

**GroupTogether Ltd**

Accredited by NUCO training & FAA Ltd

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info@grouptogether.org.uk

www.grouptogetherltd.com

## Training Course Booking Form

### Group Bookings

Please complete this form to ensure we have your details correct and we are able to contact you regarding your booking.

<b>Course title</b>	
<b>Training venue</b>	
<b>Course date</b>	
<b>Refreshments</b> <i>(chargers apply)</i>	Yes: <input type="radio"/> Food: <input type="radio"/> Coffee/Tea: <input type="radio"/> please ensure dietary requirements are sent through with this form. No: <input type="radio"/>
<b>Company name</b>	
<b>Contact name</b>	
<b>Contact number</b>	
<b>Invoice email</b>	
<b>Payment method</b>	BACS: <input type="radio"/> Cash: <input type="radio"/> Cheque: <input type="radio"/>
<b>What specifics do you want the learners to gain from this course?</b>	

Please complete the below information, ensuring learners names are spelt correctly for their certification.  
*If any learners have any Special Educational Needs or Disabilities please make us aware prior to the start date of the course to ensure we can make suitable adjustments.*

	<i>Learner name</i>	<i>Job title</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Once this form is completed please email it to: [info@grouptogether.org.uk](mailto:info@grouptogether.org.uk)

### Terms and Conditions

#### Payment

Full payment is due 7 days before the start date of the training course. A deposit of 20% of the full course price must be paid when booking any of our courses. Payment can be made via BACs, cash or cheque. All payments must be paid in GBP. If payment is not made within the agreed timeframe the course will not go ahead.

#### Late Payment

GroupTogether Ltd reserves the right to charge late payment interest on any outstanding invoice at the rate of 5% above the base rate of HSBC Bank Plc. Where an unpaid invoice is referred for debt collection, the legal costs will be added to the total amount due.

#### Copyright

Video or other tape recordings of the course are not permitted without the prior written consent from GroupTogether Ltd. Reproduction of any course material without the consent of GroupTogether Ltd is not permitted.

#### Learners Agreement

All learners will respect others and the venue the course is being ran in. Learners will be expected to take part in practical elements of the course and group activities. Assessment is completed using various methods including group discussion. Failure to partake in practical elements and group activities may result in the learner not being passed as competent at the end of the course.



**Legal interpretation**

The materials, training and courses provided by GroupTogether Ltd cannot be relied upon for legal interpretation. Neither GroupTogether Ltd nor its employees, trainers or consultants can accept responsibility for learners' actions, or those of other people reading the course notes or interpreting the training in litigation, or responsibility for any loss incurred as a result of relying on the training or the training notes.

**Cancellation**

Cancellation by GroupTogether Ltd - In the event of GroupTogether Ltd having to cancel a training course, you will receive confirmation in writing of cancellation and a full refund.

Cancellation by a learners or company - In the event of a learner or the booking company cancelling a training course the following will apply:

- All cancellations must be in writing.
- You should try to give as much notice as possible if you need to cancel a booking.
- Cancellation charges are as follows:

At least 30 days' notice before the date of the course: Full refund.  
 At least 14 days' notice before the date of the course: 50% of the total cost.  
 7 days' notice or less before the date of the course: no refund given  
 (where a learner can be substituted for another learner no charges will apply)

**Safety of learners**

GroupTogether Ltd cannot accept any liability for injury sustained by any learner during the training course. All safe techniques will be taught to learners and all reasonable care will be taken. Learners who are pregnant or who suffer from back problems should identify themselves to the course leader before the course begins. It is recommended that course organisers check liability with their Health Authority (or another employer) prior to the course starting.

GroupTogether Ltd cannot accept responsibility for loss or damage to learners' personal property or vehicles whilst attending the course. It is the responsibility of the course organiser to ensure that any venue chosen meets necessary Health and Safety requirements and that fire procedures etc. are explained to participants at the start of the course.

**COVID-19**

GroupTogether Ltd will recommend face coverings to be worn when distancing of 2m plus can not be achieved. It is also advised LFTs are taken the morning of the course. GroupTogether Ltd are following NUCO and WHO guidance in relation to training restrictions. GroupTogether Ltd trainers and instructors will not be there to enforce our recommendations and the safety of the learners will be down to the learners and organisation being taught.

*Please note these terms and conditions to be used in conjunction with GroupTogether Ltd full terms and conditions. It is your responsibility to read through these and sign stating you have read and understood them.*

<b>Name</b>	
<b>Sign</b>	
<b>Date</b>	

