

# THE ORTHOTIC EDUCATION AND TRAINING TRUST

Registered Charity No. 294114

c/o British Association of Prosthetists & Orthotists  
 Sir James Clark Building, Abbey Mill Business Centre  
 Paisley, Renfrewshire, PA1 1TJ  
 Telephone: 0141 561 7217  
 Fax: 0141 561 7218

## GRANT APPLICATION FOR SHORT COURSE REIMBURSEMENT

*Please read the information overleaf before filling this in. Every application must be accompanied by a CPD portfolio form or equivalent and must be sent to BAPO – address overleaf.*

1. Course details.	
Course title	
Organised by	
Course venue	
Date(s) and duration	

2. Attendee details.							
Name of person who Attended the course							
Discipline	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Orthotist</td> <td style="width: 50%;">Prosthetist/Orthotist</td> </tr> <tr> <td>Technician</td> <td>Limited Orthotic Practitioner</td> </tr> <tr> <td colspan="2">Other (<i>please state</i>)</td> </tr> </table>	Orthotist	Prosthetist/Orthotist	Technician	Limited Orthotic Practitioner	Other ( <i>please state</i> )	
Orthotist	Prosthetist/Orthotist						
Technician	Limited Orthotic Practitioner						
Other ( <i>please state</i> )							
State registration number (if appropriate)							

3. Expenditure claim. NB Companies who reclaim VAT should not include this in the amount claimed.	
Course fee	£
Travel costs (the lesser amount of second class rail fare or equivalent or 0.40p per mile)	£
Overnight expenses (maximum £60 per night or £80 per night London or capital city)	£
<b>TOTAL AMOUNT CLAIMED</b>	<b>£</b>

4. Payment details. Who should receive payment.	
Cheque payable to - ( <i>name of person, company or organisation</i> )	
Address	
	Post code
Day time Telephone number	

To be completed by the claimant (*in the case of a company or organisation, this must be a director or authorised manager*)

**I certify this is a correct claim.**

Signed	Print name
Designation	Date

**IMPORTANT INFORMATION – READ THIS BEFORE FILLING IN THE FORM**

The Trustees make an annual budget available so that Orthotists, and dual qualified Prosthetist/Orthotists who practise in Orthotics, may claim reimbursement for their attendance on short courses on orthotic subjects, or on subjects deemed to be of direct benefit to development of the Orthotist.

Please note that the Trust will **not** fund:

- VAT – where the person or company applying for assistance is VAT registered.
- Telephone bills, bar accounts, newspapers or other additional items
- Attendance at Conferences.

The Trustees decision is final. Completion of this form in no way binds the Trustees to pay the full, or part, of any amounts claimed.

**How to Apply (Please ensure every step is completed)**

1. Complete the application form below with as much detail as possible.\*
2. Provide receipts, if available, and attach to the form.
3. Attach a completed CPD Portfolio form, or equivalent, showing the benefit derived from the course.
4. Send the application and attachments to BAPO at the following address. Please do not send applications directly to the Trust.

BAPO Secretariat, Sir James Clark Building,  
 Abbey Mill Business Centre, Paisley, Renfrewshire PA1 1TJ  
 Tel: 0141 561 7217

\* If a company or organisation is applying for attendance on a course by several of its employees, only one form is required per course, but information in sections 2 "Attendee details" and 3 "Expense claim" are required *per person*. Please supply suitably detailed information as an attachment. A CPD Portfolio form is also required from each Attendee.

A separate form is required for applications not relating to short courses – available on request.

FOR OFFICE USE ONLY					
BAPO No		Course BAPO Approved?	<b>Y / N</b>	Not received	
				Rejected	
Signed				Date	
Trust Approved				Date	

# Continuing Professional Development

## Course/Training Record Form

(In support of an application to the Orthotic Education & Training Trust  
for grant reimbursement)

<i>Name of Applicant</i>	
<i>Date course was held</i>	<i>Venue</i>
<i>Title of course</i>	<i>Speaker / Presenter(s)</i>
<i>Key learning points</i>	
<i>Criticisms</i>	
<i>Application of new knowledge to current and future working practice</i>	

