



## Play & Early Years Training Unit

### Training Courses and Programmes



For full details of all our courses and programmes are available via;

- The PEYTU Newsletter & Training Up-date (middle pages are devoted to forthcoming training opportunities in Bristol and the surrounding areas)
- Individual course information
- The PEYTU website at [www.peytu.co.uk](http://www.peytu.co.uk)
- PEYTU Direct, contact information below

### Accessing PEYTU Training

- 1) PEYTU's programme of courses (some subsidised) are primarily available to;
  - a. Those working in Childcare<sup>2</sup> within the Bristol Local Authority Area.
- 2) You can still attend PEYTU's programme of courses if you work;
  - a. in Childcare<sup>2</sup> *outside* the Bristol Local Authority area or
  - b. with children and young people in other sectors (e.g. Social Work, Healthcare, Education etc).

As some of our courses are subsidised by Bristol City Council's Early Years & Childcare Service, those falling within categories 2a. and 2b. above will not be eligible to receive subsidised training. Any fees will, therefore, be adjusted accordingly (full details on our website).

Please contact us on 0117 908 0601 or e-mail [training@peytu.co.uk](mailto:training@peytu.co.uk). if you are unsure of your eligibility to receive a subsidised place.

Some of our courses also have specific access requirements. Please read the course information sheet carefully or visit our website at [www.peytu.co.uk](http://www.peytu.co.uk) for full details.

### Fees & Charges

The fees for both subsidised and unsubsidised places are shown in the PEYTU Newsletter & Training Up-date, on the PEYTU website or on individual course information

<sup>1</sup>Your home or work postcode must be within the Bristol City Council area.

<sup>2</sup> Early Years, Childcare and Playwork.



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sheets. If you have any queries regarding access or fees, please contact us on 0117 908 0601 or e-mail [training@peytu.co.uk](mailto:training@peytu.co.uk).



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### Bookings and Payments

Bookings, especially for the more popular courses, are on a 'first come, first served' basis, with priority given to those practitioners mentioned in (1) above. We would, therefore, advise you to book as early as possible to avoid disappointment.

Please use one booking form per person, per course. Booking forms can be photocopied as required and are available via the PEYTU website [www.peytu.co.uk](http://www.peytu.co.uk) or by request on 0117 908 0601. Please DO NOT send booking forms by Fax.

#### By Telephone:

PEYTU can take course bookings over the telephone, please make sure that you have your debit/credit card available at the time of calling. The following cards are accepted:



#### Via our Website - Coming Soon:

An on-line booking and payment system will be up and running by September 2008. Simply visit our website, select the required course and complete the on-line booking process.

#### By Post:

Via a completed booking form which you will need to return with a cheque made payable to: The Play & Early Years Training Unit and addressed to:

PEYTU Course Bookings  
2<sup>nd</sup> Floor, The Proving House,  
Sevier Street,  
St. Werburghs,  
Bristol BS2 9LB.

#### Confirmation:

- 1) Please note that bookings cannot be confirmed until full payment has been received.
- 2) In addition, your place will not be *guaranteed* until you have received our booking confirmation, which will be sent at least two weeks before the course starts.
  - a) If you have not received confirmation by that date, we will contact you to offer an alternative date or to arrange a refund of your course fee, should you decline a place on a later course.



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- 3) Once we receive your telephone/website booking or completed booking form, we will write to you confirming your place on the course. Confirmation will include details of the date, start time, venue, how to get there and any materials you may need.
  
- 4) For those not working in Childcare<sup>2</sup> within the Bristol Local Authority area, or for those who are based outside the Bristol L.A., confirmation will be sent one week before the course is due to start.

### Late Bookings:

Confirmation will be sent as soon as possible by email or by 1<sup>st</sup> class post. In addition, we are happy for you to call to check whether a place has been allocated to you.

### Cancellation

**By You:** If you have booked onto a course and wish to cancel your place, you must notify us no less than 15 working days before the course is due to start. A refund will then be issued either by cheque or back to your debit/credit card as appropriate.

**Please note that refunds will not be issued for any cancellations that miss this deadline.**

**By Us:** In the unlikely event that we have to cancel a course, we will notify you as soon as possible and either;

- (a) offer you an alternative date (you will be advised of the new dates as soon as possible) or
- (b) Issue a refund by cheque or back to your debit/credit card as appropriate.

### Data Protection & Confidentiality

Information which you supply on the booking form and through the 'on-line' booking system is subject to the Data Protection Act 1998 and will be processed in accordance with PEYTU's Data Protection Policy, a copy of which is available on request. The information you supply will enable us to compile statistical information that may be available to funders and/or other third parties. Information that could identify you as an individual will not be published although it may be shared, where necessary, for monitoring and planning purposes.

If you have any further queries about the training at PEYTU, booking procedures, your eligibility to receive a subsidised place or access requirements, please contact us at;

### Contact Information

The Play & Early Years Training Unit (PEYTU)

<sup>2</sup> Early Years, Childcare and Playwork.



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Website: [www.peytu.co.uk](http://www.peytu.co.uk)