

Booking Form

Name _____ Title: _____
Job title _____
Organisation _____
Address _____

Postcode _____
Phone number _____
Email _____
Dietary / special requirements _____

In which language will you be contributing to the event? Welsh
English

Will you require translation equipment to understand any contribution made in Welsh? Yes
No

Which language would you prefer your delegate pack in? Welsh
English

Fees (VAT included) Please tick

Member £135

Non-Member £156

Person with a learning disability £51

Parent or unpaid carer of disabled person. Or a paid carers supporting someone to attend. £51

Please return this completed booking form with a cheque made payable to Learning Disability Wales, alternatively you can be invoiced but note there will a £6.00 administration charge per invoice.

I would like to book a place on Making Information Easy to Read and Understand – Level 2 8th February 2012 in Cardiff

Signed _____ Date _____

Cancellation Policy: Cancellations must be made at least 10 working days before the start of the event. Failure to do so will result in the full fee being charged.

Your details: Learning Disability Wales would like to keep your details on record for future events and training. If you do not wish to receive any further information from us please tick the box



Learning Disability Wales
Anabledd Dysgu Cymru

Making Information Easy to Read and Understand –Level 2



This course will help you develop your skills in making written and printed information more accessible for people with learning disabilities. You will learn how to apply your skills to more complex documents.

8th February 2012

Cardiff

www.learningdisabilitywales.org.uk

Making Information Easy to Read and Understand – Level 2

Course Aims

This course will include a recap on the principles of making information easy to read and understand and then take delegates on to look at how they can develop and improve their skills.

The course will help delegates work with longer and more complex documents and will focus on:

- Developing your use of easy to understand language
- Inclusion of relevant information
- Dividing information up into useful sections
- Putting your document in a meaningful order
- Glossaries and indexes

Follow up session

All delegates will be invited to a follow up session a few weeks after this course. You will be able to meet up with your fellow learners and the tutor for a trouble shooting, advice and feedback session.

After this course delegates will

- Work out the relevant information to be included in an easy read document
- Structure long or complex documents so they are easy to follow.
- Get feedback on work they have completed and advice for developing their skills further.

Designed for

Anyone who has attended Making Information Easy to Read and Understand Part 1 or who has experience of writing information in Easy Read.

Booking & Fees

Members £135 Non members £156
Parents / Carers / Person with learning disability £51

Please return completed forms to:

Fax: 029 2075 2149

Post: Learning Disability Wales, 41 Lambourne Crescent, Llanishen, Cardiff. CF14 5GG **Email:** training@learningdisabilitywales.org.uk

If you have any questions please do not hesitate to contact us on 029 20681174

