

**PODD Training Booking Form 4th/5th April 2018**

**Hollinwood Business Centre, Albert Street, Oldham, OL8 3QL**

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| **SECTION 1: YOUR DETAILS** |
| 1.1 | Name: | Click here to enter text. |
| 1.2 | Role: | Choose an item. | Click here to enter text. |
| 1.3 | Sector: | Choose an item. | Click here to enter text. |
| 1.4 | Service: | Choose an item. | Click here to enter text. |
| 1.5 | Email: | Click here to enter text. |
| 1.6 | Best contact tel. no: | Click here to enter text. |
| 1.7 | Main work postcode: | Click here to enter text. |
| 1.8 | CCG area if known: | Click here to enter text. |
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| **SECTION 2: PAYMENT DETAILS** |
| **Total cost: £225**, including workshop, manual and certificate.Please note that lunch will not be provided. |
| 2.1 | Indicate preferred method of payment: |
|  | [ ]  I enclose a cheque made payable to Ace Centre North |
|  | [ ]  I have made a bank transfer to Ace Centre North, account no. 10110182, sort code 16-27-11 |
|  | [ ]  I require an invoice  |
| 2.2 | If you require an invoice, please ensure you provide full billing details below. Your booking cannot be confirmed until this information is provided. |
|  |  Purchase order no: | Click here to enter text. |
|  |  Name: | Click here to enter text. |
|  |  Address: | Click here to enter text. |
|  |  Postcode: | Click here to enter text. |
|  |  Email address: | Click here to enter text. |
| 2.3 | Do you require a receipt? |
|  | [ ]  Yes – if so, please preferred email address: | Click here to enter text. |
|  | [ ]  No |
|  |  |  |
| **SECTION 3: BASELINE INFORMATION** |
| 3.1 | Have you attended any Ace Centre training before? | Choose an item. |
| 3.2 | Please tell us why: |  |
|  | Choose an item. | Click here to enter text. |
| 3.3 | How did you hear about this training? |  |
|  | Choose an item. | Click here to enter text. |
| 3.4 | Why do you want to attend this training? |
|  | Click here to enter text. |
| 3.5 | How do you expect this training to impact on your working practice? |
|  | Click here to enter text. |

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| **ACE CENTRE DATA PROTECTION STATEMENT**Ace Centre is aware of our obligations as data controllers under the Data Protection Act 1998 and will comply with the Act at all times. Ace Centre will use the information provided in this form for the processing of booking and for service audit, evaluation and development. |
| **Return the completed Training Booking Form to Ace Centre by email, fax or post.**e: training@acecentre.org.ukf: 0161 358 0152Post: Ace Centre, Hollinwood Business Park, Albert Street, Oldham OL8 3QL |

**Ace Centre Training Terms and Conditions**

## 1 Introduction

1.1 Note the limitation on liability in paragraph 5 and the cancellation fee in paragraph 7.

1.2 If you would like to use any of our material in a way not covered by these terms, please contact us.

## 2 Terms of Agreement

2.1 This Agreement starts when you sign and date the booking form, send it to us. We will acknowledge receipt of your booking by email. This Agreement ends when it is terminated under paragraph 6.

2.2 You acknowledge that we own all of the intellectual property rights in the materials. You may copy and use materials for the purpose of completing training assignments in your own name or in the name. You may not use the materials for any other purpose.

## 3 Your obligations

3.1 You shall pay the full course fee before the commencement of the training.

3.2 You shall not use the training materials for training other people.

3.3 You will not:

3.3.1 Alter any part of the training materials; or

3.3.2 Assign or otherwise dispose of your or our rights under this agreement.

3.3.3 Contest our intellectual property rights in the materials

## 4 Our obligations

4.1 We will invoice for full payment of the training course on receipt of the booking form.

4.2 If you satisfactorily complete your training, we will issue a certificate of attendance or completion, specifying the course title, delivery date and appropriate continuing professional development (CPD) hours.

## 5 Liability

5.1 Our liability to you for any loss or damage is limited to damages of an amount equal to the Fee.

## 6 Termination

6.1 This agreement will terminate when the training is complete or if you are in material breach of any of its terms and if the breach is not remedied within the period of ten days after we have given you written notice of it.

## 7 Cancellation

7.1 If you wish to cancel a training course you must notify us in writing and in advance of the date set for the training course to begin.

7.2 If you fail to complete a training course you may transfer your booking from one training course to another (subject to availability) for an administration fee of £25 and pay the difference in any fees due for the alternative course. Full or partial fees already paid are non refundable.

7.3 We reserve the right to cancel any training event. We will endeavour to provide a minimum of four weeks’ notice wherever possible. If we cancel a training course we will refund the fee to you in full.