

# Derbyshire County Council Childrens Services Integrated Workforce Development Team

## T4 Course Application Form (for use by DCC staff only)



**NOTE: ALL SECTIONS OF THIS FORM MUST BE COMPLETED OTHERWISE THE FORM WILL BE RETURNED WITHOUT THE BOOKING BEING MADE**

Course Details			
Course title:		Course reference:	
Course venue:		Course date/dates:	

Applicant Details			
Applicant's name in full:		D.O.B:	
Applicant's home address: <i>required to send your certificates</i>			
Home tel:		Mobile tel:	
e-mail address:			
Full name and address of employer / organisation / group:			
Job title:			
Work tel:		Work mobile tel:	
Special requirements: <i>(Please indicate any special requirements e.g. Visual aids, wheelchair access, dietary requirements etc.)</i>			

Manager Details	
Manager's name and contact address:	
Manager's e-mail address:	
Cost Centre and Budget code: <i>(PLEASE NOTE: applications will NOT be processed without a budget code, even for free courses)</i>	
Manager's signature in support of course attendance: <i>(PLEASE NOTE: if this form is being e-mailed it must come direct from the manager with an e-mail to say the applicant is able to attend this training)</i>	

**DATA PROTECTION DECLARATION:**

Data relevant to your personal details will be stored in a secure information system within Derbyshire County Council’s Children’s Services Integrated Workforce Development Section.

We use the information you provide to complete DfE returns and any other statutory Government returns as required by law.

The above personal information will be used in order that Derbyshire County Council can retain a record of your training activity. The information will be retained securely by the Council in line with Derbyshire County Council’s retention schedule.

Your information will not be shared with any third parties without your consent, except for when we are required to do so by law.

For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at [www.derbyshire.gov.uk/gdpr](http://www.derbyshire.gov.uk/gdpr) . If you would like to contact Derbyshire County Council’s Data Protection Officer, please telephone Simon Hobbs on 01629 538306 or email [GDPR@derbyshire.gov.uk](mailto:GDPR@derbyshire.gov.uk) . You have the right to contact the Information Commissioner’s Office if you have any concerns about how Derbyshire County Council handle your data.

**SIGNATURE OF PRACTITIONER:**

I have read the above Data Protection Declaration and I agree with these terms. I certify that the information provided on this application is true and correct.

<b>Participants Signature:</b>	<b>Date:</b>
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**WE WILL ALWAYS CONFIRM THE STATUS OF YOUR BOOKING – IF YOU OR YOUR MANAGER HAVE NOT HEARD FROM US WITHIN ONE WEEK OF SUBMITTING THIS FORM PLEASE CONTACT US.**

Please return this completed form to:

**Workforce Development Team, County Hall, Matlock, Derbyshire DE4 3AG  
or e-mail: [earlyyears.training@derbyshire.gov.uk](mailto:earlyyears.training@derbyshire.gov.uk)**