

# HEI booking form

Wider Picture – consultancy and staff development programme  
for higher education

PLEASE COMPLETE ALL THE DETAILS BELOW

## Address for correspondence and invoice

Title	Forename	Surname
<hr/>		
Job title		
<hr/>		
Institution/organisation		
<hr/>		
Address		
<hr/>		
<hr/>		
<hr/>		
Postcode		
<hr/>		
Telephone		Fax
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Email		Purchase order no
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## EVENT VENUE ADDRESS

(If different to correspondence and invoice address)

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I WISH TO BOOK UCAS FOR A

Keynote presentation

Workshop

## Preferred dates and times

1st choice	Time
<hr/>	<hr/>
2nd choice	Time
<hr/>	<hr/>
3rd choice	Time
<hr/>	<hr/>

## TOPICS TO BE COVERED

(Please tick relevant boxes. If choosing 'Other', please supply detail of what is required.)

UCAS E-migration	<input type="checkbox"/>	New developments in 14-19 curriculum	<input type="checkbox"/>	Widening participation	<input type="checkbox"/>
The UCAS Tariff	<input type="checkbox"/>	Vocational Qualifications	<input type="checkbox"/>	Mature entry to HE	<input type="checkbox"/>
Tools for differentiation	<input type="checkbox"/>	Progression to art and design HE	<input type="checkbox"/>	Fair admissions	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Session to be aimed at: Staff  Students  Parents

I agree that UCAS may invoice my institution for this service at the following rates:

- £300 plus VAT per session (maximum 2 hours) – £125 plus VAT per additional session on the same day (maximum 2 hours)
- Travel, accommodation and subsistence costs will be charged as incurred. Full details of these potential costs can be found at the following web address:  
[www.ucas.com/adviser/training/consultancyservices](http://www.ucas.com/adviser/training/consultancyservices)

Please indicate where you heard about the Wider Picture consultancy service, eg word of mouth, ucas.com, previous bookings, etc.

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I also agree that members of UCAS staff may contact me to discuss the arrangements and, if appropriate, obtain further information about my institution and my requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this completed form to:

Professional Development Team, Policy & Public Affairs, UCAS, Rosehill, New Barn Lane, Cheltenham GL52 3LZ

t 01242 545712 f 01242 544954 e professionaldevelopment@ucas.ac.uk