



Manual or DVD Edition Upgrade

Materials upgrades can only be availed of by facilitators trained in that specific programme. The upgrades are intended as a facility to take old stock out of circulation and to enable a facilitator to avail of newer revised programme materials (where they exist).

Please note only the facilitator manuals and parent booklets have been updated at this time. The DVDs remain the same. You can purchase a new DVD though if you need a new one. If you have an old video, you can exchange this for a new edition DVD, see conditions below.

In the event that a gap of a number of years exists between original training and purchase of new edition materials, it is recommended that the facilitator re-trains in the use of the new materials. There are two ways to avail of a manual upgrade.

1) Booking a place on a Parents Plus Training

If booking a place to refresh your training or if a professional from the same agency wishes to book a training place for the same Parents Plus programme – the manuals (and old videos) will be **upgraded free of charge** at the training under the following conditions:

- The old manuals and videos must be brought along on the day of the training to swap.
- Only one free exchange can be made for each training place booked.
- Facilitators availing of the exchange agree to send back data on the next group run to Parents Plus.
- No free exchanges can be made after the day of the training.

2) Exchanging the original Manual by post

- You must have trained in the programme you are upgrading your materials in. You will need to fill out the form below so that we can check your training record.
- Once you have returned this form to us (emailed to admin@parentsplus.ie) we will email you to request that you return the old manual (and video if you have one) to us at Parents Plus, 15 St. Vincent's Street North, Dublin 7. You must bear the cost of the postage. Alternatively you may drop the materials off to our offices (please ring beforehand to ensure someone is here to take delivery - 01 830 7984).
- On receipt of your old manual etc. we will invoice you. The charge for upgrading is **€80** per manual and €40 for a new DVD. On receipt of payment the new manual and DVD will be dispatched to the delivery address you have entered below.
- Facilitators availing of the exchange agree to send back data on the next group run to Parents Plus.

FILL IN ALL YOUR DETAILS BELOW

Name:

Organisation:

Your email and phone number:

Name of the Parents Plus Programme Manual you wish to upgrade in:

Name of Facilitator Trained in **each** relevant Parents Plus Programme:

Name of Co-Facilitator for next Group

Billing Address:

Delivery Address: if different (please also provide a contact phone for the delivery company)