

# First Aid International™

## INSTRUCTOR COURSE BOOKING FORM

ONE FORM PER CANDIDATE

PLEASE HELP BY PRINTING ALL INFORMATION

FIRST NAME:  SURNAME:

COMPANY NAME:

HOUSE No/NAME:   STREET:

TOWN:  COUNTY:

POSTCODE:

DAYTIME TEL (INCLUDING STD):  PLEASE INCLUDE STD FAX:

EVENING TEL (INCLUDING STD):  PLEASE INCLUDE STD MOBILE:

TYPE OF COURSE REQUIRED:  IDC3  IDC4  IDC5  IOC  ISU  IUAED  IUFAW  AFAW CODE:  COURSE DATE REQUIRED:  DD -  MM -  YY

INSTRUCTOR INFORMATION

PLEASE ENCLOSE ALL REQUIRED INSTRUCTOR INFORMATION

PASSPORT SIZED PHOTOGRAPH

COPY OF CURRENT FIRST AID AT WORK CERTIFICATE OR EQUIVALENT

RELEVANT TEACHING CERTIFICATE

RELEVANT ASSESSING AWARDS

CV RELATING TO FIRST AID AND TEACHING EXPERIENCE

AFFIX PHOTO

PAYMENT METHOD

COURSE BOOKINGS CANNOT NORMALLY BE ACCEPTED WITH OUT PRIOR PAYMENT/PURCHASE ORDER

PRICE PER PERSON: £  -

PURCHASE ORDER REF:

TOTAL AMOUNT: £  -




AUTHORISED SIGNATURE:

DATE:  DD /  MM /  YY

POSITION/TITLE:

THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OF ACCEPTANCE. ACCEPTANCE ON THE COURSE IS ACTIVATED UPON REVIEW AND APPROVAL BY FIRST AID INTERNATIONAL™.

PLEASE MAKE CHEQUES PAYABLE TO FIRST AID INTERNATIONAL LTD.

CREDIT/DEBIT CARD PAYMENT: CARD TYPE: SWITCH    MASTERCARD    VISA    (TICK AS APPROPRIATE)

CARD NO:

EXPIRY DATE:  -  START DATE:  -

ISSUE NO:  (SWITCH ONLY)

CARD HOLDERS NAME:

CARDHOLDER SIGNATURE:

TOTAL PAYMENT: £  -

PLEASE RETURN OR FAX THIS COMPLETED BOOKING FORM TO:

Head Office: EMP House, Telford Way, Coalville, Leicestershire LE67 3HE

Telephone: 0845 029 1999 - Fax: 0845 029 1988 - Email: info@firstaidinternational.co.uk - Website: www.firstaidinternational.co.uk

BOOKINGS ARE ACCEPTED ON THE BASIS THAT THE CLIENT AGREES TO BE BOUND BY THE COMPANIES TERMS & CONDITIONS

## **TERMS & CONDITIONS OF ACCEPTANCE OF BOOKINGS**

### **RESERVATION (BOOKING) OF PLACES ON COURSES**

Bookings will only be accepted from on account holders on receipt of the appropriate fee, unless otherwise agreed with First Aid International in advance. Account holders will be invoiced after completion of the course and will be required to settle their account within the time scale advised on the invoices.

### **RIGHT OF REFUSAL**

First Aid International reserves the right to refuse to accept a booking or accept a student onto a course without reason.

### **RIGHT TO TERMINATE BOOKING**

It is clients responsibility to ensure that the candidate(s) are suitable become First Aiders before they are booked onto a course. Due to the Physical and Mental requirements of such a position, First Aid International reserves the right to ask a student to leave the course or prevent them from taking the relevant exam if either the Course Instructor ( or Assessor) decide that the student is unsuitable for such a position. Normally the client/ student will be advised of the Instructors (or Assessors) reasons for making such a decision, however, First Aid International reserves the right to withhold this information without reason.

### **PROVISION OF SUITABLE ON SITE TRAINING FACILITIES**

First Aid International reserves the right to cancel any prior booking. The company can refuse to run an on site course if in the opinion of the Instructor (or Assessor) the facilities provided do not meet with our requirements, or in the case of First Aid at Work courses, those of the HSE. In such cases where the Instructor arrives on site and finds that the facilities provided are not suitable, First Aid International reserves the right to invoice / charge the client the full course fee.

### **CANCELLATION OF COURSE BY FIRST AID INTERNATIONAL**

First Aid International reserves the right to cancel or amend Course dates, times, venues or content at short / no notice as operational requirements dictate. Client will be notified of such changes as soon as possible, however, First Aid International will not be held liable for any costs incurred by the client as a result of such changes or cancellations.

### **CANCELLATION OF BOOKING BY CLIENT**

First Aid International reserves the right to charge the following cancellation fees, should a student not be able to attend or fails to attend a course or if the client cancels the course.

Cancellation up to 4 weeks before the start date	-	Nil Cost
Cancellation between 1-4 weeks before the start date	-	50% of Cost
Cancellation less than one week before the start date	-	100% of Cost
Student attending HSE Refresher course without valid FAW certificate.	-	Full course fee will be charged.

### **ATTENDANCE OF STUDENTS ON COURSES**

Students must attend all sessions of any course run by First Aid International otherwise they will not be issued with a successful completion certificate and where applicable, take the full final exam. In the cases of First Aid at Work courses, full attendance is required under the Health & Safety (First Aid ) regulations 1981 and any student who misses any sessions of the course will not be allowed to take the final exam or qualify as an HSE approved First Aider.

### **PRE-REQUISITE QUALIFICATIONS (HSE REFRESHER COURSES)**

Where it is requirements that a student must hold a specific qualification, or have completed particular training, prior to attending a specific Course, the student will not be allowed on the said course. If it is found that they do not hold the relevant (valid) certificate or if they have not completed the particular form of training required they be will be asked to leave. In the case of HSE 2 day Refresher course, the Health & Safety (First Aid) Regulations 1981 require students to be in possession of a valid FAW certificate on the first day of the Refresher course. Under the Regulations, students who do not hold a valid FAW certificate will either not be allowed onto the course or if they have already been accepted, will be asked to leave. See also Cancellation of booking by Client.