

**New Course Details:**

**Amended Course Details:**

Please tick one of the boxes above.

Complete any changes from the original submission on page 2 of this form.

For Inspire Learning use only

**Course ID:**

Contract Holder

Contract Ref

Provider

Venue Code

Venue Name

Venue Postcode

Venue Address

Course Title

Tutor

Additional Tutors/Support Workers

Course summary details for marketing purposes

**Please tick appropriate course theme box below.**

Provision	Personal and Community Development Learning			Family Learning		Other
SAR Area	Community Learning		Discrete LLDD	FEML	WFL	
Course Theme	Employability	Health and Wellbeing				
Tick						

Is the course, Adult & Child?  or Adult only?

**Learning Aim Data:** See Paperwork Guidance August 2019 - July 2020

Accredited Course? (Yes/No)	Awarding Body (If accredited)	Learning Aim Reference	Sector Subject Area	Level of Learning

No. of Sessions	Hours per Session	Course GLHs

Provider Course Ref

Course Start Date

Start Time of Course e.g. 13:15

Planned Finish Date

Finish Time of Course e.g. 16:15

Target No. of Starters  Day(s) of the week

**EXPECTED INSPIRE LEARNING FINANCIAL CONTRIBUTION**

£

**Print name**

**Date**

Please email your completed **Course Data Sheet** to [learning@inspireculture.org.uk](mailto:learning@inspireculture.org.uk)

In the event the course is cancelled, closes early or is shortened, please complete the **Course Data Amendment Sheet** (page 2 of this pdf).

Contract Holder  Contract Ref

Provider  Venue Code

Venue Name  Venue Postcode

Venue Address

Course Title  Tutor

Additional Tutors/Support Workers

Course summary details for marketing purposes

Please tick appropriate course theme box below.

Provision	Personal and Community Development Learning			Family Learning		Other
SAR Area	Community Learning		Discrete LLDD	FEML	WFL	
Course Theme	Employability	Health and Wellbeing				
Tick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provider Course Ref

Course Start Date

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**EXPECTED INSPIRE LEARNING FINANCIAL CONTRIBUTION** £

**COURSE CANCELLED**

**Reason for cancellation:** Low learner numbers  Availability of tutor

Availability of venue  Other, please specify

**EARLY CLOSURE OF COURSE OR COURSE SHORTENED**

**Reason for closure:** Tutor ill  Low learner numbers  Accommodation related

If other please explain:  Date closed

**Course length changed:**  New course end date

New no. of sessions  New course GLHs

**Print name**  **Date**