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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 :** |