



## Booking Form - On Site Course

**Company and Booker details - asterisks\* indicate required information**

Company Name*		Account No.			
Contact Name*		Position			
Address*		Postcode*			
Tel*		Email*			
Please indicate the nature of your business*					
Number of employees (please circle)                      1-50            51-100            101-200            201-300            301+					

**PAYMENT DETAILS\***

<b>AE:</b>	
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**ACCOUNTS DEPARTMENT DETAILS\* - Invoices will be sent by email**

Contact Name*		Position			
Address*		Postcode*			
Tel		Email*			

**On Site TRAINING\***

Course Type		Please select a course		Course Date		No.of Students	
Start Time		End Time		Break Times			
Venue Address*							
Postcode*		Tel*		Contact at Venue			
<b>Please select payment method:</b>							
<input type="checkbox"/>	<b>Credit / Debit Card</b>	(We will call you to take card payment details)					
<input type="checkbox"/>	<b>Cheque</b>	(Please make all cheques payable to St John Cymru Wales and post to the above address)					
<input type="checkbox"/>	<b>Invoice</b>	(Please provide a valid purchase order number)				<b>PO Number:</b>	

**BY COMPLETING THIS BOOKING YOU ARE AGREEING TO THE BOOKING TERMS AND CONDITIONS BELOW.**

**Please confirm the suitability of your premises by completing the following -**

Provision Category Description		Provision Confirmation
Training Area Requirements	12 candidates: recommended clear floor space 7m x 7m (24ft x 24ft) 24 candidates: recommended clear floor space 12m x 7m (40ft x 24ft)	<input type="checkbox"/> There is sufficient space
Building Access	Safe access and egress including suitable method of egress in an Emergency situation, i.e. fire.	<input type="checkbox"/> Yes
Building Fire	Type approved alarm system and extinguishers.	<input type="checkbox"/> Yes
Electricity	Type approved 240v AC power outlet sockets.	<input type="checkbox"/> Yes
First Aid	Type approved First Aid Kit.	<input type="checkbox"/> Yes
Washroom	Male and Female lavatories and washing facilities.	<input type="checkbox"/> Yes
Refreshments	Refreshment i.e. tea/coffee facilities.	<input type="checkbox"/> Yes
Environment	Adequate Heating, Lighting and Ventilation.	<input type="checkbox"/> Yes
Flooring	Adequate and suitable flooring suitable for floor based demonstration and student practice, i.e. CPR practice. - If room is not carpeted please provide mats or blankets	<input type="checkbox"/> Floor is carpeted <input type="checkbox"/> Blankets / Mats provided
Building Security/Access	Premises must be secure and open at least 30 minutes prior to the commencement of the course, to allow trainer to set up.	<input type="checkbox"/> Yes
Special Requirements	Please advise us in advance if you have any special requirements. This information will be treated as confidential.	<input type="checkbox"/> Yes-Please expand / No <input type="checkbox"/>
Training Equipment	One chair per student and per trainer to be arranged in a U shape	<input type="checkbox"/> Yes
Other Equipment	Our trainer will bring all equipment necessary, however please indicate if any of the following are available for use:	
	Projector	<input type="checkbox"/>
	Projector screen or blank white wall	<input type="checkbox"/>
	Laptop/Computer	<input type="checkbox"/>
	White Board	<input type="checkbox"/>
	Flip Chart	<input type="checkbox"/>
Parking	Parking on-site near entrance	<input type="checkbox"/>
	Alternative Free Parking nearby	<input type="checkbox"/>
	Alternative Payable Parking	<input type="checkbox"/>
	No Parking	<input type="checkbox"/>

**If you have select 'alternative' or 'no' parking please give more details:**

If you are unable to meet all of the criteria above, please supply details and we may be able to suggest alternative premises or solutions.

Details:
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**This form is required under our company risk assessment process for training in non-company premises. Failure to provide these details will result in the rejection of your application. This form must be signed and dated**

Signature:		Date:	
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# St John Wales Training Company Terms and Conditions

Our aim is to make it as easy as possible to learn First Aid and related subjects with St John Wales. The following conditions are therefore intended to be as simple as possible to help you meet your training needs. Terms and conditions are subject to change without notice.

- 1) Bookings may be made by email, via the St John Wales website, fax, letter or telephone. Telephone bookings must be confirmed in writing on request.
  - 2) Payment for all courses should be made at time of booking and must be settled prior to course start date, otherwise delegates will not be permitted to join the course.
  - 3) In exceptional circumstances it may be necessary for us to cancel and/or reschedule training courses. In such cases we will endeavor to give as much notice as possible, the offer of a free transfer to another course date or a full refund of course fees paid.
  - 4) Should circumstances mean that a transfer to another St John course is required; the following charges will apply dependent on notice given:
    - More than 2 weeks prior to course *No charge*
    - 2 weeks notice given *25% of course fee*
    - Less than 1 weeks notice given *50% of course fee*
  - 5) If you have to cancel a course and are unable to transfer the booking to another date at the time of cancellation, the following charges will apply:
    - More than 2 weeks prior to course *No charge*
    - 2 weeks prior to course *50% of total course fee*
    - Less than 1 weeks prior to course *Full fee – i.e. no refund*
- Cancellation or transfer must be made in writing and received by St John Wales within the required notice period.
- 6) If you do not attend a course, and have not previously informed us, the full course fee remains payable.
  - 7) To conform with Health & Safety Executive requirements for statutory certificates, attendance at all sessions is mandatory. If delegates arrive late for a course, or are absent from any session, we reserve the right to refuse to accept them for training if we feel they will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.
  - 8) Where a delegate's demeanor and/or general behaviour affects the harmony of the learning environment and disturbs the enjoyment of the course for other delegates, that delegate will be asked to leave the course. In all such cases, the full course fee remains payable.
  - 9) Company reserves the right to cancel any course if there are insufficient numbers to run a viable course. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another course date or a full refund of fees paid.
  - 10) To be eligible to attend a two day Re-qualification Course, candidates must have previously completed a First Aid at Work course. St John Wales and the HSE advise if the certificate's expiry date has passed by more than one month, delegates should attend the full First Aid at Work course.
  - 11) The Company reserves the right to alter pricing and/or course content as necessary and without prior notice.

## First Aiders - Guidelines for candidates and employers

The duties of a First Aider can be physically demanding. It is the employer's responsibility to ensure that candidates are free from any condition which would affect their capability, and that they have the aptitude to cope with an intensive course of study. We welcome candidates with disabilities for training, but the responsibility to ensure that they are appropriately supported in their workplace remains with the employer.