

# 2010 BOOKING FORM CORE REGIONAL TRAINING COURSES



## RMC CONSULTANCY

RMC Consultancy provides training to housing associations, local authorities and ALMOs aimed at improving understanding and management of CORE, and promoting use of CORE data. Our courses are subsidised by the Tenant Services Authority and Communities and Local Government who recognise the importance of CORE training. In 2005 RMC won a four year contract to deliver CORE training until March 2010.

## NOT SURE WHICH COURSE TO ATTEND?

If you are not sure which course is the most suitable please refer to the Training Matrix (you can download a Pdf version from our website [www.rmc-consultancy.org.uk](http://www.rmc-consultancy.org.uk)) which highlights who each course is aimed at and who would also benefit from attending. The document also gives full details of each course – aims, course outline, learning objectives and who should attend. If you are still unsure give Suzanne a call on 01769 580380.

Course codes		INTRODUCTION TO CORE (£85)	
AM	PM	Location	Date
IN01		Manchester	Mon 22 February
IN02		London	Wed 24 February
IN03		London	Thurs 25 February
IN04	IN05	London	Mon 8 March
IN06	IN07	Birmingham	Mon 15 March
IN08		Manchester	Mon 22 March
IN09	IN10	London	Mon 29 March

Course codes		SALES CORE (£85)	
AM	PM	Location	Date
	SA01	Manchester	Mon 22 February
	SA02	London	Thurs 25 February

Course codes		SUPPORTED HOUSING (£85)	
AM	PM	Location	Date
	SH01	London	Wed 24 February
	SH02	Manchester	Mon 22 March

Course codes		NEW! Online data submission (including validation facilities available on the CORE website) (COMPUTER BASED TRAINING - £165)	
AM	PM	Location	Date
OS01	OS02	London	Tue 23 February
OS03	OS04	Birmingham	Mon 1 March
OS05	OS06	London	Tue 9 March
OS07	OS08	London	Wed 17 March
OS09		London	Thurs 18 March
OS10		Manchester	Thurs 25 March
OS11		London	Tue 30 March
OS12		Manchester	Thurs 1 April

Course codes		Using CORE data to inform business (COMPUTER BASED TRAINING - £165)	
AM	PM	Location	Date
	CD01	London	Thurs 18 March
	CD02	Manchester	Thurs 25 March
	CD03	London	Tue 30 March
	CD04	Manchester	Thurs 1 April

Don't forget you can check and book course availability online at [www.rmc-consultancy.org.uk](http://www.rmc-consultancy.org.uk)

## PLEASE NOTE

- **Introduction to CORE courses** are suitable for **general needs and supported housing staff**
- All **morning seminars** will start at 10:00 am and **afternoon seminars** start at 2:00 pm (unless otherwise notified) and will last for approximately three hours, including a short refreshment break
- **Full venue details and maps** can be found on our website [www.rmc-consultancy.org.uk](http://www.rmc-consultancy.org.uk)

If you have any queries please contact: **Suzanne Hazelden**  
(Tel: 01769 580380 or by email: [suzanne@rmc-consultancy.org.uk](mailto:suzanne@rmc-consultancy.org.uk))

# BOOKING FORM

## HOW TO BOOK YOUR PLACE(S)

You can either:

- Complete a booking form online at [rmc-consultancy.org.uk](http://rmc-consultancy.org.uk)
- Complete this booking form and post to RMC Consultancy
- Telephone RMC Consultancy on 01769 580380.

## HOW TO COMPLETE THIS FORM

1. Complete the details about yourself – the person making the booking.
2. Complete the details about those attending course – name, position and **course code**.
3. Complete the section on payment details.
4. Send the booking form to RMC Consultancy – additional copies of this form can be downloaded from the [rmc-consultancy.org.uk](http://rmc-consultancy.org.uk) website.

Your organisation:	
Name of contact:	
Position:	
Address:	
Telephone number:	Email: (Please write clearly)

Name of delegate(s) who will be attending course(s):			
Delegate Name	Job title	Course code (for example "IN01")	Please tick if delegate has been on a RMC CORE course before
1.			
2.			
3.			
4.			
5.			

## PAYMENT DETAILS

There is a delegate fee of £99.88 (£85 + VAT per person) for non-computer courses and £193.88 (£165 + VAT per person) for computer courses.

**Please tick your preferred method of payment**

- I have enclosed a cheque for the full amount made payable to "RMC Consultancy Limited"
- Please invoice me

**Enter Purchase Order Number OR tick box**

Purchase Order Number/Code

- I confirm that a purchase order number is not required by my organisation.

**WHAT HAPPENS NEXT?** You will receive a confirmation letter, joining instructions and invoice usually within five working days.

**Regional training courses are always very popular**  
**Please return your form by the end of January to ensure your place(s)**

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