



**Health and Safety Course**  
**Core level training and Textiles Specialist Level**  
**A 2-day course in July and December 2010**

**Day 1:**

**Core Training ( ½ day)**

This session will cover risk assessments, a culture of H&S and the legal framework and regulations pertaining to D&T.

**Textiles Secondary Specialist Level 2 ( ½ day)**

The afternoon session will be devoted to identifying and addressing H&S issues based on the Textiles Specialist Level competencies.

Following Day 1 of the course the participant is required to prepare a portfolio of evidence of safe practices in school.

**Day 2: Presentation of portfolio for review and accreditation.**

On presentation of the certificate and portfolio the participant will be signed off by a Registered D&T Association Health & Safety Consultant and will on payment of £25 to the Design and Technology Association be accredited on the national scheme.

**Venue**

This course will be held at Goldsmiths' College, New Cross.

**Who should attend**

This course is intended for secondary teaching and non-teaching staff who are involved in the teaching and supporting of d&t textile activities.

**Dates, Times and Venue**

Monday	5 <sup>th</sup> July	2010	9.00am - 4.00pm	Goldsmiths College
Monday	13 <sup>th</sup> December	2010	9-00am – 4.00pm	Goldsmiths College

Tutors: Sandie Kendall, Bartlett Kendall Associates  
Tony Lawler, Senior Lecturer, Goldsmiths College

The fees for this course will be £290 + VAT which includes the D&T Association's Health and Safety Training Standards publications.

**To book a place on this course:**

Please complete the attached application form and post it with a cheque made payable to "Bartlett Kendall Associates", or send the school's purchase order to:

**Bartlett Kendall Associates, Lilian House, 44 Davenport Road, London, SE6 2AZ.**  
or fax to 020 8698 5676. Telephone 0208



## Application Form

### Core level training and Textiles Specialist Level 2-day Course Dates: 5th July and 13th December 2010

#### Applicant Contact Details

Title:	
First Name:	
Surname:	
Role in School:	
School Name & Address	
	Postcode:
Telephone No.	
Fax No.	
E-mail:	
How did you hear about this course?	
Signature of Head Teacher or other person responsible for authorising expenditure.	I confirm I have read and accept the Terms & Conditions below.  (Signed) ..... (Name).....

#### PLEASE POST TO:

Bartlett Kendall Associates, Lilian House, 44 Davenport Road, London SE6 2AZ  
OR FAX TO: 020 8698 5676

#### Terms and Conditions:

- The submission of the completed application form and subsequent issue of acceptance of the application by BKA constitutes a confirmed reservation. Acceptance of applications will be made by BKA in writing. If confirmation of the application has not been received within 14 days prior to the course start date, please contact BKA on 020 8473 3002. BKA cannot be held responsible for the non-arrival of information.
- On confirmation of the reservation, and if the fee does not accompany the application, the full course fee will be invoiced to the organisation submitting the application form and the fee is payable within 14 days of the date of the invoice. All course fees must be paid before the start of the course and certificates of attendance will be made available only on payment of all outstanding fees.
- All cancellations must be made in writing or by fax to be received by BKA at least 15 school term-time days before the start of the course. All cancellations are subject to an administration charge of £50+VAT per delegate which will be invoiced, or deducted from any due refund, whichever is appropriate. BKA regrets that no refund of fees can be made for cancellations received later than described above, but a substitute delegate may be nominated at no extra cost.
- In the event that insufficient applications are received for a course to proceed, full refunds of fees paid will be made to applicant organisations.
- BKA reserves the right to make changes to the programme, location and/or course leader(s) without prior notice.
- Where it is necessary to cancel a course at late notice, or on the day of the course, due to factors outside BKA's control (e.g. transport strikes, course leader illness/accident etc.) BKA will offer a new course date. BKA will not be liable for any consequential loss to any delegates or schools/applicant organisations suffered as a result of such circumstances. Delegates' cancellation rights are not affected.
- By submitting this form, applicants and their organisations agree to abide by these terms and conditions.