

State of The Art Training Limited

Units 8 & 9, Northern Galleries, Fort Fareham Business Park, Newgate Lane, Fareham, Hampshire PO14 1AH

www.sota-training.com Tel: 0333 222 4055 Fax: 0333 222 4053 enquiries@sota-training.com

Course(s) Enquiry/Application Form

Please complete and email / fax / post to the above address. When booking a course, you will be contacted and advised deposit[‡] payment details.

Contact details:

(by completing this section you are NOT entering into any contract or commitment to pursue a course booking):

Full Name: DOB:

Address:

..... Post Code:

Preferred Contact Number: Job Title:

Personal Email address (Required for joining and course documentation):

Any Special Requirements:

Company Name (if applicable):

Invoice Address (if applicable):

Post Code: Contact Name / Email (if applicable):

✓	Course	No. of course days	Course cost Excl. VAT	Course date(s) Preferred (page 2)
<input type="checkbox"/>	City & Guilds Level 3 Award in Education & Training (QCF)*	4 + Self Study	£400.00 + VAT	
<input type="checkbox"/>	City & Guilds Level 3 Certificate in Assessing Vocational Achievement (CAVA) (QCF)* (TAQA)	Award in Understanding the Principles and Practices of Assessment (Unit 1)	1 plus Pre & post course work in line with your Individual Learning Plan	£150.00 + VAT
		Award in Assessing Competence in the Work Environment (Units 1 & 2)	In line with your Individual Learning Plan plus Observations**	£350.00 + VAT
		Award in Assessing Vocationally Related Achievement (Units 1 & 3)	In line with your Individual Learning Plan plus Observations**	£350.00 + VAT
		Certificate in Assessing Vocational Achievement (Units 1, 2 & 3)	In line with your Individual Learning Plan plus Observations**	£750.00 + VAT
<input type="checkbox"/>	Highfield Level 3 Award in the Delivery of Conflict Management	3 + Self Study	£400.00 + VAT	

*Enhanced Learning Credits can be applied to the Course Cost (ELCAS details provided on request)

**Out of Area On-Site Observations may incur additional travel costs, to be agreed prior to commencement of course

Booking Section (ONLY to be completed when booking a course)

I wish to book the Course/Courses as indicated above:

[‡]A non-refundable £50.00 deposit is required to confirm each course booking; either by PayPal or BACS bank transfer payment. On receipt of this form the training provider will contact you with deposit[‡] payment details.

I wish to pay the Deposit / Full Payment by: Cheque ('HZL') Online BACS PO No. (if req):.....
(further details will be supplied as required)

I wish to use ELCAS Funding:

I agree to the booking terms and conditions overleaf

Signature:..... Date.....

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Course Dates 2017

C&G L3 Award in Education & Training (QCF)		CAVA (TAQA) (QCF) C&G - Assessor Training Induction dates	
10-13 January 2017 (DERBY)	11-14 July 2017 (DERBY)	09 January 2017 (DERBY)	10 July 2017 (DERBY)
14-17 February 2017 (DERBY)	22-25 August 2017 (DERBY)	13 February 2017 (DERBY)	21 August 2017 (DERBY)
07-10 March 2017 (DERBY)	19-22 September 2017 (DERBY)	06 March 2017 (DERBY)	18 September 2017 (DERBY)
04-07 April 2017 (DERBY)	17-20 October 2017 (DERBY)	03 April 2017 (DERBY)	16 October 2017 (DERBY)
16-19 May 2017 (DERBY)	14-17 November 2017 (DERBY)	15 May 2017 (DERBY)	13 November 2017 (DERBY)
20-23 June 2017 (DERBY)	12-15 December 2017 (DERBY)	19 June 2017 (DERBY)	11 December 2017 (DERBY)

Course Locations: **DERBY:** Unit 9, Brian Clough Business Centre, 200-222 Cotton Lane, Derby, DE24 8GJ

CATTERICK: Catterick Garrison, North Yorkshire DL9 3PS,

BOOKING PROCESS and TERMS & CONDITIONS

Please complete the Application Form overleaf and email / fax or post to the above address. The training provider will then contact you with deposit/full payment details and will then confirm your booking by sending a booking confirmation form to the email address provided. At this point the contract will be made, and the training provider will supply the services in accordance with your booking. Full payment of course fees is required at least three working days before the course commencement. Course bookings are provisional until the deposit payment has been cleared.

Cancellation / Refund Policy for Courses:

Each delegate is required to pay a £50 deposit per course / per delegate to secure any booking. All deposits are non-refundable. If you cancel a course booking the £50 deposit paid will be retained as payment for the administration of the booking application and subsequent cancellation. If required a deposit is transferrable to an alternative course date (subject to availability), if a written transfer request is received 10 or more working days before the original course date.

If a written course cancellation notice is received and acknowledged by the training provider then the following cancellation policy regarding fees payable will apply (cancellation fees are applicable per delegate):

Period of Cancellation Notice Given	Fees Payable
5 to 9 working days before course	50% of the total course fees (including deposit paid)
3 or 4 working days before course	75% of the total course fees (including deposit paid)
Less than 3 working days before course	Full course fees

The balance of course fees becomes due 3 working days before the course commencement. The training provider reserves the right to refuse attendance on any course where course fees have not been paid on or before commencement.

The training provider may have to cancel provisional bookings where deposit funds have not cleared and reallocate spaces to other delegates whose deposit funds are fully paid. The training provider reserves the right to cancel a course without notice should unforeseen circumstances occur; in this case a full refund of course fees already paid will be provided. The training provider will not be held liable for any additional compensation or for costs incurred by candidates or organisations.

Refunds of course fees where delegates do not satisfy the 100% attendance requirement, or do not fully (or successfully) complete any course assessments (within specified timescales contained within the course joining instructions) will not be made. Certification will only be issued to delegates where course fees have been paid in full. Please ensure that all details provided within submitted forms are accurate and you wish to make the course booking as submitted. All course bookings are subject to the terms, conditions and cancellation policy as stated above.