



**NARPO HOUSE**  
38 Bond St,  
Wakefield,  
West Yorkshire,  
WF1 2QP  
**Tel:** 01924 362166  
**Email:** [hq@narpo.org](mailto:hq@narpo.org)

Branch Circular No 03/24

To: Members of the NEC  
All Branch Secretaries,  
All Branch Chairs & Welfare Representatives

Jan 2024

Dear All,

**NARPO Welfare Representative Courses**

You may recall the useful one day rolling courses held in respect of the above (previously known as Access to Support Course). We will be holding one course only this year. **This Course is open to all Branches North and South and is limited to 30 attendees.**

**Applications for Welfare Coordinators / Welfare Representatives who wish to attend this course must be submitted by the branch Secretary only.**

**Attendees must not have attended a course within the last 3 year.**

**Please complete the attached pro-forma and return to Julia Mullan [trainingadmin@narpo.org](mailto:trainingadmin@narpo.org)**

The course will be held on the 11<sup>th</sup> / 12<sup>th</sup> June and will be based at **the Holiday Inn M6 Jct 7 Chapel Lane, Great Barr, Birmingham, B4 7BG**

The proposed timetable for the course will be as below:

<b>Tuesday 11<sup>th</sup> June</b>	12.30pm	Lunch at the Hotel
	1.50pm	Course Starts
		Tea/Coffee Break
	5.30pm	Close of first part of course
	7.30pm	Dinner in the Hotel
		Single room accommodation with Breakfast
<b>Wednesday 12<sup>th</sup> June</b>	9am	Course Reconvenes
		Tea/Coffee Break
	12.30pm	Finish Course and Lunch

We will have a number of guest speakers to promote advice available from several outside sources which may prove helpful to those assisting members locally.



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Travel Expenses, Single room accommodation, with breakfast and all meals, will be paid for from central funds. Please note, accommodation will be allocated on a first come, first served basis, as bedroom numbers are limited.

If you do not wish to attend the course please forward a nil reply. **The final date to reply will be 24<sup>th</sup> April**

Further details will follow once all responses have been processed.

Yours sincerely,

Alan Lees  
Chief Executive



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**WELFARE REPRESENTATIVES COURSE**

<b>BRANCH NO</b>
<b>BRANCH NAME</b>

Please include the name of person attending. Please write in **BLOCK LETTERS**.

<b>NAME:</b>	
<b>Position:</b>	
<b>Telephone No.</b>	
<b>Email</b>	

<b>NAME:</b>	
<b>Position:</b>	
<b>Telephone No.</b>	
<b>Email</b>	

**PLEASE COMPLETE AND FORWARD THIS FORM BY 24<sup>th</sup> April 2024**

**RETURN TO: NARPO BRANCH OFFICERS COURSE, NARPO HOUSE, 38, BOND STREET, WAKEFIELD. WF1 2QP Or JULIA MULLAN [trainingadmin@narpo.org](mailto:trainingadmin@narpo.org)**