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| Course Code | ATW0223-24 |

Understanding Access to Work

Booking Form

Course Date: **11th December 2023, 9.30am to 1pm**

Course fees, please tick which applies:

🞎 £120+vat (BASE member rate)

🞎 £144+vat (non-member)

Note that this course will be delivered using Teams.

**Please complete and return this form to** [**training@base-uk.org**](mailto:training@base-uk.org)

**Enquiries: 07939 238 627**

Logo

Description automatically generated**Email: liz.mellor@base-uk.org**

Name of delegate(s):

Organisation:

Address:

Telephone: E-mail:

Please indicate any individual needs regarding accessing and completing the training:

**Payment: (Please read the terms and conditions)**

You will be invoiced by our trading company, Inclusive Trading CIC. I enclose a purchase order number/cheque\* to confirm the booking. (\*delete as necessary)

**Purchase order no: ………………………………………..**

BACS payment details are available on request.

**Invoicing Email Address**: please provide accounts dept email address for billing:

**Invoicing Address**: Please forward an invoice to the following address (if different):

**I confirm that I have read and agree to the terms and conditions:**

**Authorised signature**

Name: Position:

Date: Contact number:

**Understanding Access to Work**

**This booking is subject to the following terms and expectations:**

**Terms**

Any changes or amendments to the scheduled delivery dates of this training must be notified 28 days prior to the delivery date. Cancellations less than 28 days notice will be subject to a cancellation fee of 50% of the notified fee in this agreement.

Delegates that withdraw from the course prior to completing will not be entitled to a refund in course fees.

INCLUSIVE TRADING reserves the right to cancel or amend the dates of scheduled events in the light of unforeseen circumstances. INCLUSIVE TRADING will endeavour to accommodate any requested amendments or reschedule dates to meet the requirements of the Commissioner.

INCLUSIVE TRADING, collects personal information about each learner at enrolment. This information is stored securely for the purpose of course administration. You can view our Privacy Notice at <https://www.base-uk.org/privacy>

**Expectations**

* **INCLUSIVE TRADING** agrees to deliver Understanding Access to Work for the agreed fee of £120+vat per person for BASE members & £144+vat per person for non-members.
* **INCLUSIVE TRADING** agrees to provide all the necessary training course materials.
* **INCLUSIVE TRADING** will be responsible for all accommodation, subsistence and travel expenses for the trainers and assessors associated with the delivery of this event. We will not reimburse the travel or accommodation costs of learners.
* **INCLUSIVE TRADING** will invoice in the name of Inclusive Trading CIC.
* **The booking organisation** agrees to ensure that all delegates are freed from their daily duties during the training day.
* **It is a requirement that attendees have their cameras switched on throughout the course.**
* **The booking organisation** agrees to pay delegate fees in advance of the course starting**.**
* **The booking organisation** will provide a point of contact in case of any issues regarding the learner.

Office Use Only

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| **Invoice No.** | **Invoice Sent Date** | **Course Materials Sent Date** |
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