



# Training Course Booking Form



<u>CUSTOMER DETAILS:</u>			
Contact: _____	Telephone No: _____		
Company: _____	Fax Number: _____		
Address: _____	Mobile Number: _____		
Postcode: _____	Email: _____		
<u>COURSE DETAILS:</u>			
Course Title: _____	Course Date: _____		
Site Contact: _____	Course Start Time: _____		
Location: _____	Number of Applicants: _____		
Postcode: _____			
Contact Number: _____			
<u>COURSE REQUIREMENTS:</u>			
<u>Trainee</u> ❖ Must be at least 16 years old ❖ Must bring with them on the day - DOB, NI No, all current IPAF Cards ❖ All trainees must have relevant PPE, inc. Hard Hat, Safety Boots, Safety Glasses, Safety Gloves & Harness C/W Lanyard	<u>Training Centre (If not APL site)</u> ❖ Facilities must be suitable for a theory session to be carried out, i.e. Meeting Room with blinds, c/w tables, chairs & power points available. ❖ Coned off area suitable for the practical session for the full operation of plant/machinery being used for training. ❖ <b>PRIOR TO COURSE SITE APPROVAL IS REQUIRED</b>		
<b>ALL PLANT MACHINERY &amp; EQUIPMENT MUST BE IN FULL WORKING ORDER, ALSO EACH MACHINE MUST COME COMPLETE WITH MANUFACTURERS INSTRUCTIONS &amp; CURRENT CERTIFICATES OF THOROUGH EXAMINATION.</b>			
<u>TRAINEE DETAILS:</u>	<u>NAME:</u>	<u>D.O.B</u>	<u>LENGTH OF EXPERIENCE</u>
1:-			Yes / No: _____
2:-			Yes / No: _____
3:-			Yes / No: _____
4:-			Yes / No: _____
<u>INVOICING DETAILS:</u>		<u>DECLARATION:</u>	
Purchase Order Number: _____	I have read & accept all Aerial Platforms LTD T&C's:		
Invoice Address: _____	Signed: _____		
(if different from the above address) _____	Print Name: _____		
Postcode: _____	Date: _____		



## TRAINING COURSE TERMS & CONDITIONS

- All training to be conducted by Aerial Platforms Ltd. or their nominated representatives.
- All training provided will comply with the requirements laid down in Scheme Operations Manuals, ie. IPAF etc.
- Aerial Platforms Ltd. reserves the right to cancel training in the event that the personnel, site or equipment do not meet the necessary requirements, as defined in Scheme Operations Manuals and / or the Health & Safety At Work Act 1974 and associated publications / regulations. In the event of a cancellation of this nature the customer will be liable for payment of the full course fee.
- Course Bookings will only be accepted and confirmed on receipt of a completed Aerial Platforms Ltd. Training Course Booking Form.
- All course fees are quoted exclusive of VAT, and are to be settled prior to commencement of training, or strictly as stated on all invoices, as agreed with Aerial Platforms Ltd. accounts department.
- The customer is responsible for ensuring that all trainees are both physically and mentally fit to undergo training. Trainees must be capable of recognising potential hazards and understanding the limitations of both personnel and equipment.
- The customer is responsible for ensuring that all trainees are equipped with the necessary Personal Protective Equipment and Clothing etc. prior to the commencement of any training, and that they are trained in the safe use and limitations etc. of such P.P.E.
- All trainees must be a minimum of 18 years old at the commencement of training.
- All plant, machinery and equipment provided by the customer for training must be in good working order and be accompanied by the manufacturer's instructions, and copies of current Certificates of Thorough Examination, where relevant.
- All locations / facilities arranged by the customer for training must meet the necessary criteria, as laid down in Scheme Operations Manuals ie. IPAF etc. and as stipulated on Aerial Platforms Ltd. Course Booking Form.
- All trainees will be required to achieve the minimum standards as set out in the course criteria. Failure to achieve the standards required, on either Theory or Practical Assessments, will result in the trainee being unable to complete the course successfully. The Instructor's verdict is final, but any appeal must be made in writing, and submitted within 30 days of the course. In this event the customer will be charged the full course fee.
- Cancellation Policy - In the event of a customer wishing to cancel a training course the following charges will apply:

Period of Notice	Cancellation Fees Payable (% of course fee)
14 working days (or more)	25%
Within 14 working days	50%
Within 7 working days	100%

Any subsequent bookings will be chargeable at full rate, on commencement of new booking form being received by Aerial Platforms Ltd.

- Failure of trainee(s) to attend will be considered as a 'cancellation without notice', and the customer will therefore be liable for the full course fee.
- Aerial Platforms Ltd. reserves the right to cancel or alter the dates of Provision of Training, the charges for training and the individual(s) providing the training at any stage.
- Force Majeure – Aerial Platforms Ltd. shall not be liable for any failure to perform any obligation herewith, when prevented from doing so by an act of God, War, Fire, Flood, Riot or Civil Disturbance, Strikes or other Labour trouble, or any other conditions beyond the control of Aerial Platforms Ltd.
- All Terms & Conditions are subject to change.

AERIAL PLATFORMS LTD

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