



TO: ALL IPAF TRAINING CENTRES / INSTRUCTORS

FROM: Susan Foster

28th June 2008

PROFESSIONAL DEVELOPMENT SEMINAR 2008

This year's Professional Development Seminar for IPAF Approved Training Instructors and Training Centre staff will take place at **The Best Western Moat House, Stoke on Trent ST1 5BQ**

The Seminar will take place on Wednesday, 24th September, 2008, and the cost will remain the same as for the previous five 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 rate of £99.00 including breakfast with the Best Western Moat House, you need to quote the booking reference of IPAF Seminar. You must book 4 weeks before the seminar to get this 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 located below the text 'Yours sincerely,'.

Susan Foster
UK Training Administrator



PROFESSIONAL DEVELOPMENT SEMINAR 2007

The Best Western Moat House, Stoke on Trent
on
24th September 2008

PROGRAMME

08.30 – 09.00	Registration and Coffee
09.00 – 09.10	Welcome & Introduction <i>Tim Whiteman – Managing Director</i>
09.10 – 10.20	IPAF Updates <i>Rupert Douglas-Jones – International Training Manager</i>
10.20 - 11.00	IPAF Documentation <i>Giles Councill – Audit Programme Manager</i>
11.00 – 11.30	Coffee
11.30 – 12.00	Risk Assessments / Rescue Plans <i>Chris Smith – IPAF Auditor</i>
12.00 – 12.45	New Driver CPC <i>Perry Preston - J.Coates (HGV Services) Ltd</i>
12.45 – 13.30	LUNCH
13.30 – 14.30	Examples of MEWP Accidents <i>Geoff Frackelton - HSE</i>
14.30 – 14.45	Question Time
14.45 – 15.00	Closing Address
15.00 – 16.00	Coffee and collecting of Certificate

FAXBACK

**PROFESSIONAL DEVELOPMENT SEMINAR
to be held at
The Best Western Moat House, Stoke on Trent
on
Wednesday, 24th September, 2008**

Please tick appropriate box

Attending

Not attending

PLEASE PRINT IN CAPITALS

NAME: _____

COMPANY: _____

Signed: _____ **Date:** _____

Email: _____

Address: _____

Additional Name: _____

Additional Name: _____

Additional Name: _____

Additional Name: _____

**Please return completed form, as soon as possible to
Susan Foster
Fax No: + 44 (0)15395 64686**