

Short Course Bookings Terms and Conditions

Open Course Bookings

Payment

Payment must be made prior to the date of the course.

Cancellations

A full refund will be given if a booking is cancelled not later than 15 days prior to the course start date or if Tfc cancels a course.

Times

Stated course lengths include a.m. and p.m. coffee break (15 min) and lunch break (30 min).

Courses involving practical exercises may finish earlier than scheduled if participant numbers are low (although the syllabus will have been fully covered).

Venue

Courses will be held at one of two venues:

- 1) The Carlton Bridge Centre, 36B Warriston Gardens, Edinburgh, EH3 5NE
- 2) Training for Care, 12-14 Logie Green Road, Edinburgh, EH7 4EZ

Venue details will be stated on the booking confirmation.

Refreshments

All refreshments are included in the course fee. Tea, coffee and biscuits are provided at the start and mid point of morning and afternoon sessions. Lunch is provided for all full day courses (selection of vegetarian and non vegetarian sandwiches, fruit and cakes).

Lost Certificates

The fee for reissuing lost certificates is £5.00 per certificate for all Tfc certificates, and £15.00 for reissue of REHIS certificates. (Alternatively for REHIS certificates: contact Tfc for REHIS certificate number [no charge] and apply directly to REHIS; this will save you approximately £10!).

Group bookings

Trainer Travel and Accommodation Expenses

(1) By Car

Journeys are calculated from central Edinburgh.

20 miles or less : no charge

20+ - 120 miles : miles over 20 - 40 p.p.m.

: time over 1 hour - £18 p.h.

120+ miles : negotiable

All mileage/time charges calculated by Tfc using RAC Route Planner, plus 5%. *N.B. An additional 1 hour is charged for courses in Glasgow starting before 10:00a.m. to allow for rush hour traffic.*

(2) By Public Transport

Fare minus first £8. Time: £18 per hour for hours 2 - 4; negotiable rate for additional hours.

(3) Overnight accommodation: negotiable

Catering Charges

For courses located at the Carlton Bridge Centre

Half day: £2.00 per person; Full day: £8.50 per person

Any changes to catering requirements must be notified a minimum of two days before the date of the course.

Course Accommodation

(1) Where courses cannot be accommodated at a Tfc venue or the course purchaser's, room hire will be charged at cost.

(2) It is the course purchaser's responsibility to ensure that course accommodation on their premises (or on premises arranged by them) is adequate for the group size and type of training requested. Training for Care will make every effort to work with the course purchaser to ensure that requirements are communicated clearly and agreed, and will be as flexible as is compatible with delivering the training effectively. However, should the accommodation not permit effective training, the trainer will not deliver the course (and will provide the specific reasons in writing why it has not been possible) and Training for Care will charge the course purchaser the fee agreed for the course.

Health and Safety

Where the trainer considers that there is risk of harm to themselves or to the course participants, for reasons of behaviour or environment, they will terminate the course immediately and provide a written explanation for consideration by the course purchaser and Training for Care. Under such circumstances, the fee for the course will be a matter for discussion between the purchaser and Training for Care.

Cancellation Charges

(1) 15 days or more in advance: no charge.

(2) 14 - 8 days in advance: entire course - 50% of fee estimate at time of booking confirmation

(3) 7 days or less in advance: entire course - 100% of fee estimate at time of booking confirmation

(4) Any places booked as part of the group booking and not taken up will be charged on the same terms as (2) and (3) above

All cancellations made 14 or less days in advance of the booking must be confirmed in writing within one week of the initial notification.

Invoicing

Organisations will be invoiced at the end of the month in which the course took place.

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