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| **Site** |  | **Line Manager** |  |

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| **Type of request (circle appropriate)** | **Individual / group** | **Number of delegates**  **(if booking group training)** |  |

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| **Name of delegates** | **Job role of delegates** |
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**Training Identified**

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**Training Justification**

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**Sign off to get Training quotes**

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| **Line Manager** |  | **Training Admin** |  | **Office Manager** |  |

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| **Training Provider** | **Location** | **Duration** | **Cost** |
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**Sign off to confirm booking of training**

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| **Training**  **Admin** |  | **Date :** | **Office manager** |  | **Date :** |