

Trainers

All courses are normally led by the welfare rights consultants from the Unit.

Course times

10am to 4pm for full-day courses
10am to 1pm for half-day courses.

Registration time

Registration is 9.45 am. Please aim to arrive by that time. Tea and coffee are available on arrival.

Bookings

Bookings will normally be confirmed within 10 days. Please make a note in your diary as we will not usually contact you again until joining instructions are sent 2 weeks prior to the course.

Refreshments

Lunch, tea and coffee will be provided for all full-day courses in our programme. Tea and coffee are provided for half-day courses.

Joining Instructions

These will be sent out approximately 2 weeks in advance of the course.

Equipment

All courses will require you to bring a calculator and pens.

Knowledge

It is important that you have either attended the Introduction to Welfare Benefits course or have working knowledge of the benefits system before enrolling on any of the other courses. If in doubt please ring the Unit for advice.

Special Requirements

Please indicate any specific dietary or accessibility requirements on the booking form, along with additional persons who will be accompanying you, i.e. carer, interpreter etc.

Law Society Accreditation

Trainees can claim 5 CPD hours for attending a full-day course and 2.5 CPD hours for a half-day course. Please notify us on your booking form if you wish to claim.