**Training Course Booking Form**

**PLEASE COMPLETE ALL WHITE SECTIONS OF THIS FORM**

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| **Name and details of PERSON making the booking: *All* *Delegates name and details go on the 2nd page*** | | | | | | | | | |
| **Title:**  **(Mr, Mrs, Miss, Ms)** |  | **First Name:** |  | | | | **Surname:** |  | |
| **Job Title:** |  | | | | | | | | |
| **Your Company Name:** |  | | | | | | | | |
| **Address:**  ***Please note, this is the address certificates will be posted to by the training provider.*** |  | | | | | | | | |
| **Post Code:** | | | | |  | |  | |
| **Telephone:**  **Extension:** |  | | | | **Mobile Number** | | |  | |
| **Email:** |  | | | | | | | | |
| ***Invoice Address: if different to above***  ***Invoice Email:*** |  | | | | | | | | |
| **CITB Levy No** |  | | | **YOUR: Purchase Order No or Ref Number:** | | | | |  |

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| **Course Details: *If you are booking multiple courses, please complete a separate booking form for each course or each date.*** | | **Course Costs: (Excluding VAT)** | |
| **Course Title:** |  | **GET REF:**  ***If Provider knows it*** |  |
| **Course Date:** |  | **GET CODE:**  ***If Provider knows it*** |  |
| **No of delegates:** |  | **Tier Grant Group:**  **Amount BACK** |  |
| **Training provider name:** |  | **PROVIDER PRICE TO AFC Per Person** |  |
| **Venue Address:** |  | **Member Cost PP** |  |

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| ***AFC OFFICE USE ONLY*** | | | | | | | | |
| **Date BF Received** | | **AFC BOOKING REF NO** | **TP INVOICE NUMBER** | | **AFC INVOICE NO** | | **DATE AFC INVOICE SENT** | |
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| Delegate Information: - All learners must be able to read, write and speak good English, if not they won’t be allowed to attend the course any full charges will apply.  ***\*We require all the following information of each delegate to apply for any CITB grants.***  \* **Mobile numbers** are requested in case the delegates are late arriving, so we may contact them to assist with directions or to confirm their attendance, to avoid delays in the start time.  \* If yes to **Special Requirements,** please contact the training centre to discuss any specific requirements such as safeguarding, or any additional training material or assistance with coursework. PLEASE NOTE THIS DOES NOT INCLUDE A TRANSLATOR OR A SCRIBE. | | | | | | | | | |
| ***CAPITAL LETTERS***  **First Name** | ***CAPITAL LETTERS***  **Surname** | | **Mobile Number of delegate\*** | **Date of Birth** | | **National Insurance Number** | | **\* Special Requirements dyslexic:**  **At what level** | |
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| Please sign below to confirm that you have read and understand AFC Training terms and conditions for course bookings. A hand, digital or typed signature is your confirmation and that you the named booker, are authorised by your organisation to go ahead with this booking.  **Signature: Date:** |
| *By signing the above, I understand and agree that any personal information recorded by AFC training providers will be entered onto their training database and will be used as part of registration and certification process with awarding bodies. Such information may be made available to authorised third parties (site/employers) to verify registration status; but will not be used for any other purpose without your permission.*  **Please return to:** [adele@actionforconstruction.org](mailto:adele@actionforconstruction.org) |

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| **TERMS AND CONDITIONS** |
| **Course correspondence and confirmation:**  All correspondence regarding bookings will be sent to the **named booker** on the booking form.  Nothing will be sent to the individual delegates; it is the responsibility of the booker to pass all information onto the delegate.  The training provider will send joining instructions directly to you the named booker once the booking has been processed.  Please contact Adele you have any issues with any of the training providers on 07736 521419  **Payment:**  Course fees must be paid 7 working days of the invoice date. Bespoke courses require payment no later than 7 working days prior to the course date. Please make sure that if your company requires a purchase order number with the invoice that this detail is included on your booking form.  **Cancellation Policy:**  More than 21 working days prior to the course date – no fee  Between 20 working days and 14 working days inclusive – 50% of course cost  Between 13 working days and 7 working days inclusive – 75% of course  Less than 7 working days or course non-attendance – full course cost  **Transfer Policy:**  To transfer the delegate to an alternative date some charges may be applied dependent upon the course and the provider. They will generally be as follows unless otherwise advised:  More than 21 working days prior to the course date – no fee  Between 14 working days and 7 working days inclusive – Minimum £50 administration fee plus VAT, plus any other costs which have been incurred, such as paperwork, books, hotels, equipment etc.  Less than 7 working days in advance – 100% of the course fee payable  Neither of the parties shall be liable to the other for any loss or damage, costs, expenses or other claims for compensation arising as direct or indirect result of breach or non-performance of any of its obligations under this agreement due to any cause beyond the other party's reasonable control, including without limitation, any act of god, war, military operations, riot, accident, failure or shortage of fuel or power supplies, abnormally inclement weather, fire, flood, hurricane, drought, explosion, lightening, strike, lock out, or trade dispute.  **Future bookings using our tutors to be made via AFC contact Adele on 07736 521419**  **CANDIDATE SUITABILITY:**  All learners must be able to speak, read and write in good English to qualify for AfC training courses. Our trainers and training providers have the right to refuse a learner to continue, if they feel that they are not to a good enough standard to take the course. Please be aware that full charges may apply in these cases, unless an alternative solution has been agreed by all parties. |