

## Interventions for Mental Health in Everyday Practice (IMHEP) Training Application Form

Courses are currently free to qualifying Manchester based workers a charge will apply if you are a non Manchester worker.

Course Title			
Date of Course			
Length of course		Time of course	
Applicant's Name			
Position / Job Title			
Employer / Organisation			
Workplace Address			
		Postcode	
Telephone Number		Fax Number	
Email Address			
In order to help us to plan appropriate aids and adaptations to enable staff with a disability to come on our courses, please state any equipment or help you may need:			
<b><u>Manager's Agreement:</u></b>			
I confirm that I support this application.			
<input type="checkbox"/> I will ensure the applicant is freed from his/her normal duties for the full duration of the course in order to attend.			
Manager's Signature			
Manager's Name (Please print)			
Manager's Email			
<b><u>Applicant's Agreement:</u></b>			
I confirm that I am able to attend this course subject to confirmation letter and agree to the terms and conditions below			
<input type="checkbox"/> Failure of notification of cancellation or non attendance on the day will result in a £75 charge.			
<input type="checkbox"/> If for any reason the participant is unable to attend, a notice of one week or more should be given in writing e.g. email/letter/fax			
<input type="checkbox"/> This charge may be waived if you are unable to attend because of illness or other unavoidable urgent reason and we have been notified by participant or manager.			
<input type="checkbox"/> If the participant is unable to attend it is acceptable with enough notice for another appropriate member of staff from the organisation to attend.			
<input type="checkbox"/> Courses will begin promptly and participants must attend the full course to receive certification.			
Applicant's Signature			
Date			

A Confirmation letter / email will be sent upon receipt of this application indicating if you have a place or have been placed on a waiting list.

**Please return this form to:**

Madge Strong, CAMHS/IMHEP/UMH Project Worker  
 Manchester Public Health Development Service  
 Victoria Mill  
 Lower Vickers St. (off Varley St.)  
 Manchester. M40 7LJ  
 Tel. 0161 8612547 Fax. 0161 203 5817  
 Email: [madge.strong@manchester.nhs.uk](mailto:madge.strong@manchester.nhs.uk)  
 Website: [www.mphds.org](http://www.mphds.org)  
 Manchester Community Health, NHS Manchester