



5, Clee Rise  
 Little Wenlock  
 Telford, Shropshire  
 TF6 5BU  
 Tel: **07854 695178**  
 E-m: [cara.firstaid@yahoo.co.uk](mailto:cara.firstaid@yahoo.co.uk)

### Booking Form – Open Course

Course Information:	
<b>Type of first aid course:</b>	
<b>Course date(s):</b>	
<b>Course venue:</b>	
<b>Cost per person:</b>	
<b>No. of places booked:</b>	
<b>EFAW certificate Y/N?</b> Extra £15 fee per person	
<b>Payment amount due:</b>	
<b>Names of attendees:</b>	
<b>Special requirements:</b> e.g. due to disability or learning difficulty	
Contact Information:	
<b>Name:</b> of person making the booking	
<b>Address and post code:</b> <small>NB Receipt and joining instructions will be sent by email unless a paper copy is requested</small>	
<b>E Mail Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Please tick if a separate <u>invoice</u> or <u>receipt</u> is needed</b>	
<b>Name, address and contact details of person to whom invoice should be sent if different to above. Please include email.</b>	
<b>Purchase Order Ref:</b>	If applicable
<b>Contact details for attendee(s) if not the person booking.</b>	

Payment may be made by:

Cheque: Payable to **Cara Allison** and sent to the address above

Or, BACS: to Santander Account no.: 60785401 Sort code: 09-01-28

Please refer to booking conditions below. *Any queries please contact Cara using any of the A2E contact details*

[www.a2efirstaidtraining.co.uk](http://www.a2efirstaidtraining.co.uk)



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### **Booking Conditions for Individuals**

**Confirmation:** All telephone and email bookings are only provisional until a booking form and course fee or invoicing instructions have been received. Joining instructions and pre course information will be sent to you before the course.

**Cancellation:** In the very unlikely event of a course being cancelled by us you will receive a full refund and we will give you as much notice as possible. If a course has to be cancelled at short notice due to unforeseen circumstances we will make at least two attempts to contact you via the telephone/E-mail given by you on your booking form. *Please ensure that a mobile number or personal email is provided and not just an office number.*

In the event of a cancellation by yourself no refunds will be given; however, with up to three weeks' notice you will be transferred to an alternative course date at no additional fee. If you cancel within 3 weeks, the full fee is payable unless there are valid extenuating circumstances and you will be transferred to an alternative date.

**Late Payments:** Where payments are not received in accordance with the booking conditions, we hold the right to offer your place to someone else. Certificates will not be issued until payment has been made in full and any cheques cleared.

**Responsibilities:** First Aid is an active and practical subject. Participants are normally required to be physically able to kneel, twist and bend over simulated casualties, kneel on the floor to perform simulated CPR, roll, help roll and help lift simulated casualties.

For Outdoor and Sports courses you will be expected to be responsible for your own warmth and waterproof clothing. Participants should bring with them appropriate clothing for the anticipated weather conditions.

For indoor sessions please wear loose comfortable clothing, not shorts or low cut tops. Also please no lipstick, lip gloss or lip balms as it makes the manikins difficult to clean. Thick hair gel is also inappropriate as when simulating a casualty your head will be handled by other course members. You may be asked to tie back long hair in the interests of other learners.

Please bring any possible medical problems or special needs to our attention **before** booking the course and also advise the course trainer at the start of the course.

*Both A2E and ITC are committed to equal opportunities in training and assessment. For ITC's Equality, Diversity & Assessment Policy please go to their website:*

<http://www.itcfirst.org.uk/policies/policies/1.htm>

If you are in any doubt or have any concerns, please contact us for advice.

We look forward to meeting you on the course.

[www.a2efirstaidtraining.co.uk](http://www.a2efirstaidtraining.co.uk)