

# Justification letter

Dear (*insert name of your manager & organisation*)

I would like to attend the 2014 Moving & Handling People Conference as part of my CPD. Details of the programme can be viewed at – [www.movingandhandlingpeople.co.uk](http://www.movingandhandlingpeople.co.uk) the event is at the Business Design Centre, Islington, London on the 30 - 31 January. There are Pre-conference New Products Evaluation Workshops on the afternoon of the 29th January, which I would also like to attend.

My attendance would benefit both the (*insert name of the organisation*) and my CPD regarding keeping up to date with professional practice, safer handling techniques and use of moving and handling equipment in order to fulfill my role to educate and train staff and to be aware of suppliers and products available which I could recommend when completing moving and handling risk assessments.

The conference is a CPD accredited event organised by DLF and offers a variety of learning opportunities and I have listed these to identify potential benefits arising from different sections of the programme:

- **Pre-conference New Products Evaluation Workshops** will provide an opportunity to view a range of products new to the UK market in structured workshops facilitated by experts and to see & discuss products in development & bespoke equipment with key suppliers.
- **Plenary & Concurrent sessions** will provide information and guidance on topics relevant to my work including legislation and professional guidance on safeguarding & consent, moving and handling assessment tools to improve work **postures, outcomes of legal cases and appraisal of equipment options.**
- **Main Conference Practical Interactive Problem Solving Workshops and Open discussion Forum** focused on handling solutions which I can adapt for staff and safe handling protocols to promote safe practices.
- **Major Exhibition of moving and handling equipment** which also includes a **Professional Resource Centre** to access professional bodies associated with moving & handling.
- **Opportunities to network with other professionals, organisations & suppliers** with the chance to audit my practice, swap information, ideas and solutions.
- **Portal of equipment for moving and handling people** – access free of charge for 1 year to information on moving and handling products.

I will have an overview of any new handling practices & techniques and be in a better position to anticipate changes to service provision and be able to plan in advance changes to our policies and protocols to comply with new guidelines etc. Overall my CPD would be enhanced by attending the event and I hope will improve the quality of our service within the organisation.

If I can register my attendance now I will get a significant reduction in the fee of.....

(see page 8 of brochure for the different rates + 3 for 2 offer, which could save as much as £160 per person if you join up with 2 other colleagues from either your own organisation or another organisation.

Thank you for your consideration  
(Signed)