

Textile Training Programme 2016-17

Short courses
In-company training

textile training group

Textile Training Group School of Design University of Leeds Leeds LS2 9JT

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Training Programme 2016-17

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textile training group

The aims of the textile training group are to support the training needs of the industry: be it manufacturing, industrial, technical or scientific on the one hand; and fashion, clothing and design on the other.

The group operates in a number of different modes and at different levels to cover diverse need. These are detailed in this brochure.

Academic courses in textile technology and science in the UK have dwindled over the years, thus leaving a huge knowledge gap in this industry.

This is where the textile training group fulfils the need by combining academic, industrial textile and business experts who can fill this knowledge gap.

Textiles are an immensely complex area and The University of Leeds, with its network of textile experts, has brought together a wide range of courses that will help to fill this need.

in-company training

A number of companies prefer to commission in-house training programmes designed specifically for each client and held at either their own premises or their own selected venue. The benefits of this are:

- cost effectiveness, especially where there is a need to train a number of employees at the same time
- sensitive information remains confidential
- course programme tailored to company requirement

short courses

Our large folio of courses is carried out on a repeating basis throughout the academic year.

The wide range of courses offered is designed to provide training of from one to five days in duration depending on the subjects covered. These are prepared courses, where the content for each course is detailed in this brochure.

those who will benefit

Over the years, many national and international companies, including large corporate companies, have benefitted from sending personnel on our courses. The military and civil services are also regular attendees.

Anyone involved in manufacturing, sourcing and selection, merchandising, retail or buying will benefit enormously from our courses. Personnel from schools and colleges also attend.



The Nonwovens Network was established in 1997. The initiative came from Industry, who aired the view that as there was no official UK body or association for them to refer to and generally 'get to know' each other.

The Network, now in its 20th year, has over 220 members and has held many successful seminars, conferences and dinners, all attended by members, their guests and associates.

For further details of membership, please see page 23.

Nonwovens Apprenticeship Training Scheme

In June this year the Network teamed up with the Textile Centre of Excellence to prepare a programme that meets the specific needs of nonwovens companies and that complies with the requirements for formal Governmentsponsored apprenticeships, with the associated funding support and recognised qualifications.

The 'Diploma in Textile Nonwoven
Manufacturing' will be an industry-based programme to develop key competences on the job, supported with classroom-based studies to embed knowledge. The training modules have been developed based on the perceived need of companies across the nonwovens sector.

For further information please contact:

Dinah Wharton Nonwovens Network c/o School of Design University of Leeds Leeds LS2 9JT

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w: www.nonwovensnetwork.com

course dates

Septe	mber 2016 p	age
7	export essentials	21
15	Nonwovens Network Evening Event	
20-21	introduction to textiles – technology	8
27-28	going digital in textile printing	13
Octob	er	
5	introduction to sustainable clothing and textiles	15
11-12	introduction to nonwovens	11
19-20	dyeing, printing, finishing & finishes	12
27	colour management	14
Nover	mber	
2	export essentials	21
7-11	five days of textiles	6
23-24	weave & woven fabrics	9
30	tariff classification explained	22
Decer	nber	
1	nonwovens network: 20th annual dinner	23
5	import essentials: an introduction to importing	21
6-7	introduction to textiles – technology	8
13-14	going digital in textile printing	13

2016-2017

Janua	ry 2017 p	age
12	introduction to sustainable clothing and textiles	15
17-18	introduction to pattern cutting	16
19-20	introduction to knitwear	10
Februa 8-9 10 14 21-22	introduction to textile testing analysis of test results by use of statistics technical textiles dyeing, printing, finishing & finishes	18 19 20 12
	introduction to textiles – technology introduction to nonwovens weave & woven fabrics tariff classification explained going digital in textile printing	8 11 9 22 13
April 4 20 26	garment fit issues import essentials: an introduction to importing introduction to sustainable clothing and textiles	17 21 15
May 8-12 16 24	five days of textiles colour management export essentials	6 14 21
22	introduction to textiles – technology Nonwovens Network Event introduction to knitwear	8

Five days of textiles

This course is a must for anyone wishing to gain in-depth textile knowledge in a very short space of time. The course gives a deep understanding of fibres, yarns and fabrics, their design and construction into performance clothing, fashion, household and interior textiles.

Delegates will come away feeling confident in understanding textiles and will be able "to hold their own" when dealing with those involved in the textile industry.

Day 1

- Classification and properties of fibres
- Market share and trends
- Physical, morphological and behavioural properties
- Production of the main natural and manmade fibres
- Classification of yarns
 - introduction to yarn spinning
 - different spinning processes: linen, cotton, woollen & worsted
- Continuous filament yarns

Day 2

- Yarn count
 - different count systems
 - count from package
 - count from woven and knitted fabrics
 - count as received and count at correct regain
- Knitted fabrics
 - warp and weft kitting
 - knit stitches
 - knitted fabric analysis
 - needle types
 - different knitting machines
 - garment styles
 - garment production

Day 3

- Weaving & woven fabrics
 - principles of weaving
 - constructional design
 - colour and weave effects
 - fabric analysis
 - sett
- Nonwoven fabrics
 - different processes
 - bonding techniques
- Fillings
- Afternoon visit to view textile processing machinery

Day 4

- Fabric preparation
 - different processes involved
- Printing techniques
 - screen
 - rotary screen
 - transfer
 - digital
- Finishing methods
- Different finishes
- Dyeing
 - dyes & dyeing methods
 - dye fixing
- Colour fastness
- Colour measurement

Day 5

- Fabric specifications
- Performance requirements
- Performance evaluation
- Test methods
- Care labelling

fee: £925.00

Introduction to textiles - technology

This course gives a wide introduction to textile manufacturing, from fibres to yarns to fabrics, both woven, knitted and nonwoven through to the dyeing, printing and finishing and will be of huge value to all those involved with textiles, fashion, retail, buying, selection and merchandising.

The benefits of the course will ensure that delegates understand the textile products they are dealing with, be it fabric production, garments and accessories and household textiles.

Day 1

- The textile manufacturing chain
- Classification of fabrics with expectation of performance: be it clothing, workwear, protection, sportswear, protective coverings
- Deconstruction of exemplar woven, knitted and nonwoven fabrics into their components
- Textile fibres: natural, man-made, continuous filaments
 - classification
 - morphology
 - physical characteristics
- chemical properties
- behavioural properties
- Textile yarns
 - classification
 - different production systems
 - continuous filaments and texturing
 - yarn count (linear density)
 - effect of twist
- Nonwoven fabrics
 - classification of nonwoven fabrics
 - methods of production
 - performance
- Knitted fabrics
 - weft knitting
 - stitches, structure, production
 - needles and machines

Day 2

- Woven fabrics
 - weaving systems
 - construction design
 - fabric construction and sett
- Coloration
 - dyes, dyeing methods, colour fastness
- Preparation and printing systems
- Finishing techniques
 - methods and aims

Weave & woven fabrics

This newly revised practical course will be of benefit to those involved in merchandising, selection, specification, quality control and buyers. The course will increase awareness of the yarns used in woven fabric production, design, construction and finishing.

Over the 2 days the course covers fabric production, fabric design and construction, analysis and faults in fabrics; along with understanding specifications and their importance.

After attending the course, delegates will be able to recognise different weaves and woven fabric composition. This course includes practical work, understanding specifications and common fault recognition.

Course content – 2 days

Day 1

- Terms and definitions
- Introduction to the weaving process
- Fibre and yarn requirements for woven fabrics
 - spinning systems
 - importance of twist
 - yarn count
- Basic weaves
- Fabric construction and sett
 - Analysis of weaves
 - Warp & weft, ends and picks

Day 2

- · Colour & weave effects
- Fabric weight
- Analysis of woven fabrics for design and full remake particulars
- Practical work
- Understanding specifications
- Fabric finishing with emphasis on different fabric and yarn types
- Fabric finishes
- Common faults

Introduction to knitwear

This practical two day course is primarily intended for buyers, technologists and quality controllers of knitted products in order to increase their awareness about the knitting process, make-up skills, knitted structures and quality issues.

The course focuses on hands-on sessions for delegates and how to get the better results when working with overseas suppliers. The recognition of knitted structures and their analysis, pattern generation, shaping and fashioning will be covered along with the production of cut and sew products. Cost implications are discussed throughout the two days. Course content 2 days.

Day 1

- The Machine
 - knitting elements, needles, needle beds and cams
 - loop formation in knit tuck and miss
 - single bed/double bed
 - terms and definitions
- Knitted structures 1: texture
 - cables
 - pointelles
 - stitch transfer
- Garment styles & production
 - cut and sew
 - fully fashioned
 - whole garment
 - common garment shapes
 - common fit faults

Day 2

- Yarn requirements for knitwear
 - count, spinning systems, twist
 - fibres used in knitwear
- Yarn count and gauge table
- Knitted structures 2: colour
 - Jacquard
 - intarsia
 - stripes
 - plating
- Quality aspects for knitwear
 - stitch length and dimensional stability
 - common faults, review of bad samples
 - knitwear techniques in fashion garments
- Knitted structure analysis
 - analysis of weft knitted fabric
 - yarn path notations
- Knitwear finishing
 - milling
 - scouring
 - printing

fee: £595.00

Introduction to nonwovens

This 2 day training course has been designed to provide essential background knowledge of nonwovens production, materials and properties. The principal methods of producing nonwovens will be discussed, the effect of process conditions on structure and properties and the suitability of nonwoven fabrics for various end-uses. Viewing different types of nonwovens machinery forms part of the course.

This course is suitable for both technical and sales personnel new to the Nonwovens Industry. It will also be on interest to suppliers and converters as well as users of nonwovens.

Course content – 2 days

Day 1

- Nonwovens industry overview
- Raw materials
 - origin
 - characteristics
 - properties
 - behaviour
 - performance
- Staple fibre preparation
 - preparation
 - opening
 - blending
 - waste recovery
- Web formation by
 - carding
 - cross-lapping
 - perpendicular-laying
 - air-laying
 - wet-laying
- Mechanical bonding
 - needle punching
 - stitch bonding
 - hydroentanglement

Day 2

- Thermal bonding
- Chemical bonding
- Nonwovens from filaments
 - polymer specifications
 - spunlaid
 - meltblown
 - SMS and multi-layer structures
 - electrospinning and nanofibre production
- Fabric finishing
- Practical demonstrations
- Nonwoven product applications
- Nonwoven product evaluation
- Current trends and future developments

Dyeing, printing, finishing & finishes

This two day course is aimed at providing a clear understanding of the whole range of textile processes available for both yarn and fabric; from the initial preparation processes through to dyeing, printing, finishing. The choice of colours and applied finishes will be discussed.

The course should answer such questions as:

Why is preparation important?

Which dye should be used for the job?

Cost implications?

What fabric properties do I want?

Expectations – are they achievable?

Will my customers demands be satisfied?

This course will be of huge value to all those involved with textiles, fashion, retail, buying, selection and merchandising, including designers and technologists.

Day 1

- Aims, objectives and essential preparation of cotton and manmade fibres.
 - desizing mercerising
 - scouring heat setting
 - bleaching singeing
- Application methods for preparation
 - batchwise continuous
 - semi-continuous
- Principles and practice of colour application

Day 2

- Dyeing
 - dyeing of natural and manmade fibres and yarns
 - different dyes to achieve the desired shade
 - physical and behavioural properties of dye classes
 - fixing the dyes
 - problem solving
- · Colour fastness & faults
 - what is achievable and how to do it
 - test methods
 - faults
- Printing techniques & potential problems
 - screen transfer
 - rotary screen digital
- Fabric finishing
 - types of finishes
 - finishing methods

Going digital in textile printing – place, practicalities, potential

Digital printing (inkjet printing) in textiles is a growing area. Yet with a fully digitalised process, why is it not as simple as pressing the send to print button? This course should appeal to any fashion or textile professional wanting to become more informed and hence better able to predict and control the related creative and technical processes.

This two-day course presents the opportunity to develop a comprehensive appreciation of digital printing and be able to identify its place and potential in the wider printed fabric market. Delegates will also gain an understanding of analogue print processes and by doing so better identify the opportunities offered by digital print.

The hands-on components of the course are designed to provide an insight into an integrated digital workflow, from concept design to obtaining the finished product and enable you to manage a digital printing process more effectively.

Day 1

- Terms and Definitions
- Print Processes Overview where does digital printing fit?
- How does digital process compare to conventional analogue printing techniques in key performance areas?
 - Screen printing
 - Flat bed Printing
 - Rotary Screen Printing
 - Paper/Sublimation Printing
 - Inkjet Printing
 - Transfer Printing
 - Types of Inks/Pastes for Print
- Designing for Digital Prints
 - Aesthetic opportunities and challenges
 - Bespoke vs Generic softwares work flows and learning curves

By the close of the first day delegates will have created and printed their own range of digital design samples.

Day 2

Will be driven by the outcomes of the practical sessions of the first day and include:

- Production Processes and Processing Sequence
- Colour Constancy and Gamut
- Colour Management Workflow
- Comparisons of digital v conventional printing
- Common colour matching issues
- Product development and sampling

Introduction to colour management

Managing and understanding colour from the design stage to the finished product can be a difficult activity, colour perception is subjective and can therefore be inconsistent.

This course provides a basic yet comprehensive knowledge on many aspects of colour awareness, assessment and measurement. The course includes lectures, interactive sessions and practical exercises.

It will prove invaluable for those involved with colour assessment, colour quality monitoring and evaluation, should they be designers, merchandisers, product development specialists, quality control and anyone who uses colour in their work.

Course content – 1 day

- Colour Communication
 - colour names; colour and language
 - colour order systems (Pantone, Munsell, NCS)
 - colour contrast
 - colour assimilation and brightness
 - colourfulness (chroma and saturation)
 - hue
- Colour Measurement
 - using colour measurement system in the lab
 - reflectance spectra
 - trichromacy
 - the CIE system
 - meaning of XYZ
 - CIELAB
 - colour differences, CMC, CIE94, CIEDE2000
- Visual Assessments
 - viewing cabinets
 - light sources and illuminants
 - colour constancy
 - metamerism
 - colour blindness.

• Digital Colour

Topics covered: RGB, display technologies, colour gamut, CMYK, hexachrome, gamut volumes, sRGB, wide-gamut RGB, ICC colour management, device profiles (colormunki and spyder).

fee: £325.00

An introduction to sustainable clothing and textiles

This course is designed for anyone involved in textiles, fashion, retail and buying who wishes to develop a clearer understanding of sustainability for the industry.

Delegates will gain a strategic overview as well as practical introduction to sustainability for product development and managing the supply chain.

This will be done by exploring the basics of environmental and social sustainability within a framework of commercial imperatives such as profit and sales, using case studies and real world examples.

Course content – 1 day

- The impacts of the industry
- Product Lifecycles
- The Global Perspective of Sustainability
- Assessment Tools for Sustainability
- · Green Labels and Greenwashing
- Transparency and Traceability
- NGO's; friend or foe
- Business Response
- · Sustainability as a Product Quality

fee: £325.00

Pattern cutting

This 2 day course has been designed so delegates get a basic understanding of pattern cutting for apparel using the flat pattern method. Delegates will also be given an opportunity to cut and construct their patterns providing them with the option to check their work and understand the process.

The course is hands-on so delegates will gain a clear understanding of block patterns and pattern cutting methods through practical taught sessions.

Day 1

- Introduction to the mannequin:
 Measuring the body and how/where to take
 measurements.
- Block patterns: Fundamentals of the block pattern and terminologies.
- Dart manipulation: Practical session moving the dart to create fit, fullness and shape. Examples will be shown and delegates will have an opportunity to cut and construct their patterns in calico on industrial flatbed machines.
- Using the dart to create seams. Practical session using the dart to create seams. Princess and Empire line explored using flat pattern method. Examples will be shown and delegates will have an opportunity to cut and construct their patterns in calico on industrial flatbed machines.

Day 2

- Pattern cutting the collar. Creating a 2 piece shirt collar and Rever collar using flat pattern cutting techniques. Examples will be shown and delegates will have an opportunity to cut and construct their patterns in calico on industrial flatbed machines.
- Pattern cutting the sleeve. Creating a sleeve with gathers, cap sleeve and raglan sleeve using flat pattern cutting techniques. Examples will be shown and delegates will have an opportunity to cut and construct their patterns in calico on industrial flatbed machines.
- Pattern cutting the skirt. Creating a fitted skirt using the block pattern. Examples will be shown and delegates will have an opportunity to cut and construct their pattern in calico on industrial flatbed machines.

Garment fit issues

This practical 1 day course has been designed so delegates get a hands-on understanding of how garment fit relates to patterns and blocks. Delegates are encouraged to send garments with fit issues to the university a few weeks prior the commence date of the course. If appropriate, these will be embedded into the day's proceedings.

Delegates will gain an understanding of pattern blocks/patterns with regards to garment fit issues.

This course has been designed for delegates with basic pattern cutting knowledge and quality control and/or product development experience.

Course content – 1 day

Introduction to common fit issues Examples and patterns covering:

- Sleeves
 - Armhole shapes too tight/too wide
 - Sleeve head too short/too high
 - Removing excess fabric at bicep Sleeve pitch
- Trousers
 - Front and back rise shapes
 - Removing excess fabric in leg seams

Delegates garments:

 Attempting to uncover and solve garment fit issues by unpicking and re-patterning

fee: £325.00

Introduction to textile testing

This new course is designed for all those involved in the testing of textile materials and those involved with working with results from testing houses.

Also those involved in the preparation and conformance with specification, quality, fault analysis will benefit from this course.

Course content – 2 days

Day 1

Fibres (am)

- classification of textile fibres
- physical and behavioural characteristics
- morphology and chemical structure
- the theory of fibre identification
- fibre testing: length, strength, fineness,
- quantitative analysis

Yarns (pm)

- classification of yarns
- regain, moisture content, relative humidity and effects
- Linear density: count, denier, tex and their determination
- yarn regularity: classification, principles of measurement, analysis and meaning of results
- yarn strength: straight, loop and knot measurement; analysis of load/extension curve
- twist in yarns: measurement and expression of results; twist factors
- miscellaneous tests: yarn hairiness, friction

Day 2

Fabrics

- classification of fabrics, and recognition of fabric types
- mass/unit area, thickness
- sett, ends/picks and wales/courses; count of yarn from fabrics
- nonwoven fabrics: determination of method of manufacture, tests related to nonwovens
- strength testing: tear, strip, burst
- pilling, abrasion, snagging
- creasing and bending
- seam slippage, seam strength
- colour fastness & dimentional change/fabric care
- appraisal of results & specifications

Understanding test results by use of statistical analysis

The use of statistics in textile manufacturing is a sensible way of putting test results into perspective.

Their use in monitoring and controlling production and so assuring quality is essential. The application of statistical analysis in drawing up and agreeing specifications saves time and money.

This course has been designed to take the sting out of statistics, thus giving confidence in their use. Worked examples and models are included.

Course content – 1 day

- compilation and importance of specifications: who is responsible for specifications and how are they arrived at
- · examples of specifications
- sampling
- important formulae
- frequency distribution
- process control
- production monitoring
- quality assurance
- significance testing
- practical analysis
- correlation

fee: £325.00

Technical textiles

This one day course has been designed to cover textile products that are engineered to meet intensive technical specifications related to high expectations of performance.

It will cover the basics of fibres, yarns and fabrics, their performance and behaviour. Topics to meet the needs of delegates will be selected from the list below. Laboratory testing demonstrations are also included.

This course will be of interest to technical and sales personnel involved in high performance clothing.

Course content – 1 day

- Classification of textile fibres, yarns and fabrics
 - morphology of fibrous materials including microfibres
 - physical characteristics
 - chemical structure
 - behavioural properties
- Design and engineering of textile products topics will be taken from the following list:
 - Optimisation of fabric performance (fibre choice, yarn and fabric construction to control shrinkage, distortion, pilling and snagging)
 - Water resistance (to include waterproof, water vapour permeability and the methods by which these are achieved, including fibre choice, fabric construction, membranes, and coatings including nano)
 - Warmth
 (the science of keeping warm, choice of material and product construction)
 - Comfort
 (fabric construction and the ergonomics of design)
- Testing laboratory demonstrations
 - water resistance, repellancy, water vapour transmission, wicking, evaporation and condensation, thermal insulation and flame resistance

fee: £325.00

Import essentials

This popular one-day course is run specifically for those new to importing. It looks at all the essential elements involved including key topics such as tariff classification, customs procedures, paying duty and VAT.

Whether in sourcing, procurement, finance, customer services, shipping or import administration attendance will increase your confidence and awareness in dealing with overseas suppliers, transport companies, banks and HM Revenue & Customs.

Every export is someone's import so learn how to control imports with training that starts with the Import Essentials. No previous experience required.

fee: £335 + vat

Export essentials

Fully revised to reflect current practices. This highly regarded one-day course is designed to offer basic grounding in export procedures.

Covering the key points of exporting including export documentation and working with freight forwarders, it is ideal for all newcomers to export and as an overview for those whose job has an export connection.

Whether in sales, contracts, finance, customer services, shipping, logistics or after a managerial overview of the whole export procedure attendance will increase your confidence and awareness. Delegates will return to their companies with an increased awareness and greater skills in understanding overseas requirements and export document procedures.

fee: £335 + vat

Tariff classification

Designed for anyone involved in classifying goods whether for import, export or EU trade statistical purposes to give the 3 main tips on understanding tariff classification and finding the correct commodity codes for your goods.

This one day presentation looks at the background to the tariff, the structure of the UK Integrated Tariff of the UK and explains the structure of commodity codes. We will be looking at the rules relating to tariff classification, using the classification helpline and Binding Tariff rulings and international trade procedures related to commodity codes, including the payment of duty, preference and restrictions.

During the day we will go through guidance on specific commodities but the presenters will not have time to classify specific products.

This course is a practical workshop with top tips and case studies throughout. Will review the proposed 2017 changes to the structure of the Harmonised System.

fee: £335 + vat



The Network was established in 1997, jointly by the British Textile Technology Group, the University of Leeds and Nonwovens Report International.

The initiative came from Industry, who aired the view that as there was no official body or association for them to refer to, the Industry had no means by which they could meet up, discuss ideas and generally 'get to know' each other.

Hence the Nonwovens Network, became a 'loose association of like-minded people who would meet together twice a year at an annual dinner and annual seminar'.

The Network has over 220 members and has held several successful seminars and dinners, all attended by well over 100 members, their guests and associates.

20th annual dinner

Thursday 1st December 2016.

The dinner is being held at the usual venue of the Holiday Inn, junction 25 M62 at Brighouse, West Yorkshire.

The dinner is free to all members of the nonwovens network who have paid their annual subscription of £50.00.

Members are welcome to invite guests to the dinner and will be charged accordingly.

membership

The cost of membership has not increased since the Network was formed in 1997. For £50.00, becoming a member of the Network entitles you to:

- free place at the annual dinner
- concessionary rates at the annual event selected training courses
- entry onto the Nonwovens Network website

www.nonwovensnetwork.com

For further details, please contact Dinah Wharton

tel: 0113 343 3758 or

email: d.j.wharton@leeds.ac.uk

General information

How to book

If you are on the mailing list you will receive a copy of the training programme featuring all the courses and events scheduled for the current training year. Booking forms can be found at the back of this brochure and should be used to book a place on the courses listed.

You can also telephone or email your reservation. Telephone bookings must be confirmed in writing.

Important: Bookings (and payment) for all courses should be sent to:

Dinah Wharton,
EKT Manager
Textile Training Group
School of Design
University of Leeds
Leeds
LS2 9.IT

tel: 0113 343 3758

email: training@leeds.ac.uk

If you are not on the mailing list and would like to receive training updates, please contact Dinah Wharton at the above address. Should other members of your organisation wish to receive a copy, again, please let us know.

Payment of fees

Where possible, payment should accompany a booking. Most courses are exempt from VAT. Please see individual fees for each course. All fees must be paid prior to attending an event. Invoices will be issued. Please make cheques payable to "University of Leeds".

Invoicing

If you have an account already set up with the University, we will be able to invoice you for course fees.

Companies who do not have an account set up and would like to be invoiced for course fees, please call us on 0113 343 3758 for further details of how to do this.

Cancellation

If notification of cancellation is received ten or more days before the event the fee(s) will be refunded less a 20% administration charge. No refund can be made for cancellations received at less than ten days' notice. Alternative nominees can be substituted for candidates who cannot attend. However, at the discretion of the University of Leeds, places may be transferred to the same course held at a later date in the current programme, if available.

All cancellations must be made in writing.

Should circumstances demand, The Textile Training Group reserves the right to modify or cancel any event featured in this brochure.

Terms and conditions

Trading terms and conditions are available on request.

Accommodation

The Textile Training Group has negotiated special rates at certain hotels. Reservations can be made through the Textile Training Group on behalf of delegates.

Payment for hotel accommodation and any other expenses incurred other than those covered by the course fees are entirely the responsibility of the delegate.

Venue

The venues for the courses are usually held in the Leeds or Manchester area, depending on the subject matter of the course.

Booking form
Course Title
Course Date
Title
First Name
Surname
Position
Company
Address
Postcode
Telephone
Email
Fee
Payment Details
Please make cheques payable to
'University of Leeds'
☐ Please invoice my company*
☐ Please charge my credit card
delete as appropriate (Mastercard/Visa)
Card Number
Card Security Number
Name of Card Holder
Expiry Date
Signature
* existing account customers only (please see page 24)
3 7
Please return to:
Dinah Wharton
EKT Manager

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Leeds LS2 9JT

tel: 0113 343 3758

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Booking form
Course Title
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Title
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Address
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Fee
Payment Details
☐ Please make cheques payable to
'University of Leeds'
☐ Please invoice my company*
☐ Please charge my credit card
delete as appropriate (Mastercard/Visa)
Card Number
Card Security Number
Name of Card Holder
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Payment Details
Please make cheques payable to
'University of Leeds'
☐ Please invoice my company*
☐ Please charge my credit card
delete as appropriate (Mastercard/Visa)
Card Number
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Please return to:
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