Course Booking Form

Please complete and return by email to [info@jbtraining.co.uk.](mailto:info@jbtraining.co.uk.%20)  Once we have received the booking form, we will send the Course invoice and joining instructions.

## The course will not be confirmed until this form has been completed and returned to us.

*\*for office use only*

|  |  |
| --- | --- |
| Course Title: | Accreditation type: |
| Course Dates: | Start Time: |
| Name of Person Booking Course: | Course Cost: |

# Booking Details:

|  |  |
| --- | --- |
| Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☒ | |
| Name (person booking): | Contact Number: |
| Company Name and Address | |
| Email: | Tel No.: |
| CITB Levy Number: |  |
| Candidate Full Name: | |
| Address:  Date of Birth:  National Insurance No: | |
| Training centre address including postcode:  JB Training and Lifting Solutions  Unit 17, Mill Road Ind Est  Linlithgow, EH49 7DA. |  |

Please Note:

For all NOCN Courses, a current CITB CSCS Health and Safety test is required.

Please contact our staff for further information.

**Health and Reasonable adjustments**

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| --- |
| Courses will require a minimum level of fitness if a practical session is involved and all courses require at least a basic level of English and Maths. |
| Please keep JB Training advised if any candidates that may need additional support or have any medical conditions, we should be aware of?  Please ensure that any candidates attending any training courses to following Government Guidelines regarding COVID 19.  If any candidates are showing/ feeling any COVID symptoms, please contact our office to rearrange attendance to a future course as soon as possible. |

# Payment Details:

**Please ensure payment is made to this account by BACS.**

**JB Training and Lifting Solutions Ltd**

S**ort Code: 80-22-60**

**Account Number 06599489**

**Clients Details**

Account Department Details:

Tel No.:

Purchase order no.:

***Please note by checking the box you are agreeing to our Terms & Conditions of Sale.***

**☒** I confirm that I have checked the information on this form, and it is correct.

I declare that I have read, understood, and agree to JB Training and Lifting Solutions Ltd terms and conditions which can be viewed below.



**Terms and Conditions of Sale**

## Course Fees

Fees quoted are exclusive of Value-added Tax (VAT) which will be included at the current rate.

## Bookings

The course dates provided are reserved only and not confirmed until receipt of confirmation has been received.

Bookings can be made by email or telephone.

Telephone bookings must be confirmed in writing, Once received you will be sent course confirmation and joining instructions.

**Please note**. Unfortunately, courses may be cancelled or rescheduled due to unforeseen circumstances at any time. JB Training will try to inform you as soon as possible if these circumstances arise

## Payment Terms

Our standard payment terms are that payment is taken at the time of booking unless otherwise stated. If payment by invoice has been previously agreed, the payment should be made within 30 days from the date of the invoice or prior to the course commencement, whichever is sooner. For candidates wishing to undertake Scottish Vocational Qualifications, full payment must be made before registration of Candidate/s.

## Credit Terms

Our standard credit terms for account customers is 30 days from the date of invoice.

## Mileage and Subsistence

Mileage is currently charged at 50p per mile from EH49 7DA. A quote for mileage and subsistence can be provided upon request at the time of course booking.

## Cancellations

Should circumstances mean that you need to cancel your course and are unable to transfer your booking to another date, the following charges will apply:

* + More than 4 weeks prior to the course start date – no charge
  + 2 to 4 weeks prior to the course start date – 50% of the course fee
  + Less the 2 weeks prior to the course start date – full course fee

Those candidates undertaking Vocational Qualifications who wish to cancel after being registered will be liable to pay a £150 fee.

This will cover the cost of registration with the Awarding Body and administration, within the first 4 weeks of registration only, after this full cost applies.

NOCN Guidelines apply – a charge for the course registration will apply if candidates have been registered for the course test.

## Transfers

Should circumstances mean that you need to transfer to another course (if we are able to facilitate this), the following charges will apply:

1. More than 4 weeks prior to the course start date – no charge
2. 2 to 4 weeks prior to the course start date – no charge
3. Less the 2 weeks prior to the course start date – no charge

All transfers must be taken within six months of the original course day unless otherwise discussed or a full fee will be charged.

NOCN Guidelines apply – a charge for the course registration will apply if candidates have been registered for the course test.

## Non-attendance

If you do not attend a course and have not previously informed us, the full course fee remains payable.

SVQ candidates who fail to attend the site for planned visits without previously informing JB Training and Lifting Solutions Ltd will incur a fee of £150 for a wasted visit fee.

## Late Arrivals/Missed Sessions

If you arrive late or are absent from any session, we reserve the right to refuse your entry to the training. Please contact our office if you are running late so we can inform the Instructor or Tester.

## Unforeseen Circumstances

On occasions, unforeseen circumstances may require us to cancel a course.

In such circumstances, we will endeavour to provide you with as much notice and will be offered either a free transfer to another course date or a full refund of fees paid.

JB Training and Lifting Solutions Ltd will not be responsible for any additional costs incurred by you in making such re-arrangements.

## Guidelines for Candidates and Employers

It is your responsibility to ensure that you or your candidates are free from any condition which could affect /their capability to undertake their chosen course. We welcome candidates with disabilities, but it remains their employer’s duty to ensure that they are appropriately supported in their place of work. JB Training and Lifting Solutions Ltd will not be responsible for costs incurred, should it be found at course commencement that a candidate is found not to meet the course eligibility and/or Awarding Bodies requirements.

## Candidate Substitution

In certain circumstances, you may be required to substitute the candidate attending the course. This can incur additional charges by Awarding Bodies. JB Training and Lifting Solutions Ltd reserve the right to pass this additional fee on, at a maximum charge of £25.00.

Vocational Qualifications will have an additional fee of £150.

## Health & Safety

All candidates attending JB Training and Lifting Solutions Ltd will receive a full induction on arrival. It is the candidate’s responsibility to ensure that all Training Centre rules, and Health & Safety Legislation are always followed. This includes the appropriate use of personal protective equipment (PPE), smoking areas, fire, emergency procedures etc. Failure to abide by Health & Safety rules will result in candidates being asked to leave the course and forfeit all fees paid.

## Fair Processing

All information we hold concerning you will be held and processed by JB Training and Lifting Solutions Ltd in accordance with the Data Protection Act 1998. Such data will be used by us to administer our relationship with you as a customer on your respective course. It may be necessary to pass your information on to a third party, such as an Awarding Body for the processing and application of your qualification. We will not, without your consent, supply your name and address to any other third parties where (1) such transfer is a necessary part of the activities that we undertake, or (2) we are required to do so by law. As an individual, you have the right under the Data Protection Act 1998 to obtain information from us, including a description of the data we hold. Should you have any queries concerning this right, please contact our General Manager.

## COVID 19

JB training and Lifting Solutions has developed a COVID 19 policy, this will be used rigorously before and during any scheduled course.

Any candidate that displays any COVID 19 symptoms such as fever, continuous cough and a loss or change to your sense of smell and taste should refrain from attending any course. If any candidates display these symptoms, they will be asked to leave the course and self-isolate.

Candidates’ employers and Personal contacts will be informed immediately.

## 16, PPE

It’s the Employers responsibility to provide candidates with relevant PPE for practical sessions. Minimum PPE is listed below:

Hard Hat Safety Boots Gloves

Wet Weather Gear