

This form is for members of academic staff to request the involvement of service users and/or carers to contribute to their programme.

Requirement (as much detail as possible. What experience does the person need to have, and what do you want them to do? Will it be the whole group/small groups, etc?)			
Unit of Learning			
Purpose: What is the context of this session? What are the Intended Learning Outcomes?			
Venue Full address			
Date & Time			
Co-ordinator contact			
Academic Lead			
Student year group		Number of Students	
Additional Information			

For Office Use only

Name of Service User or Carer	
Attendance confirmed via:	
Car Parking booked at:	
Co-ordinator to greet and administer payments	
Risk Assessment Completed	<input type="checkbox"/>