



17, Church Street
 Hadley
 Telford, Shropshire
 TF1 5RQ
 Tel: 07854 695178
 E-m: cara.firstaid@yahoo.co.uk

Booking Form – Open Course

| Please complete and return this form by email or post, addresses above | |
|--|---|
| First aid course type: | |
| Course date(s): | |
| Course venue: | |
| Cost per person: | £130 <i>See below for payment instructions</i> |
| No. of places booked: | |
| Emergency First Aid at Work certificate Y/N? Extra £15fee per person | This is additional to the main first aid certificate |
| Payment amount due: | |
| Names of attendees: | |
| Special requirements: e.g. due to disability or learning difficulty | |
| Contact Information: | |
| Name: of person making the booking | |
| Address and post code: NB Receipt and joining instructions will be sent by email unless a paper copy is requested | <i>Only needed if you want information posted to you rather than email.</i> |
| E Mail Address: | |
| Telephone Number: | |
| Mobile Number: | |
| Please tick if a separate <u>invoice</u> or <u>receipt</u> is needed | |
| Name, address and contact details of person to whom invoice should be sent if different to above. Please include email. | |
| Purchase Order Ref: | If applicable |
| Contact details for attendee if not the above | <i>Needed in case of Emergency before the course. Please don't just supply an office number</i> |

Payment may be made by: Cheque payable to **Cara Allison** and sent to the address above

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

Account name: Miss Cara Allison

Please refer to booking conditions below. Any queries please contact Cara using any of the A2E contact details. **NB usual cancellation fees will not apply if you have to cancel for a Coronavirus related issue**

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, unless you receive email confirmation of your place(s). Joining instructions and pre course information will be sent to you before the course. *There will be additional Coronavirus infection control agreements to be signed and returned 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 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 can be transferred to an alternative date. *You will NOT be allowed to attend if you should be self isolating due to Coronavirus.*

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. *Late payment charges may be made.*

Responsibilities: *Fitness* First Aid training is active and practical. 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 casualties. Training and assessments both require physical contact with others.

Clothing For Outdoor and Sports courses you will be expected to be responsible for your own warmth and waterproof clothing. You should bring with you appropriate clothing and footwear for the anticipated weather conditions. Treating simulated casualties wearing outdoor/ activity clothing is part of the assessment.

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 and for your own hygiene.

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. Please see [ITC First's Access to Qualifications information](#) If you would like to request a reasonable adjustment please use the Reasonable Adjustment Request Form.

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>

For all our courses there will be continual assessment of practical skills and understanding. Candidates need to meet the assessment standards to obtain a certificate. Candidates will also need to show photographic ID.

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

GDPR Booking forms will be deleted/ destroyed after the course and once all payments have been made and certificates sent.

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