



Defence Academy
of the United Kingdom

Application for Acquisition and Business modules

College of Management and Technology

You can also apply on-line via HRMS or the DA-CMT telephone booking line 96161 4485 or 01793 314 485 (Option 1 Business, Option 2 Acquisition).

Please ensure your details are correct on HRMS before booking.

Please use **BLOCK CAPITALS** to complete this form.

This application form should also be used for distance learning only modules and 'demand led' workshops.

A separate form should be used for each type of training and sent to the relevant Training Centre, as listed in the DA-CMT Propectus/Course Schedule or website www.da.mod.uk/cmt.

1. Applicant's details

Staff/Service no: Surname:

Forename(s):

Civilian title: Mr, Mrs, Miss, Ms, other:

Branch title: Band/Rank:

TLB: Please your area

Royal Navy Command			Land Forces		Air Command	Central	CJO
DE&S	DE	SIT	DSG	DSTL	Hydrographic Office		Met Office

Service Army RN RAF N/A UIN:

Official address: Civilian tel no:

Civilian fax:

E-mail:

Postcode/BFPO:

Mobile no. (optional)

- My line manager has agreed that I should attend this course
- I have read the Aims and Objectives of the course
- I satisfy the conditions for acceptance on the course (including the course pre-requisites and have attached a business case where required)
- I understand the arrangements for cancelling the course and that my line manager will be asked to explain if I withdraw within 14 days of the date of the course and that, if I withdraw, any cancellation costs might be charged to my budget

I have read the notes above and confirm that the conditions have been met Please tick box

If you cannot confirm that the conditions have been met, please contact a Training Centre for advice

2. Individual requirements

I have the following individual requirement(s) (eg dietary, mobility, Braille, large print and audio versions, sign language interpreters). **When selecting dates please bear in mind it can take up to 8 weeks to produce large print, audio, Braille and to arrange sign language interpreters.**

3. Course details

For programmed courses

Course reference	Course title	Date	Location
		1st choice	
		2nd choice	
		3rd choice	

Dates not convenient.

Travel: If there are insufficient numbers to run this course in your own region or on site, would you be prepared to travel to a region covered by (tick box):

Training Centre Portsmouth
(Business)

Training Centre Bath
(Business)

Training Centre Glasgow
(Business)

Training Centre London
(Business)

Training Centre Bristol
(Acquisition)

For Planning for Retirement course only

Retirement date:

Will your partner be attending? YES/NO

If YES partner's full name:

4. Line manager's details

Name:

Title:

Civilian tel no:

E-mail:

How to Apply for Courses

Application Form

Non-fee paying customers should complete the appropriate application form, which can be downloaded from our website www.da.mod.uk/cmt

Fee paying customer applications should be made using the appropriate application form, which can also be downloaded from our website www.da.mod.uk/cmt (along with our full Terms & Conditions).

Completed application forms should be returned as follows:

For all **'Acquisition'** courses, completed application forms should be forwarded to:

College of Management & Technology – Admiral House,
Building 440, The Avenue,
Bristol Business Park,
Coldharbour Lane,
Bristol BS16 1EJ

Fax: 0117 974 8301

For all **'Business'** courses, completed applications should be forwarded to the relevant Training Centres shown below.

Training Centre Glasgow

Scotland, Northern Ireland & North of England

Applications to: DA-CMT, Training Centre Glasgow,
Room 1.3.29, Kentigern House, 65 Brown Street,
Glasgow G2 8EX

Fax: 94561 2954 or 0141 224 2954

Training Centre London

Rest Of England & Overseas

Applications to: DA-CMT, Training Centre London, Sixth
Floor, St George's Court, 2–12 Bloomsbury Way, London
WC1A 2SH

Fax: 96305 3132 or 020 7305 3132

Training Centre Bath

South West England & Wales

Applications to: DA-CMT, Training Centre Bath, D Block,
Foxhill, Bath BA2 5BZ

Fax: 9355 49158 or 01225 449158

Training Centre Portsmouth

Southern England

Applications to: DA-CMT, Training Centre Portsmouth,
Room 1, Bldg 3/69H, HMNB Portsmouth, Hampshire
PO1 3NH

Fax: 9380 23662 or 02392 723662

Joint Equality and Diversity Training Centre

Complete the relevant JEDTC application form available on our website www.da.mod.uk/cmt or DIN 2008DIN07-132 Send completed applications to: DA-CMT, JEDTC, Building 43, Defence Academy, Swindon, Wiltshire SN6 8LA

Tel: 96161 5003 or 01793 785003

Fax: 96161 5014 or 01793 785014

Workshop Dates

For modules where there is a predictable, high level of demand, the majority of the workshops are programmed in advance and dates and locations are published in our schedule. The dates are also available on HRMS and our website www.da.mod.uk/cmt

However, we shall schedule additional workshops as demand arises. If our programmed dates are not suitable for your needs, please state this when you book, and we shall organise a workshop to suit you as soon as we can. Non-residential courses will take place at the relevant training centre. Residential courses will take place in a hotel in the location specified.

Demand Led Courses

For modules where demand is lower, or less predictable, we do not publish dates in advance, but we shall schedule modules as the demand arises, at locations which best suit the majority of applicants. You will be enrolled on the waiting list for these courses.

Reserve List Procedure

If there was no availability on the dates you wish to attend or you have an urgent training need, you can place yourself on the reserve list using one of the following options. For HRMS and application form bookings place a note in the 'Individual Requirements' box to state that you would like to be placed on the reserve list. For telephone bookings tell the operator that you would like to be considered for an earlier booking and they will annotate your record accordingly.

Late Availability

We offer students the opportunity to book onto courses at short notice through the late availability section of our website www.da.mod.uk/cmt

You can also contact the course booking line on 96161 4485 or 01793 314485 choosing the relevant option (see how to apply section) for late availability on courses.