Registration for an external first-aid course

Dear Sir or Madam, dear Staff,

Thank you for your interest in completing a first aid course!

General Information:

You have an employment contract with TU Berlin: After you have received approval from your supervisor, you can register with the course provider. After you have received the registration confirmation, please email the confirmation and our registration form (see p.2) to II PE-WB 11. You will then receive a voucher from the Unfallkasse Berlin (UKB) to cover the cost of the course. Give this voucher to the provider the day of the course.

You are a civil servant: Before you register for the course, please send an email to carola.joswig@tu-berlin.de to make sure that our budget can cover the cost of your participation in the current calendar year. Do not register until you have received a reply from us. When registering, select the option “Rechnung.”

The billing address is as follows:

Technische Universität Berlin
Servicebereich Personalentwicklung und Weiterbildung
Frau Carola Joswig Sekr. II PE-WB 11
Straße des 17. Juni 135
10623 Berlin.

Submit the booking confirmation and this form to us electronically.

Saturday courses: Applicable for all TU Berlin status groups: Courses held on Saturday do not count as working hours. You will not receive compensatory time off for the course hours nor will you receive a stipend for attending the course on a Saturday. Courses attended on a Saturday are considered a private appointment.

Pay attention to the cancellation deadline stated in the provider's general terms and conditions. Please be warned that a withdrawal or cancellation is generally only permissible up to eight days before the course date without penalty.

If you do not participate or cancel after the deadline, the cancellation fees will not be covered by II PE-WB or the UKB voucher.

Invoices that may be sent to us due to your absence from the course or a cancellation will be forwarded to you.

Your contact person for information, questions, and to return the registration form:

Carola Joswig
Human Resources and Continuing Education
Phone: +49 30 314 24627
Email: carola.joswig@tu-berlin.de
1. Registration for an external first-aid course

Personal information

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<th>First name</th>
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<tr>
<td>Last name</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Staff code</td>
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<tr>
<td>Status group:</td>
<td>☐ Employee (UKB voucher)*</td>
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*I have duly noted the information in particular the provider’s general terms and conditions on the first page and I agree

Date and signature employee:

2. Approval of the supervisor:

Participation in the first aid course is in the interests of the service and I agree:

For a course date on weekdays (Mon. to Fri.), participation is considered as a service.
A suitable course date was selected in consultation with me. I am aware that participating on Saturday must be considered as participation in the free time (see page 1)

Date and signature supervisor

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3. Course registration and booking

Your first aid course can be obtained from any UKB certified provider. A current list of providers can be found here: [www.bg-qseh.de](http://www.bg-qseh.de)

To the course overview of the City-DRK


Select "company" at the top of the login screen. BG number: 073419001

Please send the booking confirmation and this form via email: carola.joswig@tu-berlin.de

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