

## COURSE BOOKING FORM

The following courses may be booked by completing this form.

Course Reference	Course Name	Cost per delegate (ex VAT)
<b>2377</b>	City & Guilds 2377-12 Portable Appliance Testing	£195
<b>2382F</b>	City & Guilds 2382 -10 17 <sup>th</sup> Edition Wiring Regulations	£395
<b>2382U</b>	City & Guilds 2382-20 17 <sup>th</sup> Edition Wiring Regulations Update <i>Please note we will require your a copy of your 16<sup>th</sup> Edition certificate</i>	£195
<b>2392</b>	City & Guilds 2392-10 Fundamental Inspection & Testing and Initial Verification	£395
<b>2391T</b>	City & Guilds 2391-01 Inspection, Testing & Certification of Electrical Installations Please note: Delegates must be registered for the 2391 exam by the 1 <sup>st</sup> day of the month prior to the exam. If booking is made after this date a £15 charge will be added to cover late entry fees.	£405 (+ £15 see note)
<b>PTD</b>	Inspecting & Testing Practical Training Day	£150
<b>2330L2</b>	2330 Level 2 : City & Guilds Certificate in Electrotechnical Technology	£1750
<b>2330L3</b>	2330 Level 3 : City & Guilds Certificate in Electrotechnical Technology	£1950
<b>2391D</b>	City & Guilds 2391-02 Design, Erection & Verification of Electrical Installations	£725
<b>2391PA</b>	2391 Practical Assessment Only	£90
<b>2392PA</b>	2392 Practical Assessment Only	£75
<b>IEC</b>	Intensive Electrical Course – 4 Week	£2250
<b>PART P</b>	Level 2 Certificate for Domestic Installers – Part P (9 Units)	£1195
<b>CEA</b>	Certificate in Electrical Awareness	£275
<b>EL</b>	Emergency Lighting & Fire Alarms	£150
<b>AM2R</b>	AM2 Revision (2 days)	£275
<b>AM2T</b>	Full AM2 Test (3 days)	£561
<b>AM2AC1</b>	AM2 re-sit Parts A & C1 (2 days)	£259
<b>AM2B</b>	AM2 re-sit Section B	£86
<b>AM2C</b>	AM2 re-sit Section C	£86
<b>AM2D1</b>	AM2 re-sit Section D1	£86
<b>AM2D2</b>	AM2 re-sit Section D2	£86
<b>POS</b>	Practising Operatives Scheme (NVQ3)	£675+
<b>Exam</b>	Theory Exam re-sit	£65

**Employer/Training Provider Details**

If you are an employer/training provider paying on behalf of a third party, please complete this section:

<b>Company:</b>	<b>Order number:</b>
<b>Address:</b>	<b>Contact name:</b>
	<b>Contact position:</b>
	<b>Contact telephone:</b>
<b>Postcode:</b>	<b>Contact email:</b>
<b>Send correspondence to:</b> <b>Employer/Training Provider</b> <input type="checkbox"/> <b>Course delegate(s)</b> <input type="checkbox"/>	

*Please note that AM2 certificates are automatically sent to delegates.*

**Payment – Credit/debit card** If paying by card please complete this section.

<b>Name of card holder:</b>		
<b>Card number:</b> _ _ _ _ _	<b>Valid from:</b>	___/___
<b>Card type:</b>	<b>Expiry date:</b>	___/___
<b>Issue number (if switch):</b>	<b>Security code:</b> (last 3 digits on signature strip)	
<b>Amount to be deducted:</b>	<b>Signature:</b>	

**Declaration** To be completed by or on behalf of the person/organisation to whom the invoice will be addressed.

I confirm I have read and understood the terms and conditions relating to the course booking (see back of form).

<b>Print name:</b>	<b>Signature:</b>
<b>Date:</b>	

**Course books** Please enter the number of books you will require.

<b>Books required for courses</b>	2377	2382	2392	2391	Part P	4 week	<b>Cost</b>	<b>Total number required</b>
Code of practice for In-Service Inspection & Testing of Electrical Equipment	✓					✓	£35	
IEE Wiring Regulations 17 <sup>th</sup> Edition		✓	✓	✓		✓	£65	
Guidance Note 3				✓			£25	
IEE On-Site Guide			✓	✓	✓	✓	£20	

**Delegate details** Please enter details of the course delegates.

<b>Full name</b> <i>(as it should appear on the certificate):</i>		
<b>Home address:</b>	<b>Course ref</b> <b>(see front page)</b>	<b>Course Dates</b>
<b>Contact tel:</b>		
<b>Date of birth:</b>		
<b>NI Number:</b> _ _ _ _ _		

<b>Full name</b> <i>(as it should appear on the certificate):</i>		
<b>Home address:</b>	<b>Course ref</b> <b>(see front page)</b>	<b>Course Dates</b>
<b>Contact tel:</b>		
<b>Date of birth:</b>		
<b>NI Number:</b> _ _ _ _ _		

<b>Full name</b> <i>(as it should appear on the certificate):</i>		
<b>Home address:</b>	<b>Course ref</b> <b>(see front page)</b>	<b>Course Dates</b>
<b>Contact tel:</b>		
<b>Date of birth:</b>		
<b>NI Number:</b> _ _ _ _ _		

<b>Full name</b> <i>(as it should appear on the certificate):</i>		
<b>Home address:</b>	<b>Course ref</b> <b>(see front page)</b>	<b>Course Dates</b>
<b>Contact tel:</b>		
<b>Date of birth:</b>		
<b>NI Number:</b> _ _ _ _ _		

## TERMS & CONDITIONS OF BOOKING

### Booking procedure & confirmation

Bookings can normally be accepted at any time prior to the course start date, subject to availability. For some City & Guilds courses, bookings made after a certain deadline will incur additional charges. Such charges are advised at the time of booking.

Bookings are held provisionally until full payment is received. On receipt of payment, joining instructions will be issued. Provisional bookings will be held for 14 days; if payment is not received by this deadline, Clarkson Evans reserves the right to allocate the place to another customer.

### Payment terms

Full payment is required with all booking forms for courses booked less than 3 months in advance. Provisional bookings will only be held for up to 14 days. Immediate payment is required for courses booked less than 7 days before the course start date. For courses booked more than 3 months in advance, invoicing will be delayed until approximately 2 months before the course start date. Delegates will not be able to commence a course until full payment has been received.

Payment can be made by cash, cheque (made payable to Clarkson Evans Training Ltd), Switch, VISA or Mastercard.

### Delegate suitability

It is the customer's responsibility to ensure that the course is suitable for his/her requirements. All delegates should have read and understood the course outline and have met the necessary pre-requisites.

Clarkson Evans Training cannot be held responsible for any difficulties that delegates experience due to English not being their first language or due to any disability that is not disclosed before booking the course.

### Delegate substitutions

If you would like to make a delegate substitution, please contact our training centre. Depending on the course, a notice period may apply, after which an administration charge may be incurred to cover awarding body fees.

### Cancellation and rescheduling

If you wish to cancel or reschedule a course after payment has been received, we will make every effort to accommodate your new requirements. The following cancellation and rescheduling charges will apply:

#### *All courses other than AM2 test :*

- Fewer than 10 working days' notice of cancellation or amendment - 100% of invoice.
- 10 to 15 working days' notice of cancellation or amendment - 50% of invoice.
- 16 working days' notice and over / change in exam date only – £50 admin charge to cover awarding body fees.

#### *AM2 test only:*

- Fewer than 10 working days' notice of cancellation or amendment - 100% of invoice
- 10 working days' notice and over – £25 admin charge.

In the unlikely event that your training course does not take place after we have received payment, Clarkson Evans Training Limited will make every effort to reschedule the course. If this is not possible, any fees paid will be refunded. Clarkson Evans Training Limited will not be liable for any costs incurred by the customer as a result of booking a course that is later cancelled or rescheduled.