

FINDING INFORMATION / DEVELOPING CONTACTS

Use this worksheet in conjunction with the activity on page 38

Which training providers has your tutor asked you to contact?

Training Provider 1	Training Provider 2

What subject are you enquiring about?

Training Provider 1	Training Provider 2

What are the contact details?

Training Provider 1	Training Provider 2
Address	Address
Telephone	Telephone
Fax Number	Fax Number
Web Site Address	Web Site Address
Key Contact Names	Key Contact Names
e-mail Address	e-mail Address

Please Turn Over

East Riding College Trade Union Studies Centre

Learning Representatives Training

Summary of the Services Offered

Training Provider 1	Training Provider 2
What courses are offered?	What courses are offered?
When do they start? (date, day, session times)	When do they start? (date, day, session times)
How long do they last for?	How long do they last for?
Are there any pre entry requirements?	Are there any pre entry requirements?
How much do the courses cost?	How much do the courses cost?
Is the course / college accessible for students with disabilities?	Is the course / college accessible for students with disabilities?