

WEST MIDLANDS REGION TRAINERS FORUM

Welcome to our final West Midlands Trainers Forum for 2010. This is a regional event for all local trainers to share knowledge, common interests and training initiatives to help improve their skills and training provision.

This event is free to CIEH trainers and is eligible for CPD certification.

DATE: 5 October 2010

TIME: 09.45 – 13.00

VENUE: Shrewsbury College of Arts & Technology
Radbrook Campus
Radbrook Road
Shrewsbury
SY3 9BL

For directions go to <http://www.shrewsbury.ac.uk/?id=284>

CIEH Representative is: Marianne Phillips Director of Product Development & Delivery/Head of the CIEH Awarding Body

The agenda for this forum is as follows:

- 09.45 – 10.15** Welcome, registration, refreshments and networking
Please don't forget to bring your business cards
- 10.15 – 10.45** Marianne from CIEH will give us an update and assist with any queries you may have.
- 10.45 – 12.45** 'Fulfilling CIEH procedural requirements and preparation for an audit' Marianne will help us understand with her presentation and workshop.
There will be a break during this session for refreshments.
- 12.45 – 13.00** A.O.B including discussion re the 1st event of 2011

Booking instructions: Please email Adrian Cooper adrianc@shrewsbury.ac.uk to confirm your attendance. We will not be able to confirm receipt of your emails but please be assured your details will be added to the forum register when received. We look forward to welcoming you to the event and thank you for your support

www.cieh.org/forum