

Course(s) Application Form

Please complete and email / fax / post to the above address. On receipt the training provider will contact you with Deposit[‡] payment details.

Full Name:..... Job Title:.....

Address:

..... Post Code:

Preferred Contact Number: (Mobile):

Email (Required for joining and course documentation):

I wish to register for the following Course/Courses at Brian Clough Business Ctr, Unit 9, 200-222 Cotton Lane, Derby, DE24 8GJ

✓	Course	No. of course days	Course cost Excl. VAT	Course date(s) Preferred (page 2)
<input type="checkbox"/>	City & Guilds Level 3 Award in Education & Training (QCF)*	4 + Self Study	£400.00 + VAT	
<input type="checkbox"/>	City & Guilds 1988 Physical Intervention Training in the Private Security Industry Level 3*	3	£550.00 + VAT	
<input type="checkbox"/>	City & Guilds 2886 Deliverers of Conflict Management Training Level 3* (for holders of C&G Award in Education & Training or equivalent)	2 + Assignment	£400.00 + VAT	
<input type="checkbox"/>	City & Guilds Level 3 Award in Understanding the Principles and Practices of Assessment (Unit 1)	1 plus Pre & post course work in line with your Individual Learning Plan	£150.00 + VAT	
	Certificate in Assessing Competence in the Work Environment (Units 1 & 2)	In line with your Individual Learning Plan plus Observations**	£350.00 + VAT	
	Award in Assessing Vocationally Related Achievement (Units 1 & 3)	In line with your Individual Learning Plan plus Observations**	£350.00 + VAT	
	Certificate in Assessing Vocational Achievement (Units 1, 2 & 3)	In line with your Individual Learning Plan plus Observations**	£750.00 + VAT	

*Enhanced Learning Credits can be applied to the Course Cost (call for ELCAS details)

**Out of Area On Site Observations may incur additional travel costs, to be agreed prior to commencement of course

[‡]A non-refundable £50.00 deposit is required to confirm each course booking; either by PayPal or BACS bank transfer payment. On receipt of this form the training provider will contact you with Deposit[‡] payment details.

I agree to the booking terms and conditions overleaf

Signature:..... Date.....

Course Dates 2013-2014

C&G Level 3 Award in Education & Training (QCF)	C&G 6317 CAVA (QCF) (TAQA) Assessment & Quality Assurance	C&G 2886 Deliverers of Conflict Management Training	C&G 1988 Delivering Physical Intervention Training in the Private Security Industry
11-14 November	04 & 11 November	18-19 November	20-22 November
10-13 December	02 & 09 December	16-17 December	18-20 December
14-17 January 2014	06 & 13 January 2014	20-21 January 2014	22-24 January 2014
11-14 February 2014	03 & 10 February 2014	17-18 February 2014	19-21 February 2014
11-14 March 2014	03 & 10 & 31 March 2014	17-18 March 2014	19-21 March 2014
08-11 April 2014	07 April 2014	28-29 April 2014	30 Apr - 02 May 2014
13-16 May 2014	12 May 2014	19-20 May 2014	21-23 May 2014
10-13 June 2014	02 & 09 & 30 June 2014	16-17 June 2014	18-20 June 2014
08-13 July 2014	07 July 2014	14-15 July 2014	16-18 July 2014
12-15 August 2014	04 & 11 August 2014	18-19 August 2014	20-22 August 2014
09-12 September 2014	01 & 08 September 2014	15-16 September 2014	17-19 September 2014
14-17 October 2014	06 & 13 October 2014	20-21 October 2014	22-24 October 2014
11-14 November 2014	03 & 10 November 2014	17-18 November 2014	19-21 November 2014
09-12 December 2014	01 & 08 December 2014	15-16 December 2014	17-19 December 2014

Derby Course Location: Unit 9, Brian Clough Business Centre, 200-222 Cotton Lane, Derby, DE24 8GJ

BOOKING PROCESS and TERMS & CONDITIONS

Please complete the Application Form overleaf and email / fax or post to the above address. The training provider will then contact you with deposit/full payment details and will then confirm your booking by sending a booking confirmation form to the email address provided. At this point the contract will be made, and the training provider will supply the services in accordance with your booking. Full payment of course fees is required at least three working days before the course commencement. Course bookings are provisional until the deposit payment has been cleared.

Cancellation / Refund Policy for Courses:

Each delegate is required to pay a £50 deposit per course / per delegate to secure any booking. All deposits are non-refundable. If you cancel a course booking the £50 deposit paid will be retained as payment for the administration of the booking application and subsequent cancellation. If required a deposit is transferrable to an alternative course date (subject to availability), if a written transfer request is received 10 or more working days before the original course date.

If a written course cancellation notice is received and acknowledged by the training provider then the following cancellation policy regarding fees payable will apply (cancellation fees are applicable per delegate):

Period of Cancellation Notice Given	Fees Payable
5 to 9 working days before course	50% of the total course fees (including deposit paid)
3 or 4 working days before course	75% of the total course fees (including deposit paid)
Less than 3 working days before course	Full course fees

The balance of course fees becomes due 3 working days before the course commencement. The training provider reserves the right to refuse attendance on any course where course fees have not been paid on or before commencement.

The training provider may have to cancel provisional bookings where deposit funds have not cleared and reallocate spaces to other delegates whose deposit funds are fully paid. The training provider reserves the right to cancel a course without notice should unforeseen circumstances occur; in this case a full refund of course fees already paid will be provided. The training provider will not be held liable for any additional compensation or for costs incurred by candidates or organisations.

Refunds of course fees where delegates do not satisfy the 100% attendance requirement, or do not fully (or successfully) complete any course assessments (within specified timescales contained within the course joining instructions) will not be made. Certification will only be issued to delegates where course fees have been paid in full. Please ensure that all details provided within submitted forms are accurate and you wish to make the course booking as submitted. All course bookings are subject to the terms, conditions and cancellation policy as stated above.