



Institute of Cemetery and
Crematorium Management

Education Seminar 2019

What is the Education Seminar?

The Seminar is a 3-day residential event that brings together ICCM Diploma students to work on assignments in a supportive and conducive environment. With tutors and ICCM Officers on hand to give guidance and support, the Seminar is designed to ensure that delegates gain the maximum benefit from studying for their Diploma.

When and where is the Education Seminar?

The 2019 Education Seminar will take place from the 28th February – 2nd March 2019 at the Hillscourt Centre, Rose Hill, Rednal, Birmingham, B45 8RS. Hillscourt is owned by the NASUWT and provides a blend of modern purpose-built training facilities and more traditional meeting rooms situated in the original Victorian house.

What happens at the Seminar?

The Seminar starts with a Getting to Know You session where everyone meets the tutors, ICCM Officers, Exhibitors and fellow students. This is a useful way to 'break the ice' and to ensure that students get to know who else is studying with them. Working groups are then formed, and assignments set, which are then worked on for the rest of the Seminar. Everyone who attends will have the opportunity to complete and be assessed on at least one assignment – many complete more and some complete a whole unit. Students who have finished their ICCM Diploma can attend to work on their CMS or HNC top up studies, or can convert old qualifications into a nationally accredited HNC standard.

What are the benefits of attending?

- Fast-track ICCM Diploma study
- Meet Stratford Business School tutors
- Meet ICCM officers to discuss specific issues
- Networking at a national level
- Update knowledge of current issues
- Meet exhibitors from industry suppliers
- Work hard, play hard!



A limited number of computers will be provided for students to use over the weekend to help them produce their assignments. However we would strongly recommend that if anyone has their own laptop or access to one from their employer, please bring it along. Free wifi is available within the centre.

The cost of attending the whole seminar includes single en-suite accommodation for 2 nights, all meals, services of tutors and ICCM officers, social events.

Application forms are available to download from our web site at www.iccm-uk.com, or you can request one by email to Julie Dunk at julie.dunk@iccm-uk.com.

Julie Dunk – Chief Executive

Tel: 07976 939585

E-mail julie.dunk@iccm-uk.com

DRAFT PROGRAMME - Please note this is a draft programme and may be subject to change

Thursday 28th February

12.30	-	13.30	Arrival, registration & lunch
13.30	-	14.15	Opening of the Seminar and Getting to Know You, introductions and orientation
14.15	-	14.45	Preview of the Seminar – Sue Gull and Marc Gisborne, Stratford Business School
14.45	-	15.15	Meet your tutor – Assignment Setting
15.15	-	15.30	Refreshments in the Exhibition
15.30	-	17.30	Assignment working groups
19.00	-	22.30	Evening meal and Quiz Part 1

Friday 1st March

09.00	-	10.30	Assignment working groups
10.30	-	10.45	Refreshments in the Exhibition
10.45	-	12.30	Assignment working groups
12.30	-	13.30	Lunch
13.30	-	15.15	Assignment working groups
15.15	-	15.30	Refreshments in the Exhibition
15.30	-	18.00	Assignment working groups
19.00	-	22.30	Evening meal and Quiz Part 2 (with prizes kindly donated by the companies attending as exhibitors)

Saturday 2nd March

09.00	-	10.30	Assignment working groups
10.30	-	10.45	Refreshments in the Exhibition
10.45	-	11.00	Feedback session
11.00	-	13.00	Assignment working groups
13.00	-		End of Seminar 2019



Hillscourt Centre

Education Seminar 2019 Enrolment Form

28th February – 2nd March 2019

Please return all completed forms to Julie Callender – julie.callender@iccm-uk.com, or ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ

PLEASE COMPLETE IN BLOCK CAPITALS

Title (Mr/s, Ms, Other) First Name Last Name

Authority/Employer Order No

Address for correspondence to you about the Education Seminar Postcode

Telephone Email

NB: Correspondence will be by email wherever possible

Address for Invoice if different Postcode

ATTENDANCE

Please tick as appropriate

Full Attendance	Includes en-suite bed and breakfast accommodation in single room for 2 nights, all meals, services of SBS tutors and ICCM Officers, social events	£475.00	
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Partial Attendance	Includes all meals, services of SBS tutors and ICCM Officers, excludes accommodation and social events	£300.00	
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NB Prices exclude VAT

Special Requirements	Please list here any special dietary, accommodation or other requirements (Please note if a double room is required for single occupancy an extra charge of £25.00 + VAT per night will be applied)
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Subject(s) Being Studied	Please list here the Subjects you are studying, and what modules you hope to work on at the Seminar
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TERMS AND CONDITIONS

An invoice for the full amount will be sent to the address you gave above. Full payment is due as invoiced. Delegate cancellations must be received in writing before 31 January 2019 – the fee will be refunded less a £50.00 administration charge. After 31 January 2019 NO money will be refunded for cancellations. Bookings may be transferred to colleagues, but any transfers must be notified to the ICCM Office in writing. It may be necessary for reasons beyond the control of the ICCM to change the content and timing of the programme, the date or the venue. In the unlikely event of the Education Seminar being cancelled we will make a full refund but disclaim any further liability. Please be aware that personal details such as Name and Organisation/Authority will appear in the Education Seminar literature, and will be held in accordance with the principles of the Data Protection Act. Please be aware that during the course of the event photographs may be taken for reporting and publicity purposes. Your agreement to attend the event implies your approval for any such photographs to be used without seeking further consent.

I wish to enroll as a delegate at the ICCM Education Seminar 2019 and agree to the Terms and Conditions above:

Signed: _____ Date: _____

Authorising Officer

Should you require an authorising signature for this booking please arrange for the Authorising Officer to complete this section.

Print Name: _____ Position: _____

Signed: _____ Date: _____