Please complete and return by e-mail to business-academy@herts.ac.uk

 *Please note that all bookings are subject to the standard terms and conditions of the University of Hertfordshire*

|  |
| --- |
| **Personal Details** |
| Date: |  Click here to enter text. | Title (Mr/Mrs/Miss/Dr): | Click here to enter text. |
| First name: | Click here to enter text. |
| Surname: | Click here to enter text. |
| Date of Birth dd/mm/yyyy: | Click here to enter text. | Gender: | Click here to enter text. |
| Home address: | Click here to enter text. |
| Click here to enter text. | Postcode: | Click here to enter text. |
| Contact phone number : | Click here to enter text. |
| How did you hear about the course? |  UH website[ ]  | Personal [ ]  Colleague/friend  |  Advertisement[ ]  |  Mailing [ ]  |
|  [ ]  Other (please state how) |  |
|  |  |
| **Employment Details** |
| Job title: | Click here to enter text. |
| Employer name: | Click here to enter text. |
| Employer address: | Click here to enter text. |
| Work phone number: | Click here to enter text. |

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| --- | --- |
| **Email address for University registration and course communication. IMPORTANT – this must be a personal email address, not a work email address** | Click here to enter text. |
|  |  |
| **CIPS membership number if known** | Click here to enter text. |

**Please continue to next page**

**Programme Schedule**

Please select the units you wish to study:

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Name** |  **Dates** | **Fee** | **Select** |
| **Negotiating and Contracting** |  Sat 22 Sep, 29 Sep, 6 Oct 2018  | **£ 590** |[ ]
|  |  **Revision Day only:** 6 Oct 2018 | **£ 225** |[ ]
|  |
| **Managing Contracts and Relationships** | Sat 20 Oct, 27 Oct, 3 Nov 2018 | **£ 590** |[ ]
|  | **Revision Day only:** 3 Nov 2018 | **£ 225** |[ ]
|  |
| **Sourcing in Procurement and Supply** | Sat 9 Feb, 16 Feb, 23 Feb 2019 | **£ 590** |[ ]
|  | **Revision Day only:** 23 Feb 2019 | **£ 225** |[ ]
|  |
| **Contexts of Procurement and Supply** | Sat 16 Mar, 23 Mar, 13 Apr 2019 | **£ 590** |[ ]
|  | **Revision Day only:** 13 Apr 2019 | **£ 225** |[ ]
|  |
| **Business Needs in Procurement and Supply** | Sat 1 Jun, 15 Jun, 29 Jun 2019  | **£ 590** |[ ]
|  | **Revision Day only:** 29 Jun 2019 | **£ 225** |[ ]

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| **Full programme (5 units) (10% discount applied)\*** | **£ 2655** |[ ]

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| **Discounted fee for UH students, staff and alumni only\* -****please provide your staff /student number:** | Click here to enter text. |
| Per unit  | **£ 472** |[ ]
| Revision Day only | **£ 180** |[ ]

 *\*please note that only one discount can be claimed*

**Payment Options**

Once the booking form has been assessed, you will be directed to the University’s online payment system.
Organisations can be invoiced directly on receipt of a purchase order.

**Specific terms & conditions:**

A minimum of 6 delegates per unit is required for CIPS units to take place*.*

**Declaration:
Please read the short course terms & conditions before completing this form.**

[ ]  I understand that the personal information I provide on this form is necessary for the University to assess my application, and by ticking this box I consent to the University using my sensitive personal information in accordance with the Data Protection legislation, including the General Data Protection Regulations, for the purposes of processing my application

[ ]  I confirm that I meet the CIPS entry criteria

[ ]  I consent to the University contacting me for marketing purposes and to provide me with further information

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | Click here to enter text. |  **Date:** | Click here to enter text. |

 **Please continue to pre-course evaluation on next page:**

**Pre-course Evaluation**

|  |  |
| --- | --- |
| Name  | Click here to enter text. |

|  |  |
| --- | --- |
| Why do you want to attend this course?  |  |
| Which part of the training do you think will be particularly valuable? |  |
| How will the skills you learn benefit you in your job role? |  |
| What do you hope to do differently when you have completed this course? |  |

**Please continue to next page**

|  |  |
| --- | --- |
| Name  | Click here to enter text. |

Please review the following list of knowledge and skills statements. Give some thought to what you know before the start of this course. Tick the box that best represents your knowledge and skills **before** this training.

# **RATING SCALE: 1 = LOW 3 = MEDIUM 5 = HIGH**

|  |  |  |
| --- | --- | --- |
| **Before course** | **Knowledge and skills related to:** | **After course** |
| 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  | Identifying approaches to achieve negotiated agreements with external organisations, and recognising appropriate legal terms that should regulate commercial contracts. | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  | Ability to apply methods to improve supplier performance, and recognising the need to apply a structured approach when dealing with performance and relationship issues. | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  | Applying a range of tools and techniques to assess sourcing options available to organisations, and making the right choices when procuring goods, service or works from external suppliers. | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  | Ability to offer advice to main stakeholders on the application of the sourcing and procurement process, and also understanding the supply chain in which the organisation operates. | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  | Understanding practices that will help achieve value for money solutions in procurement, including exploring options available for securing supply chain objectives. | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |

[www.go.herts.ac.uk/professional-development](http://www.go.herts.ac.uk/professional-development)