



TO: ALL IPAF TRAINING CENTRES / INSTRUCTORS

FROM: Susan Foster

19th June 2010

PROFESSIONAL DEVELOPMENT SEMINAR NORTH & SOUTH 2010

Due to demand this year's Professional Development Seminar has been split into two identical events, North and South, for IPAF Approved Training Instructors and Training Centre staff.

South - 21st September 2010 Milton Hill House, Milton Hill, Steventon, Oxfordshire OX13 6AF.

North - 23rd September 2010 De Vere Whites Hotel, Reebok Stadium, De Havilland Way, Lostock Bolton BL6 6SF.

The cost will remain the same as for the previous years i.e. **£88.13** per person, inclusive of refreshments, a buffet luncheon and VAT.

We do hope that you will be able to attend and that you will find the event both enjoyable and informative. As you are already no doubt aware, this is a very good way of accruing points under our Continuing Professional Development scheme and it is therefore strongly recommended that you attend.

Please note we have an agreed rates with the Hotels, you need to quote the booking reference of IPAF Seminar. You must book 4 weeks before the seminar to get the agreed rate.

The purpose of this letter is to establish attendee numbers in order to make the appropriate arrangements. We would therefore ask that you complete the attached fax back form and **return immediately** if you wish to attend.

Should you wish to attend, we would advise you that **payment will be required prior to the Seminar date.**

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Susan Foster', is written over a light blue rectangular background.

Susan Foster
UK Training Administrator



PROFESSIONAL DEVELOPMENT SEMINAR 2010

21st September 2010 and 23rd September 2010

PROGRAMME

08.30 – 09.00	Registration and Coffee
09.00 – 09.10	Welcome & Introduction <i>Tim Whiteman – Managing Director</i>
09.10 – 09.55	Three Workshop Tracks *
11.00 - 11.45	Three Workshop Tracks *
11.45 - 12.00	Tea/Coffee
12.05 - 12.50	Three Workshop Tracks *
13.00 - 14.15	Lunch
14.15 - 15.15	Best Practice Guide <i>Joy Jones – HSE Principal Inspector</i>
15.15 - 16.00	Question Time
16.00 - 16.30	Closing Address

* **IPAF Update**
Rupert Douglas-Jones - IPAF International Training Manager

* **Auditing and IPAF Paperwork**
Giles Councill – IPAF Audit Program Manager

* **Spreader Plates**
*Chris Wraith - Lavendon Group Plc - UK Quality
Health and Safety Manager*



FAXBACK

**PROFESSIONAL DEVELOPMENT SEMINAR
to be held on
21st September 2010 and 23rd September 2010**

Please tick appropriate box

SOUTH - 21st September 2010

NORTH – 23rd September 2010

Attending Milton Hill House, Oxford *Attending DeVere Whites Hotel, Bolton*

PLEASE PRINT IN CAPITALS

NAME: _____

COMPANY: _____

Purchase order Number: _____

Signed: _____ **Date:** _____

Email: _____

Address: _____

Please tick appropriate box

Additional Names	South	North

**Please return completed form, by 16th August 2010 to
Susan Foster Fax No: + 44 (0)15395 64686**