

# Course Booking Form and Agreement



## Section 1 - Event details

Please answer all the questions fully.


1	Training Course Name*	Level 3 Award in Awareness of the Mental Capacity Act 2005 (RQF)	
	Start Date(s) of Course	7 <sup>th</sup> September 2018	
	Time(s) of Course	9.30 am – 4.30pm (Please note: Some learners may need to complete homework in their own time, depending upon their classroom achievement)	
	Number and Names of Students	PLEASE COMPLETE	
Training Venue Details	<b>Address</b> Peckham Levels Meeting/Training Room Level 4 Peckham Town Centre Carpark 95A Rye Lane London SE15 4ST		
SW Ltd contact details	Tel No: 020 7277 9117 (or call John Buttle's mobile on: 07968 195 491) Email: john@socialworksltd.co.uk		

\*please complete a separate form for each different course type.

## Section 2 - Your contact details

2	Organisation Name	PLEASE COMPLETE	
	Contact for Correspondence	Full Name: PLEASE COMPLETE	
		Address: PLEASE COMPLETE	Postcode: PLEASE COMPLETE
	Email: PLEASE COMPLETE		
	Email for invoicing if different from above:		
Tel No: PLEASE COMPLETE			
Tel No for invoicing if different from above:			

## Section 3 – Payment details

3	Overall Charge per learner (inc VAT)	£96 per learner Calculated as - £60 claim value from Skills for Care + £30 Employer Contribution + VAT of £6 (VAT only chargeable on the employer contribution).
	Payment schedule	1. Payment of £96per learner to be made in full prior to course commencement,
	VAT	1. £60 per learner funded by central government money administered by Skills for Care through their Workforce Development Fund), will be 0 VAT rated. 2. £30 employer contribution will attract VAT (@ 20%) of £6
	Payment method	LLOYDS BANK  Our Sales accounts are now being factored by Lloyds Bank Commercial Finance Limited (As Agent for LBCF Limited and Alex Lawrie Receivables Financing Limited) to whom the benefit of this account has been assigned and to whom all cheques should be made payable. This account can only be discharged by payment to Lloyds Bank Commercial Finance and not to any other party. <b>Cheques should be sent to them at:</b> P.O. BOX 10484, HARLOW, CM20 9GY

Companies House no: 4772270 VAT Registration Number: 848 7563 72

Address: 92 Moncrieff Street, Peckham Rye, London Se15 5HL Tel: 02072779117 [www.socialworksltd.co.uk](http://www.socialworksltd.co.uk)

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	To assist them with identification please state on your payment advice both our name and the invoices you are paying. <b>BACS payments</b> should be sent to Sort Code 30-00-00, Account Number 00232793 and the remittances sent by email to <a href="mailto:BACS.Rems@lloydsbankcf.co.uk">BACS.Rems@lloydsbankcf.co.uk</a> or by fax to: 01295 252019
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## Section 4 – special requirements

**Please use this box to outline any special requirements you may have with regards to the administration or delivery of the training being booked.**

- Upon successful completion of the course, a total of £60 per learner can be claimed back by you from Skills for Care's Workforce Development Fund using a learner certificate scan as evidence to demonstrate achievement and support the claim. We will provide you with this certificate scan along with any other information required for the claim to proceed, such as learner ULN numbers.
- You, the customer organisation, will need to ensure that you have a valid National Minimum Data Set – Social Care (NMDS-SC) account set up and maintained as being eligible to claim Workforce Development Funds from Skills for Care, as well as have a funding allocation secured by a Skills for Care Employer Partnership. If you do not do this, you will still be liable to pay the invoice amounts specified in Section 3 above,
- All Skills for Care payments will be paid directly to you, the customer organisation, by your employer partnership.
- We cannot be held liable for any funding changes made with respect to the Workforce Development Fund by Skills for Care. All information above is correct at time of sending.
- If a learner fails to successfully complete the course or to attend, you may still be liable for the full course cost for that learner of £98. Please see our cancellation policy in section 5 of the Terms and Conditions below.

## Section 5 – Declaration

### **PLEASE COMPLETE**

1. *I confirm that the information entered in sections 1-2 of this Course Booking Form is true and accurate to the best of my knowledge.*
2. *I confirm I am authorised to sign this agreement on behalf of the organisation ("the customer") named in sections 2 of this booking form*
3. *I confirm that I have read, understood and agree to the commitment I am making in Sections 3 to 4 of this Course Booking Form.*
4. *I confirm that I have read, understood and agree to the Standard Terms and Conditions attached to this Course Booking Form.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**(please either sign to confirm acceptance of this booking form and our terms and conditions, or email the form back to [john@socialworksltd.co.uk](mailto:john@socialworksltd.co.uk) with the wording 'I accept the enclosed agreement')**

# Course Booking Form and Agreement



Social Works Ltd

## Terms & Conditions:

### Parties to the Agreement

This agreement is between Social Works Limited of 92 Moncrieff Street, Peckham Rye, London SE15 5HL hereinafter known as the Supplier and 'the Customer' named in Section 2 of the booking form above.

This agreement is subject to the Standard Terms and Conditions as follows:

#### **1. Payment**

We accept payments made via BACS or Cheque. 30 days from the invoice date of issue unless a different time span has been agreed in Sections 3-4 of this booking form above.

#### **2. Invoice Details**

Invoices may contain all or part of the following; the course title, our reference number, customer reference number, number of students or goods dispatched and price per item. Any other information will be supplied by your account manager separately from the invoice. This does not affect the payment due date above. Unless otherwise agreed all invoices must be paid prior to any candidates undertaking the course. Any queries to the invoice must be made within seven (7) days of the invoice date. If notification to the company is not received with seven (7) days it will be assumed that the goods or services and accompanying invoices are accurate and interest may be charged on late payment.

#### **3. Booking and confirmation**

No booking will be confirmed as accepted until such time as the supplier is in receipt of a fully completed booking form and any fees agreed to be paid by the customer to the supplier alongside receipt of this. The information supplied will be only used for registering learners on the courses outlined with Social Works Ltd. The information will be shared with relevant qualification awarding bodies and funding bodies as appropriate. Social Works Ltd is registered with the Information Commissioners Office (registration reference Z1289265) and complies with all legal duties for its collecting, storing and processing of information).

#### **4. Late Payment**

We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to the above terms.

Customers failing to make payment will have credit facilities suspended and may have any deliveries of goods and services halted or suspended.

#### **5. Cancellation**

We reserve the right to charge a cancellation fee in the event that the customer cancels booked course/s prior to

the commencement date. This may be taken out of any payment made to the supplier by the customer at the time of booking. The following fee structure will be applied.

Notice Period	Payment Amount
More than 28 days	No Fee
28-14 days	No Fee
14 – 7 days notice	No Fee
Less than 7 days notice	100% of course value

In the case of course rescheduling there will be no fee if sufficient notice is given, normally 7 days will suffice. In the first instance, before cancelling any course we will endeavour to arrange a rescheduled event in negotiation. However, if the supplier for any reason needs to cancel the course they will issue a full refund of any fees paid by the customer within 30 days of the cancellation.

#### **6. Notification of Queries and Complaints**

Any queries and or complaints must be notified to the supplier in writing within seven (7) days of the end of the course of training booked. All complaints will be dealt with under the supplier's complaints policy.

#### **7. Conflicts**

Orders are accepted on the understanding that if any conflict arises between the supplier's terms and purchaser's terms then the supplier's terms shall prevail in all cases (except where written permission has been obtained). Acceptance of the goods and / or services shall be proof of acceptance of supplier's terms and acknowledgement that supplier's terms were understood and agreed before the goods or service were ordered. The supplier reserves the right to make reasonable changes to the service outlined in this agreement should circumstance outside of their control require them to do so.

The supplier reserves the right to charge the customer for any books or materials loaned to students covered by this agreement that are not returned, or are returned in poor condition. Where this occurs, the charge will be calculated at cost for the materials in question, plus a £5 admin charge for each item.

#### **8. Ownership**

All goods and certificates remain the ownership of the supplier until payment has been made in full by the customer. Certificates and invoices will be forwarded to the address above noted in section 2. Failure to make final payments may result in certificates being cancelled, or goods reclaimed.

#### **9. Health and Safety**

The customer must ensure that all delegates and training venues used by the supplier comply with the health, safety, fire and general instructions issued under Health and Safety Legislation. Any equipment or service must

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be agreed in advance with the supplier. Our tutors will complete a health and safety classroom checklist prior to any training session. Where there is risk to personnel or the venue is considered unsafe it may result in the cancelation of a training session. The tutor will ensure that any areas of manageable risk in the classroom are being adequately noted and controlled. The supplier's staff need to be kept informed about any emergencies within the venue. Both the supplier's tutors and the customer's students are responsible for keeping the classroom and training venue neat and tidy.

## **10. Special requirements**

All special requirements you may have with regards to the administration or delivery of your booking need to be agreed with the supplier prior the training course and noted in the section 4 above.

## **11. Acceptance**

The placing of an order implies acceptance of these terms. Any variation to these terms of business shall not be valid unless agreed in writing.

## **12. Attendance and certification**

If any candidates fail to attend all or part of the course, or fail to complete any assignments or related obligations, they may not be able to complete the course and may not be eligible for certification. If the customer wishes extra time to be given to these candidates the customer may be required to pay an hourly charge per candidate which will be agreed in writing with the supplier prior to this activity taking place.

## **13. Law**

The sale of goods and / or services between the buyer and the supplier shall be governed by English law. The construction, validity and performance of this Agreement shall be governed by English law. In the event of a default of this Agreement, these terms and conditions of sale shall be governed by English law.

**How We Use Your Personal Information:** The personal information you provide may be passed to Skills for Care, the Skills Funding Agency, it's authorised partners and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner numbers (ULN). The information you provide may be shared with other organisations for education, training and employment related purposes, including for research. At no time will your personal information be passed to organisations external of Social Works Limited Ltd for marketing or sales purposes. Social Works Limited Ltd, the Education Funding Agency, the Skills Funding Agency and their authorised partners (such as qualifications Awarding bodies) may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses or learning opportunities relevant to you. Social Works Ltd is registered with the Information Commissioners Office (registration reference Z1289265) and complies with all legal duties for its collecting, storing and processing of information