

## SED COURSE BOOKING FORM 2011-2012

PARTICIPANT DETAILS	
<b>NAME</b>	<b>EXTENSION NO</b>
<b>POSITION</b> <small>(In addition, see tick boxes below for Research Assistants, Research Fellows and Research Degree Students)</small>	<b>FACULTY/DIVISION and DEPT/UNIT</b>
<b>E-MAIL</b>	<b>DATE</b>

A confirmation email will be sent to you when Staff and Educational Development receive your completed Course Booking Form. If you have not received an email from Staff and Educational Development within a week of sending your Booking Form, please telephone Staff and Educational Development on 020 7927 2374 or email [StaffDevelopment@lshtm.ac.uk](mailto:StaffDevelopment@lshtm.ac.uk).

Further joining instruction details will be sent to you by email closer to the date of the course.

COURSE DETAILS			
COURSE TITLE	COURSE CODE	RUN BY	DATE

Please tick if you are enrolled on the Postgraduate Certificate in Learning and Teaching (PGCILT) and you are applying above for one or more of the required teaching workshops:

MANAGER'S AUTHORISATION	
I agree to the above named attending the course(s) requested on this booking form. I also understand that if a cancellation is made and a replacement cannot be found or the person fails to attend the course(s) then the Faculty/Division/Department/Unit will be charged a course cancellation fee.	
<b>Head of Faculty/Division/Department/Unit Signature:</b>	<b>Date:</b>
<b>Please print name:</b>	

**Please tick** if you are currently a –

Research Degree Student

Research Assistant

Research Fellow

(Tick two boxes if applicable, e.g. if you are a Research Assistant also studying for a PhD.)

**and –**

if any of these three –

Tick if you / your post is supported by Research Council funding (MRC, BBSRC, ESRC)

**Please complete overleaf.**

## EQUAL OPPORTUNITIES MONITORING

The Race Relations (Amendment) Act places a positive "General Duty" on the School to promote race equality. To comply with the Act the School must monitor racial groupings of staff undertaking training courses through the School's Staff and Educational Development Programme. The monitoring will be an ongoing process and the information obtained will be used to assess race equality objectives for the School and to provide statistics to be published on an annual basis. Please complete the information below.

**GENDER:** MALE / FEMALE (please circle)

**ETHNIC ORIGIN:** Please tick the box next to your background from the table. If you consider yourself to be from a background that is not listed, please give details in Section 80.

11 White - British	<input type="checkbox"/>	33 Asian or Asian British - Bangladeshi	<input type="checkbox"/>
12 White - Irish	<input type="checkbox"/>	34 Asian or Asian British - Chinese	<input type="checkbox"/>
19 Other White background	<input type="checkbox"/>	39 Other Asian background	<input type="checkbox"/>
21 Black or Black British - Caribbean	<input type="checkbox"/>	41 Mixed – White and Black Caribbean	<input type="checkbox"/>
22 Black or Black British - African	<input type="checkbox"/>	42 Mixed – White and Black African	<input type="checkbox"/>
29 Other Black background	<input type="checkbox"/>	43 Mixed – White and Asian	<input type="checkbox"/>
31 Asian or Asian British - Indian	<input type="checkbox"/>	49 Other mixed background	<input type="checkbox"/>
32 Asian or Asian British - Pakistani	<input type="checkbox"/>	80 Other (Please specify below)	<input type="checkbox"/>

### Disability

In accordance with the Disability Discrimination Act 1995 the School is keen to increase the numbers of people with disabilities in its employment. The following is only sought for monitoring purposes.

Do you consider yourself to have a disability?

YES/NO

If 'yes' please state the nature of your disability.

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This information will be used for monitoring purposes only.

Please let us know if you have any special needs or requirements you would like us to be aware of in preparing for this course:

**PLEASE RETURN THIS FORM TO THE STAFF AND EDUCATIONAL  
DEVELOPMENT UNIT, ROOM G22, KEPPEL STREET, AS SOON AS POSSIBLE**