|  |  |
| --- | --- |
| Course Code | Lev 3 Cert Con 5 |

Level 3 Certificate Conversion for Supported Employment Practitioners

Booking Form

Course Dates: 11th January, 27th February & 9th April 2024

Please Note: that this course will be delivered using Zoom from 09:30 – 1pm for all sessions. You need to attend all 3 sessions.

Course fees, please tick which applies:

🞎 £1000+vat (BASE member rate)

🞎 £1200+vat (non-member)

Full dates are available at [www.base-uk.org/training-courses](http://www.base-uk.org/training-courses)

Note that this course will be delivered using Zoom.

**Please complete and return this form to** **training@base-uk.org**

**Enquiries: 07939 238 627**

**Email: liz.mellor@base-uk.org**

Name of delegate(s):

Organisation:

Address:

Telephone: E-mail:

Home address of learner (this is required for the learner to receive the course portfolio by post):

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:

**Level 3 Conversion Certificate for Supported Employment Practitioners**

**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.

The course is designed to be completed over a 12-month period. Extensions beyond the 12 months will be charged for at a rate of £200 + vat per learner unless there are extenuating circumstances. If the course is not completed within a 24-month period then the learner will be withdrawn from the course unless there are agreed extenuating circumstances.

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 uploaded securely to Gateway Qualifications who use it in the management of their accredited courses. You can view our Privacy Notice at <https://www.base-uk.org/privacy>

**Expectations**

* **INCLUSIVE TRADING** agrees to deliver Level 3 Certificate Conversion for Supported Employment Practitioners for the agreed fee of £1,000.00 + vat per person for members & £1,200.00 + vat per person for non-members. An additional charge of £200 + vat per person will apply if learners require a second year to complete the course. An additional charge of £150 + vat may be levied if a learner has not prepared for their workplace assessment and it has to be rearranged.
* **INCLUSIVE TRADING** agrees to provide all the necessary training course materials and will undertake all delivery and assessment activity in line with Gateway Qualifications requirements.
* **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, our trading arm.
* **The booking organisation** agrees to ensure that all delegates are freed from their daily duties during the training days.
* **The booking organisation** agrees to provide adequate support to individual delegates whilst they are undertaking the Level 3 Certificate Conversion for Supported Employment Practitioners. **This will include opportunities to undertake duties that are required to satisfy all of the assessment criteria.**
* **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

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