

One Day Introductory Course

Introduction to Islam & the Muslim Culture Course

Venue:	Jame Masjid Noor Crosland Road, Thornton Lodge, Huddersfield, HD1 3JS <small>(Please do not contact the venues directly, all enquiries should be directed to Aksaa Ltd only)</small>	
Date (s):	Tuesday 9 th February 2010	OR Wednesday 13 th October 2010
Time:	9:30am to 4:30pm	
Cost (per person):	£135.00 (+VAT) per person Inc' Indian style lunch, information pack & visit to Mosque <i>(where applicable)</i>	

Please select your preferred date when booking - further course dates & venues can be found on our website www.educationislam.org

A one day introductory course offering...

- **A better understanding of basic beliefs & practices,**
- **Information regarding the background to Muslims,**
- **A chance to discuss some Public Sector Development issues relating to Muslim Communities,**
- **Group work that will enable delegates to discuss case studies,**
- **A better understanding of the Implementation of the Race Relations (Amendment) Act and the religion and Belief regulations.**

The chance to ask questions in a friendly & peaceful environment

With the introduction of the Race Relations Amendment Act 2000 and the Religious Discrimination Regulation, there has been an increase in demand from public sector organisations for greater access to courses and information regarding people from the various cultures and religions which make up their communities.

This course is designed to increase your knowledge of Islam & help you to promote equal opportunities & equal access in service provision.

Who should attend?

All those who wish to increase their knowledge of Islam

Non-Muslim Public Sector professionals working with Muslims in the community, including:

- Local authority workers, including Senior Managers, Policy makers & Councillors,
- Healthcare workers, Social workers & Community/childcare workers
- Police, Fire & Ambulance services
- Hospital & prison chaplaincy services
- Schools, Colleges, Universities
- All those responsible for developing community cohesion strategies & action plans

Dear Colleague

Introduction to Islam & the Muslim Culture Course for Public & Voluntary Sector Professionals

Due to the continued success of the above one day course, we are pleased to announce that **dates have now been planned for 2010** and we would much appreciate it if you could make your staff and colleagues aware of this **highly informative & successful programme.**

Over **13,500 public sector workers** have now attended this course throughout the UK & Ireland; And with evaluations showing the course to be extremely interesting & useful, we are positive that this number will continue to increase over the coming years.

Delegates who have particularly benefited from this session are those who work with and for Muslim communities from diverse ethnic backgrounds and wish to understand them better, however the course is open to anyone from any background who wishes to **learn more about Islam & the Muslim culture.**

At **£135 (+VAT) per person**, the course is seen as very good value for money, compared to the majority of diversity courses available today, and offers you a great opportunity to visit a Mosque setting and ask any questions in a friendly & relaxed atmosphere.

The prayer area situated within the Mosque complex will be visited (where possible), which will provide you with the ideal opportunity to learn about the features of a Mosque and offer you a chance to see how actual daily prayers take place.

***All participants should be aware that they will be required to take off their shoes on entering the Mosque. Ladies are also asked to wear either trousers or ankle length/long skirt for the course. Ladies will also be asked to wear a headscarf for about one hour at some point during the course of the day.**

Headscarves will be provided.

Further details of the etiquettes of visiting a Mosque will be provided when bookings are confirmed, however information can also be found on our website.

***Should a visit to a Mosque not be possible or if no Mosque is available in the local area, then a virtual tour of a Mosque will be used as part of the presentation.**

More information about Aksaa & the courses we provide is available on our website www.educationislam.org However, if you do have any questions, you can also contact our office on 01924 466117

We look forward to hearing from you

Kind regards

Mr K. Tai
Director Aksaa Ltd

Comments from previous delegates about the Islam course:



**Doncaster & South
Humber**

"..we were given a fascinating insight into Islam from the perspective of a woman. The speaker was very engaging, informative & it was apparent that she was dedicated to her faith. Every effort was made to answer all questions & once again this led to some very interesting discussion & debate".

Valerie M Wordsworth – Service Improvement Assistant



"There were so many things I took from the day that I can't possibly put into words quickly, but suffice to say, I found it extremely informative and at times very touching"

Julie Purnell | Regional HR Business Partner - ITV West country



"I feel that more people should participate in course like that to gain a greater insight to things we generally have little knowledge about., and as we are all aware lack of knowledge lends itself greatly to discrimination".

Anthony O'Farrell- Training Dept – HMP Liverpool



"I think I can say that I found this one of the most informative and helpful courses I have ever attended. It cut through any preconceptions I had about Islam and Muslim culture and it has really helped me to understand what it is like to be a Muslim in this country.

I would recommend this course without hesitation. Most enlightening".

Iona Butler – Kent Adult Social Services



Learning+Skills Council
London East

"After spending a day with you and the other people representing the public and voluntary sectors learning about what being a Muslim in today's world means I feel much more confident that I am better prepared to communicate with this important audience.

.... It was quite an honour to sit at the back and watch one of the five prayer sessions".

Barbara Mesa-Marketing and PR Manager



"Everyone appreciated the spirit of openness and a willingness to share knowledge of the Muslim faith. Each member of staff who attended has come away from the course having gained a better understanding of Islam which will greatly assist us when working within the community"

Sally Fellows-Programme Manager-Tinsley Surestart



"I found the whole day to be extremely interesting and informative. It was refreshing to hear fact separated from myth and, perhaps most importantly, clearly defined the differences between religion and culture".

*Department of Trade & Industry, -Employment Services,
Isle of Man Government*



"As a supervisor in a public service and as an individual I feel it is important to be aware of diversity in the organisation and the community it serves, this course has certainly educated me in aspects of Islam and I feel that I can encourage members of staff to attend and be confident that they will further their knowledge and awareness.."

Rhona J Walton T/Administrative Supervisor



"We were impressed with the trainers' vast knowledge & experience which they shared in an open & honest manner. No question was left unanswered, with examples given from personal experience, which made it more realistic & prompted discussion"

Allison Morgan – Housing Training Officer

Further comments and letters can be found on our website

www.educationislam.org

64 Bradford Road, Dewsbury, West Yorkshire, WF13 2DU

Tel: 01924 466117

Email: info@educationislam.org

www.educationislam.org

BOOKING FORM

Introduction to Islam & the Muslim Culture Course

Please complete in block capitals – one delegate per form please

Course Date:		Course Venue:	
Delegate Name:			
		Position:	
Organisation:			
Correspondence Address:			
Tel:		Mobile:	
E-mail:			
Invoice Address (if different from above) :			
Purchase Order No:		Cost:	£135.00 (+VAT per person)
Special Dietary Requirements:		Yes/No	
Physical/visual Disabilities etc:		Yes/No	
Please give details:			
* Please note bookings cannot be accepted without agreement of our terms & etiquettes			
<ul style="list-style-type: none"> Please tick to confirm you have read & understood our Terms & Conditions, including our Cancellation policy. 			

Signed:	
Date:	

Completed forms can be sent to AKSAA Ltd at the address below or faxed to 01924 451543 or e-mailed to:	info@educationislam.org
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Note * Should a booking be cancelled within 2 weeks of the course date a standard cancellation fee of £50.00 (+VAT) per person will be charged. For cancellations received on the day or non-attendance of the course, the full cost will be charged. Please see Terms & Conditions for further details.

TERMS & CONDITIONS

Bookings

- i) No general course booking will be accepted without a completed AKSAA Ltd booking form. Completed forms will be accepted via either email or post or fax.
- ii) In all cases a fully completed booking form is required for each delegate (Forms can be obtained by calling 01924 466117 or can be downloaded from the website at www.educationislam.org. Duplicate bookings or blank bookings will not be accepted, full delegate details are required.
- iii) AKSAA Ltd will send confirmation of all bookings via email. If actual written confirmation is required, this must be specifically requested. Confirmation cannot be given verbally in any instance.
- iv) Aksaa Ltd cannot be held responsible for items/emails lost or delayed in the post/email system.
- v) Group bookings –All general course group bookings must be made together as one order and all delegates must attend on the same course date. The invoice total can not be split between departments and only one invoice can be issued.
- vi) In-house courses or 'specialised' courses specifically organised for/by one organisation will only be booked & confirmed on receipt of a full official purchase order.
- vii) Verbal agreements will not be accepted in any cases.
- viii) Any persons who attend a session without prior booking forfeit any discounts which may have been available & will be charged the full original cost of the course (£135 +VAT per person)

Reserving places

- i) AKSAA Ltd will not accept provisional bookings. No exceptions.

Cancellations

- i) **All cancellations must be received in writing.** Emails will be accepted.
- ii) The general course fee is seen to be good value for money and therefore is non-refundable in the event of non-attendance, but prospective participants may send someone else in their place. AKSAA Ltd requires prior notice, wherever possible, of the change in delegate attendance.
- iii) Should a general course booking be cancelled within 2 weeks (working days) of a course date, a standard cancellation fee of £50.00 (+VAT) per delegate will be charged.
- iv) Should an in-house or specialised course specifically organised for/by one organisation be cancelled within two weeks of a course date, then a standard cancellation fee of £625 (+VAT) will be charged.
- v) For any bookings received & confirmed within 2 weeks of the course date, the full cancellation terms **will still apply**. Should any booking be received & cancelled on the same day, then the standard cancellation terms will still apply.
- vi) Cancellations, non-attendance or notice of non-attendance received on the actual date of the course will carry the full cost of the course.
- vii) Cancellations or messages of cancellations received during public holidays/weekends will be classed as received on the next full working day & the above cancellation terms will apply.
- viii) Should a booking be cancelled by the delegate/organisation, delegates will **NOT** automatically be transferred to any other future date. Delegates still wishing to attend will need to re-book for their preferred date/venue, which the full fee will again apply.
- ix) AKSAA Ltd reserves the right to cancel a course. Every effort is made to ensure that this does not occur, however, in the event that it does, participants will be notified of any future date/venue that they may re-book to attend. No cancellation fee will apply should the alternative date not be accepted, and any payments made will be fully reimbursed. If the alternative date is accepted & booked, original cancellation rules will be re-instated.

Course Fees

- i) Course fees are charged at a standard rate of £135.00 per person (+VAT) or £2220 (+VAT) for full day 'specialised' sessions for up to 25 delegates. Additional delegates are charged at £135.00 per person +VAT). This fee includes course leaders time, handouts, administration, Mosque visit and, where agreed, lunch.
- ii) Where a rate has been agreed for a certain number of delegates and the actual number increases, we reserve the right to re-quote for the larger group.

Payment Terms

- i) Invoices rendered are for settlement within 30 days of the invoice date.

Payment Methods

- i) AKSAA Ltd accepts payment through either cheque or BACS transfer. All required bank details are provided with the invoice and confirmation notices.
- ii) Invoice numbers must be quoted for all payments.

Data Protection (Privacy Policy)

- i) Information provided will be used only by AKSAA Ltd and will not be forwarded or sold to any other party.