



Please complete the form below and email as an attachment to: [training@buildyourskill.co.uk](mailto:training@buildyourskill.co.uk).

If sending by post, please print this form, complete using block capitals and send to:  
Build Your Skill, 62A Buccaneer Way, Perth Airport Business Park, Scone, PH2 6PL

## Delegate Details

Title		First Name		Last Name	
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School Name		Position	
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Address	
City	
Postcode	
Contact Tel No	
Contact Email	

Purchase Order Number	
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## Course Details

Course Cost	£95 pp
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## 2026 Course Dates & Locations

Date	Course Name	Location	✓	Date	Course Name	Location	✓
Wed 06 May	Excel for Educators	Online*		Tue 19 May	Access for Educators	Online*	
Thur 03 Sept	Excel for Educators	Online*		Fri 25 Sept	Access for Educators	Online*	
Fri 09 Oct	Excel for Educators	Online*		Thur 29 Oct	Access for Educators	Online*	
Wed 25 Nov	Excel for Educators	Online*		Fri 04 Dec	Access for Educators	Online*	

\* Online via Teams

## Payment Details

You will be invoiced after the training if a purchase order is provided. Otherwise, payment in advance is required via bank transfer or cheque payable to "Build Your Skill".

Sort Code	83 47 00	Account Number	19550326
Bank	RBS	Account Name	Build Your Skill

## Authorisation

Signature		Date	
Name		Position	

Cancellation fee: 50% if cancelled 7-10 days before course start date, 100% if cancelled 0-6 days before course start.  
You can transfer to any other date without an additional charge.