



**Donaldson's School**  
*Success Through Communication*



# **BRITISH SIGN LANGUAGE LEVEL 1 COURSE**

## **APPLICATION FORM**

**To apply for a place on the British Sign Language Level 1 Course, please complete the application form and return to Harley Rudge at the address below.**

Donaldson's School  
Preston Road  
Linlithgow  
West Lothian  
EH49 6HZ

Tel: 01506 841900  
Fax: 01506 841901  
Textphone: 01506 841902  
Email: [info@donaldsons.org.uk](mailto:info@donaldsons.org.uk)



it pays to learn

**[www.donaldsons.org.uk](http://www.donaldsons.org.uk)**

## British Sign Language (BSL) Level 1

### Course Information

We are now able to confirm the details of our next British Sign Language (BSL) Level 1 class that will be starting on **23<sup>rd</sup> November 2011**. This course is accredited by Signature. In this booklet, you will find information on the course and details of how to apply.

Signature qualifications appear on the Scottish Credit and Qualifications framework (SCQF) – BSL Level 1 (5 credit points) equals SCQF Level 4 Intermediate 1/SVQ1.

### Courses

This year we are offering a weekly course run over 26 weeks. Course days and times are as follows:

Day	Start Date	End Date	Time	Venue
Wednesday	23 <sup>rd</sup> November 2011	6 <sup>th</sup> June 2012	1830-2100	Donaldson's School Linlithgow

### Cost

The cost of the course is **£370**, this price includes all course and examination fees.

If your work is sponsoring you, please ensure that you complete and return the "Confirmation of Booking for Training" form; this must be signed by your employer.

For all applications, excluding work sponsored places, a **deposit of £100** must be received with the application in order to secure a place on the course.

Funding to attend may be available from the Glasgow Society for the Education of the Deaf and Dumb [www.gsedd.org.uk](http://www.gsedd.org.uk) and/or other sources.

### ILA Scotland Funding

This course has been approved to participate in the ILA Scotland scheme. ILA Scotland is a Scottish Government scheme that helps you pay for learning that you can do at a time, place, pace and in a way to suit you. It's for people who have an income of £22,000 a year or less, or who are on benefits.

If you are 16 or over and living in Scotland, you could get up to £200 towards the cost of learning with a learner account from ILA Scotland.

If you are planning to use your ILA Scotland funding to part pay for this course, you must have your account set up before the course starts. You can apply for the course without your account being set up, but you will not be able to join the course until it is.

To request an Application Pack, or to find out more, visit [www.ilascotland.org.uk](http://www.ilascotland.org.uk) or call the ILA Scotland helpline free on **0808 100 1090**.

## **Cancellation**

In the event that you have to withdraw from the course, the following cancellation charges will apply:

- 👉 Up to 7 days before the start date - we are unable to return the deposit of £100 if you withdraw from the class up to 7 days before the start date;
- 👉 After the start date - full fee of £370 is payable if you withdraw on, or after, the class start date.

## **To book a place**

If you would like to start learning BSL, please complete the application form and return it to Donaldson's, along with your deposit, as soon as possible. In the event that your application is unsuccessful, your deposit will be returned to you. We hope that you decide to study with Donaldson's and look forward to welcoming you onto the course.

If you have any questions regarding the application, or if there are points you would like to discuss, please contact Harley Rudge (contact details on front cover).

## Application Form - British Sign Language Level 1

### Personal Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No (Day): \_\_\_\_\_ Tel No (Evening): \_\_\_\_\_

Fax no: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tick here if you are under 16 years of age:  (if ticked, please put age here - \_\_\_\_ )

### Previous Experience

It is preferable that students have completed the Donaldson's Introduction to British Sign Language course or have a basic facility with BSL but this is not compulsory.

Date passed Intro to BSL (or date of completion of course): \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(if applicable)

### Other information

What are your reasons for joining a British Sign Language Course:

Family  Friend  Work Related  Personal Interest

Other: \_\_\_\_\_

How did you learn about the course: \_\_\_\_\_

Are you: Deaf  Hard of Hearing  Hearing

Do you have any disabilities we should be aware of: Yes  No

If yes please explain: \_\_\_\_\_

## Book a Place

If you would like to book a place on the **BSL Level 1 course** please tick the box of the class you would like to join. To ensure a place we advise you to return your completed form as soon as possible.

Course Day	Session Times	Course Start Date	Course End Date	I would like to book a place on this course
Wednesday	1830-2100	23 <sup>rd</sup> November	6 <sup>th</sup> June 2012	<input type="checkbox"/>

## Method of Payment

Please indicate your method of payment:

- Cheque for £370 enclosed (full payment)
- Cheque for £100 deposit enclosed
- Employer paying – if your employer is paying for this course, please complete the section below.
- I will be using my ILA Scotland account to part fund the course

ILA Scotland Account No: \_\_\_\_\_  
(If known)



- Pay £100 deposit by credit or debit card
- Pay £370 full course fees by credit or debit card

### Card details:

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Valid From – \_\_\_ / \_\_\_ / \_\_\_      Expiry Date – \_\_\_ / \_\_\_ / \_\_\_

Security Code – \_\_\_\_\_ (The last three digits on the back of your card)

**Cancellation charges will be made as follow:**

In the event that you have to withdraw from the course, the following cancellation charges will apply:

- 👤 Up to 7 days before class commences - £100 deposit will not be returned
- 👤 On or after the class start date – the full fee is payable £370

**I confirm that I would like to book a place on the BSL Level 1 Course and agree to pay the relevant charges if I choose to withdraw from the course.**

**Signed:** .....

**Date:** \_\_\_\_\_

**To be completed if your employer is paying**

Name of Employee Attending Course: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Type of Training: British Sign Language Level 1 Course

Start Date: 23<sup>rd</sup> November, 2011

Venue: Donaldson's School, Preston Road,  
Linlithgow, West Lothian EH49 6HZ

Cost: £370

I enclose a cheque  Please send me an invoice  PO No: \_\_\_\_\_

**Invoice should be sent to**

Contact Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_



Postcode: \_\_\_\_\_

Telephone no: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Cancellation charges will be made as follows:**

-  Up to 7 days prior to the start of the class - £100 non-refundable deposit
-  On or after the class start date – full fee of £370 is payable

**To be signed by the person authorising training.**

I confirm that I would like to book a place on the British Sign Language Level 1 Course for the above employee(s) and agree to pay the relevant cancellation charges if they choose to withdraw from the course.

Signature: .....

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_