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**Please complete the form below and submit to:** [**amelialarard@cbituk.org**](mailto:amelialarard@cbituk.org)

**Please Note: Annual inclusion into the Services Guide is charged at £1000 + VAT.**

**If you are a sole practitioner, there is a reduced annual fee of £500 + VAT.  
  
It’s free for charities to enter, you just need to fill in a form.**

**Our accounts department will send an invoice upon approval.**

**Many thanks for supporting our vital work.**

**SECTION A - Organisation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | | **About your Organisation** | **Responses:** | | |
| 1 | | Please define what industry your business represents, eg, therapy provider, education specialist, residential care, etc:  Name of firm:  Company registration number: |  | | |
| 2 | | Head office address:  If you have additional offices, please also list their addresses here. |  | | |
| 3 | | Please tell us what region(s) your business operates in.  (If your business operates in all UK regions, please just respond with ‘UK’) |  | | |
| 3 | | Primary contact details:  Name:  Email:  Telephone:  Website address: |  | | |
|  | | Social Media details: Twitter, Facebook: |  | | |
|  | | Are you interested in hosting an e-learning session for professionals and families? |  | | |
| **B** | **People** | | |  |
| 1 | What are your minimum qualifications, experience and skills criteria required for staff including professional or clinical qualification or registers?  If you have different levels for different patient/client groups, summarise that here. | | | **Qualifications**:  **Experience**:  **Skills**: |
| 5 | Please summarise your Safeguarding training requirements for your employees / associates:   * At joining * Annually | | | . |
| 6 | Please summarise experience your staff or associates have working with children and young people with an ABI. | | |  |

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| **C** | **Corporate** |  |
| 1 | Does your organisation hold any rehabilitation / healthcare specific quality standards /accreditations/ registrations such as CQC/CARF/HCPC? |  |
| 2 | Does your organisation hold other quality standards e.g. ISO, Investors in People, BSI (British Standards Institution)? |  |
| 9 | What level of Professional Indemnity Insurance do you have?   * As a company * For non employed staff (if any) |  |

|  |  |  |
| --- | --- | --- |
| **D** | **Tell us about your business:** |  |
| 1 | In no more than 200 words, please summarise and outline your service offer to clients. What is unique about your service? |  |

Thank you for completing your Services Guide application.

Please return to:

[amelialarard@cbituk.org](mailto:amelialarard@cbituk.org)