

web-link @ UCAS booking form

web-link workshops for higher education staff

PLEASE COMPLETE ALL THE DETAILS BELOW

Address for correspondence

Title	Forename	Surname
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Job title		
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Institution/organisation		
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Address		
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Postcode		
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Telephone	Fax	
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Email		
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I WOULD LIKE TO BE CONSIDERED FOR TRAINING ON THE FOLLOWING DATE:

28 January 2010	Time 10:00 – 15:00	<input type="checkbox"/>	18 May 2010	Time 10:00 – 15:00	<input type="checkbox"/>
25 March 2010	Time 10:00 – 15:00	<input type="checkbox"/>	29 July 2010	Time 10:00 – 15:00	<input type="checkbox"/>

SPECIAL REQUIREMENTS

Do you have any special dietary requirements?

Do you have any specific access requirements, such as wheelchair access, large print presentations, hearing loops etc?

Are you familiar with the UCAS website and course search?

Do you have password access for web-link?

Do you use web-link on a daily basis?

You must bring with you all passwords that you use for web-link data entry. We will be unable to provide you with your password on the day due to data security. If you do not already have a password or have not been set up as a user for Entry Profiles please speak to your UCAS administrator at your institution before you come. If you are unsure who your administrator is or they no longer work at your institution, please contact the CQED team on net.update@ucas.ac.uk. A £25 administration fee per delegate will be charged to your institution prior to attendance.

Signed _____ Date _____

Please return this completed form to:

Professional Development Team, Policy & Public Affairs, UCAS, Rosehill, New Barn Lane, Cheltenham GL52 3LZ

t 01242 545712 f 01242 544954 e professionaldevelopment@ucas.ac.uk