

# Base-Training Course Booking Form (Business)

Business Name:

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Contact Person:

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Position:

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Business Address:

.....

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.....Post Code:.....

Contact Telephone No:

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Contact Mobile No:

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Contact Email:

.....

Venue Address (if being supplied and/or different from business address):

.....

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.....Post Code:.....

## Course Required:

- |   |     |
|---|-----|
| 1 <sup>st</sup> Aid @ Work 3 Days/4 Days      | [ ] |
| 1 <sup>st</sup> Aid @ Work Refresher/Renewal  | [ ] |
| Paediatric 1 <sup>st</sup> Aid 1 Day/2 Days   | [ ] |
| Emergency 1 <sup>st</sup> Aid @ Work          | [ ] |
| Emergency Response                            | [ ] |
| Appointed Person                              | [ ] |
| Customer Care                                 | [ ] |
| Environmental Awareness                       | [ ] |
| Understanding Health & Safety                 | [ ] |
| Understanding Risk Assessments                | [ ] |
| Manual Handling                               | [ ] |
| Fire Awareness                                | [ ] |
| Safeguarding Children & Vulnerable Adults     | [ ] |
| National Pool Lifeguard Qualification         | [ ] |
| National Pool Lifeguard Qualification Renewal | [ ] |

Signature:.....

Date:.....

(By signing this, you are agreeing to Base-Trainings terms and conditions and declaring that the above information is true to the best of your knowledge).

Email: [Trainers@base-training.org](mailto:Trainers@base-training.org) Mobile: 07825 707318



# Terms & Conditions

## **Deposits**

Any courses booked are subject to a 25% deposit to cover equipment, books, resources and where applicable, assessors, registration fees and certification.

## **Cancellation Fees**

Any courses/candidates cancelled on behalf of **Base-Training** will be refunded in full or a credit given for future courses.

Any courses/candidates cancelled on behalf of the hirer will be subject to the following fees;

Within 7 days of the start of the course – 100% of the course fee

Within 14 days of the start of the course – 75% of the course fee

Within 21 days of the start of the course – 50% of the course fee

Within 30 days of the start of the course – 25% of the course fee

31 days or thereafter the start of the course – 10% of the course fee

## **Attendance**

For courses that require a minimum teaching time (all HSE approved 1<sup>st</sup> aid courses and RLSS NPLQ) candidates must attend **all** set hours. If those hours are not met, the candidate will **not** be entered for the assessment process and no refunds will be given as a result of this.

## **Filming & Photography**

No filming or photography will be allowed during the courses unless agreed upon by the trainer and/or candidates. At times, Base-Training may wish to film some sessions to ensure courses are being delivered effectively and safely. At these times, all candidates will be required to complete a model release form confirming they agree with this filming. If all candidates are not satisfied with this, no filming will take place.

## **Physical Condition**

Some of our courses will require candidates to display levels of physical fitness. Our 1<sup>st</sup> aid courses will require candidates to pretend to be casualties for other learners which may require them to lie on the floor. There will be times when learners will need to make physical contact with other learners. Candidates will need to pass fitness and swimming tests before being eligible to partake in the NPLQ course. If you would like more information on these details, please contact one of our trainers at [trainers@base-training.org](mailto:trainers@base-training.org) or call on 07813 384206.

