

GLOMAS TRAINING

Gloucestershire Money Advice Service

We have arranged 2 "update" courses in time for the new financial year. They are for people with a working knowledge of money advice or the benefits system and are suitable for people wanting a refresher or to build upon existing skills or information.

Benefits Update **Thursday 23rd February a.m**

Money Advice Update **Thursday 23rd February p.m**

BENEFITS UPDATE (Trainer: Jeff Brown)

This popular half-day course is designed for caseworkers, supervisors and advisers and covers recent and forthcoming changes in social security law. It is also useful for advisers who want to be kept up-to-date with the latest developments in welfare benefits and tax credits.

MONEY ADVICE UPDATE (Trainer: Charlotte Bentham)

This half-day course is designed for caseworker/supervisors and caseworkers and covers recent and forthcoming changes in the law affecting money advice. It is also useful for advisers who want to be kept up to date with the latest developments in money advice.

COURSE FEES

Gloucestershire based	Benefits Update	Money Advice Update
Voluntary	£55	£45
Statutory	£100	£80
Commercial	£150	£140
Outside Gloucestershire		
Voluntary	£75	£65
Statutory	£200	£130
Commercial	£300	£200

If both courses are booked at the same time, a discount of 10% is available.

VENUE

Gloucester CAB, 1st Floor, 75-81 Eastgate Street, GL1 1PN

CONTACT

01452 527202 extn 236 or 238

e-mail: margaret.hayes@glomas.org.uk

website: www.glomas.org.uk

COURSES PLANNED FOR SUMMER TERM

- **Benefits & Tax Credits**
- **Bankruptcy**
- **Insolvency Options**
- **Introduction to Money Advice**

Booking Form

Contact details

Name and Organisation

Type of Organisation Voluntary Statutory Commercial

Address

Post Code

Telephone

Email

Course and Date

Participants

Access

Please give details of any special requirements that will enable the above people to fully participate in the course

Payment

Cheque enclosed for £ made payable to "Gloucester Citizens Advice Bureau"

Please invoice

Signed

Signed:

**Please return completed forms to: Training Administrator, Gloucestershire Money Advice Service, Gloucester CAB, 75-81 Eastgate Street, Gloucester GL1 1PN
or by e-mail to: margaret.hayes@glomas.org.uk
or fax to: 01452 381507 marked "attn GLOMAS"**

Terms and Conditions of Booking

1. All course fees are payable in advance of the course.
2. All invoices should be paid within one month of the date on the invoice.
3. Cancellations will only be accepted in exceptional circumstances and will be subject to a £20 administration fee.
4. No refunds will be given for cancellations within 28 days of the date of the course. If a participant withdraws, for whatever reason, less than 28 days before the commencement of the course, the fee will remain payable in full if the participant's organisation is unable to nominate another participant.
5. Courses may be cancelled for whatever reason and, in particular, if there are insufficient bookings to make a course viable. Bookings will either be transferred to the next available date or a full refund paid.
6. We reserve the right to change the venue of any course and/or the trainer from that described in our published literature.

Joining Instructions

Provided that there are sufficient participants to make the course viable, participants will receive a confirmation letter at least 14 days before the course starts. This will include joining instructions.

If you are booking within one month of the course date, please telephone the training administrator first to check availability.

Half-day training courses run from 9.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 4.30 p.m. Tea & coffee is available before and during the courses. Please note that lunches are not provided. All courses are non-residential.