

Instructor Led Training Agreement

This agreement is written to ensure both Judicium and the client understand the procedures that need to be followed in order that instructor led training is booked and delivered successfully.

Live Training Course Information:

All clients should refer to <https://www.judiciumeducation.co.uk/live-training-courses.htm>.

This website information displays both On-site and Open courses. On-site are courses that can be arranged to be delivered at the client site. Open courses are arranged by Judicium and open to all clients. Clients should refer to the website for course information and full details.

Please Note: all course details are available either here and/or on our website, there is no further information that can be provided by your Judicium consultant.

Bookings:

1. Training courses can be requested at any time but in order to secure availability, it is recommended that courses are booked at least 8 weeks before the desired date.

There is no guarantee that consultants will be able to provide training on the date requested but every effort will be made to accommodate training requests.

2. To request training clients are required to complete fully the Training Request form and send it to hs-training@judicium.com no later than four weeks before the course is due. All training information and any changes must be recorded on the form by the client.
3. Once training is agreed by confirmation email with a Judicium representative full payment of the course fees will be due subject to the conditions of this agreement.
4. It is the client's responsibility to inform Judicium two weeks before the agreed course date if the session is no longer required.
5. If courses are cancelled seven or fewer calendar days from the agreed training date, the client is liable for 100% of the course fees.
6. If courses are cancelled with more than seven calendar days but fewer than 14 calendar days from the agreed training date, the client is liable for 50% of the course fees.
7. Cancellations made more than 14 days before a course is due will not incur any cancellation fees (with the exception of bespoke courses see points e & f below).
8. In case of inclement weather conditions, it is the client's responsibility to inform Judicium as soon as possible if the training needs to be cancelled. Judicium is fully committed to deliver courses agreed upon and arrangements

will be made for the trainer to deliver training even in these situations or any other eventualities. Cancellation due to such circumstances will be subject to points three to six above unless otherwise agreed with Judicium.

9. Course costs include all training materials and training certificates provided that the delegates' names are provided 14 calendar days before the course is due. If this information is not provided, Judicium will only issue electronic certificates. Any changes to certificates will have to be made by the client via email to hs-training@judicium.com and the Health and Safety Trainer should be copied in the email, so s/he can corroborate the delegate's attendance.

Courses:

- a) Where a course is purchased for a fixed sum to cover a variable number of attendees, the fees agreed will remain fixed regardless of the number of attendees up to a maximum of 12. Additional attendees over 12 will incur an additional cost of £50 + VAT per person.
- b) The Maximum number of delegates on the Leading Safety in Schools is 12. This is a fixed fee course not linked to the number of delegates.
- c) The minimum number of delegates for the Managing Safety in Schools course is eight. The maximum is 16.
- d) The minimum number of delegates for the Premises Manager Health and Safety course is eight. The maximum is 16.
- e) Bespoke training and briefings must be requested at least eight weeks before the desired date. The cost for preparing a bespoke course is £895.00 + VAT for a half day course / briefing and £1690.00 + VAT for a whole day course / briefing.
- f) The payment for preparing bespoke courses is non-refundable and will be incurred even if the course is cancelled more than two weeks before the course delivery date. Therefore once agreed this fee is non-refundable.
- g) Courses that are required to be translated into additional languages are subject to separate costs to be agreed with Judicium and the client.
- h) Clients are required to brief participants that only the subject of the training will be able to be discussed/covered by the trainer. Additional subjects that may be important to the attendees should be subject to attendance on specific courses or consultation with Judicium representatives outside of the course time.
- i) Participants are required to complete the full hours listed in the course description and pass the course exam in order to receive their CPD certificate.