

SCPS CONSULTING LTD

Training Terms & Conditions

Booking Information:

Training bookings are made via the SCPS Consulting training shop accessed from scpsconsulting.com. This will automatically transfer the person booking to the PayPal web page in order to securely process the training event payment. Online payments can be made by Individuals and by Organisations for staff members.

- **Online training:** SCPS Consulting contact trainee's within 48 working hours of receipt of booking to provide links to the pre training self-assessment. Once completed, the trainee is sent the log in passwords for the handouts and training materials.
- **Face-to-face training:** After booking a confirmation email is sent and training information is emailed 1-week before the training.

1. **Workplace Invoices:** Email info@scpsconsulting.com to request a workplace invoice, which serves as a training contract.
 - 1a. A purchase order number, or confirmation of the Organisational allocation of the full training cost, must be included at booking. Payment should be made within 28 days or immediately if the training is within this period. Workplace invoices must be requested >28 days prior to a face-to-face/Hybrid event or paid on receipt, unless otherwise approved by SCPS. Training is provided following receipt of funds.
2. In the case of group bookings, the submitting organisation is liable for the full cost of the bookings submitted.

General terms and conditions:

3. Face to face/Hybrid events: SCPS reserves the right to alter venue, dates, content, tutors & format of training. Applicants are notified of changes at least 30 days prior to the training date. For face to face events, trainees can then arrange their travel (and any accommodation). If it's not possible for SCPS to re-arrange a training date, fees are refunded.
4. Substitution policy: The delegate can email us to change the name of the delegate until one week prior to the event.
5. Training Packages (e.g. multi-buy offers) are for one delegate only.
6. Force majeure: SCPS are not liable for failure to provide / delay in provision, as a result of events or matters outside its control.
7. Face-to-face events: To fulfil obligations to tutors, venues and other trainees, no refund is given if the applicant wishes to cancel their training place (apart from during the cooling off period).
8. By providing the personal information on the application form you are agreeing to the SCPS processing and holding it for the purposes stated in the Privacy Policy.
9. SCPS may communicate with you via your email address about the event registration & future training events run by them.
10. Face-to-face events: E-mail addresses may be shared with all attendee's of a training event in order to facilitate networking.
11. All event fees include: pre-post competency assessments, handouts/ task sheets and certificates of attendance. Face to face events include tea, coffee, water and biscuits on the training day (unless otherwise stated).
12. Presentation materials provided by SCPS are subject to copywrite & are for personal use. Sharing, copying, distributing are strictly prohibited.
13. Full day training days will usually be from 9.15am-5.00pm unless otherwise stated (inclusive of break times).

