

Insight bespoke training initial request form

Requests for bespoke training providing by Insight Training and Development department are to be requested using this form. Please attach separate forms for multiple training subjects.

Part A to be completed by the client:

Client details:

Company name	
Company address	
Client name	
Client role	
Contact email address	
Contact phone number	
Date Training request submitted	

Training requirements:

Training required	
Training standards required (ie Internationally accredited)	
Start standard of staff to be trained (ie any previous relevant training conducted?)	
Numbers to be trained	
English language proficiency	
Any staff disabilities?	
Dates training required	
Training location (if not Insight training premises) *Note that external training venues will need to be checked for suitability by Insight training staff	

<p>Training materials supplied (if not utilising Insight training materials) *Note that external training materials will need to be checked for suitability by Insight training staff</p>	
<p>Continuation / follow-up training required?</p>	
<p>Any other Information</p>	

Part B To be completed by Insight training staff:

<p>Lead Instructor name</p>	
<p>Request for information received</p>	<p>Date:</p>
<p>Follow up call made</p>	<p>Date:</p>
<p>Additional training remarks</p>	
<p>Course resources available?</p>	<p>Y/N</p>
<p>Additional resources needed:</p>	
<p>Course costed?</p>	<p>Y/N</p>
<p>Course content agreed?</p>	<p>Y/N</p>
<p>Course booked?</p>	<p>Y/N</p>