**Training Course Booking Form**

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| A blue and grey logo  Description automatically generated | | **THE FOLLOWING COURSES GO THROUGH THE EMPLOYER NETWORK**   * **EFAW** – Emergency First Aid at Work - 1 day * **FAW** – First Aid at Work – 3 days * **Manual Handling** – 1 day * **IOSH** Managing Safely – 3 days * **Fire Marshall**/Warden – 1 day * **Confined Space** Medium Risk *(TQUK accredited)* City & Guilds is done through S&T * Other Bespoke courses not GET Coded upon Application | | | | | | | |
| **Name and details of PERSON making the booking** | | | | | | | | | |
| **First Name:** |  | | | **Surname:** |  | | | | |
| **Company Name:** |  | | | **Tel Number:** |  | | | | |
| **Address & Postcode:** | ***Certificates will be posted to:*** | | | | | | | | |
|  | | | | |  |  | | |
| **Contacts Email:** |  | | | | | | | | |
| **CITB Levy No** |  | | **YOUR: Purchase Order No** | | | | |  | |
| **Course or NVQ Title:** |  | | | | **Training provider: *Use Initials:***  **TSMC =** The Safety Maintenance  **UKIT =** UK Industries Training  **WSS =** Workforce Skills Support  **PRS =** PRS Training  **VE =** Van Elle  **CRC =** CR Civils Training | | | |  |
| **Course date/s** |  | | | | **No of delegates:** | | | |  |

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| ***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 understood AFC Training’s terms and conditions for course bookings. A hand-written, digital, or typed signature serves as your confirmation that you, as the named booker, are authorised by your organisation to proceed with this booking.*  **Sign here:**  **Date:** | | |
| *.*  **Please return to BOTH:** [admin@afc-tg.org](mailto:admin@afc-tg.org) **&** the Training Provider chosen | | |
| **TERMS AND CONDITIONS** |
| **GENERAL BOOKINGS:**  ***Course Correspondence and Confirmation:*** All correspondence regarding course bookings will be sent to the named booker listed on the booking form. No information will be sent directly to individual delegates. It is the booker’s responsibility to pass all relevant details to the delegates.  Once the booking has been processed, the training provider will send joining instructions directly to the named booker. If you encounter any issues with training providers, please contact Adele at 07736 521419.  ***Payment:*** Course fees must be paid within seven (7) working days from the invoice date. For bespoke courses, payment is required no later than seven (7) working days before the course start date. If your company requires a purchase order number on the invoice, please ensure this detail is included on the booking form.  ***Cancellation Policy:*** Please refer to the terms and conditions of the specific training provider being used.   * **More than 21 working days before the course date:** No cancellation fee applies. * **14 working days or less before the course date:** 100% of the course cost will be charged.   ***Transfer Policy:*** Please refer to the terms and conditions of the specific training provider being used. Charges for transferring a delegate to an alternative course date may apply, typically as follows unless otherwise stated:   * **More than 21 working days before the course date:** No transfer fee applies. * **14 working days or less before the course date:** 100% of the course fee may be charged.   *Neither party shall be held liable for any loss, damage, costs, or claims arising directly or indirectly from failure to fulfil obligations under this agreement due to causes beyond reasonable control, including but not limited to acts of God, war, military operations, riots, accidents, power shortages, extreme weather, fire, floods, strikes, lockouts, or trade disputes.* |
| **EMPLOYER NETWORK BOOKINGS: *Training Providers T&C’s will apply.***  All Employer Network (EN) bookings with our training providers can be arranged through AFC by completing the booking form and sending it to Adele and Sophie at admin@afc-tg.org. For advice or guidance, please contact Adele at 07736 521419.  ***EN Booking Process:***   1. Complete the booking form and email it to admin@afc-tg.org. 2. Adele or Sophie will pre-book or reserve your place with the selected training provider. 3. The completed booking form will be sent to the CITB Advisor, the Employer, and the Training Provider. 4. The CITB will approve the booking with the Training Provider. 5. The Training Provider will send you a booking confirmation and an invoice for your 30% contribution. 6. As the employer, you must confirm your booking and pay the provider’s invoice. Late payment may result in losing your place or not receiving course certificates.   **If you are not yet registered, please contact Adele on** [**admin@afc-tg.org**](mailto:admin@afc-tg.org) **or 07736 521 419** |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE):**  Delegates must bring their own PPE when required for specific courses such as NRSWA, IPAF, and PASMA. Failure to do so may result in being unable to attend or complete the course, with 100% of the course fee still applicable. |
| **CANDIDATE SUITABILITY:**  All learners must be able to speak, read, and write proficiently in English to qualify for AFC training courses. Trainers and training providers reserve the right to refuse a learner if they believe the individual does not meet the required standard.  AFC maintains a ZERO Tolerance policy for aggressive or rude behaviour. Delegates exhibiting such behaviour will be asked to leave the premises, and the police will be contacted if necessary. In such cases, full charges may still apply unless an alternative solution has been agreed upon by all parties. |