- To decide what is best for you and your child, we do have options for you to consider. It is therefore essential that you telephone the Events office on 028 9024 4641 before completing your form, to discuss with a member of the Events staff what options are open to you.
- It is NUS policy to offer childcare provision at Events where we are able to do so.
- **If you do require crèche facilities we need to know your requirements at least 14 days before the event (*please note - this may be prior to close of registration*).**
- We have found that many parents/carers prefer to place their children with a carer at home rather than bring them along to

the Event. If you prefer this option then contact the Events office for a childcare request form.

**Please note:**

- During term time, care during school hours will **not** be paid for school age children unless there are exceptional circumstances for which full details are provided (please put this in writing if this applies to you).
- After booking childcare, if you are unable to attend the Event for any reasons we must ask you to contact the Events office as soon as possible to cancel your Crèche/childcare request, otherwise your students' union could be responsible for crèche charges.
- If you have any queries regarding childcare do not hesitate to contact us on the number above.

**Parental Consent**

If you are between the ages of 16-18 years old and booking onto this event you should ensure you follow the procedures your union/college have in place for parental consent. If you are required to bring a guardian with you, please make this known giving full details of name and relationship. Your college/union will be responsible for the cost of your guardian.

Forms should be returned to address below enclosing a cheque made payable to NUS-USI:

**Events**

**NUS-USI**

**T: 028 9024 4641**

**Floor 2**

**F: 028 9043 9659**

**42 Dublin Road**

**E: [info@nistudents.org](mailto:info@nistudents.org)**

**Belfast BT2 7HN**

**W: [www.nistudents.org](http://www.nistudents.org)**