



# Foundation Workshop in SMETA Methodology

## Booking Form

Please complete this form to apply for your place on the Foundation Workshop in SMETA Methodology session.

**Please provide your Details:**

<b>Applicant Name</b>	:	
<b>Organization Name</b>	:	
<b>Position Held</b>	:	
<b>Email Address</b>	:	
<b>Contact Number</b>	:	
<b>Experience with Ethical Auditing (No of days as Auditor/Team Leader)</b>	:	

<b>Upcoming Session:</b>	<b>Location</b>
22 October 2019	Bern, Switzerland

**Please provide your required invoice Details:**

<b>Contact Name</b>	:	
<b>Organization Name</b>	:	
<b>Invoice Address</b>	:	
<b>Contact Number</b>	:	
<b>Purchase Order Number</b>	:	

Please complete page 2 with all your relevant training.



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## Booking Form

Please indicate your previous training:

Name of previous training:		Full name of course:	Organisation:	Date of training:	Course Duration:	Are the courses accredited? If so by whom?	Certification attached?
1. Lead auditor course for social auditing skills	<input type="checkbox"/>						
2. Auditor course for social auditing skills	<input type="checkbox"/>						
3. Auditor course for Quality Management Systems	<input type="checkbox"/>						
4. Auditor course for Occupational Health and Safety Management Systems	<input type="checkbox"/>						
5. Social Auditing Skills Conversion Course	<input type="checkbox"/>						
6. Auditor course for Environmental Management Systems	<input type="checkbox"/>						
7. Other	<input type="checkbox"/>						
8. Other	<input type="checkbox"/>						
9. Other	<input type="checkbox"/>						
10. Other	<input type="checkbox"/>						
11. Other	<input type="checkbox"/>						
12. Other	<input type="checkbox"/>						

Please note: If you require a bespoke session, have a large group of people, or would like a session to be delivered at your premises, please email [tgrossglauser@iqnet.ch](mailto:tgrossglauser@iqnet.ch) with your requirements.

<p><b>Quote</b></p> <ul style="list-style-type: none"> <li>If you have any questions before booking your workshop, please contact your tutor to discuss at <a href="mailto:tgrossglauser@iqnet.ch">tgrossglauser@iqnet.ch</a>.</li> <li>Discounts may apply for group bookings, please ask your tutor for details at <a href="mailto:tgrossglauser@iqnet.ch">tgrossglauser@iqnet.ch</a>.</li> </ul>	<p><b>Confirmation</b></p> <ul style="list-style-type: none"> <li>You will be invoiced for the workshop upon receipt of your booking form.</li> <li>Places for workshop sessions will be allocated on a first come first served basis.</li> </ul>	<p><b>Cancellation policy</b></p> <ul style="list-style-type: none"> <li>Group sessions require a min of 6 attendees.</li> <li>It may be necessary to cancel sessions with no less than 10 business days notice as a result of a low number of registrations. Places will be re-scheduled to next convenient date.</li> </ul>	<p><b>Cancellation policy</b></p> <ul style="list-style-type: none"> <li>Participants must give at least 10 business days' notice to cancel or re-schedule a session.</li> <li>Participants will not be entitled to a refund or class credit if less than 10 business days advance written notice is given.</li> </ul>
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Please check the above information is correct and attach any required copies of certificates and email this form to: [iqnetltd@iqnet.ch](mailto:iqnetltd@iqnet.ch) or [tgrossglauser@iqnet.ch](mailto:tgrossglauser@iqnet.ch)