

# BOOKING FORM

Complete and return to: **Real Training, P.O. Box 975,  
Canterbury, CT1 9DR**



Students Full Name:

Address:

Invoice address (if different):

e-mail:

Telephone:

Job title:

Any other information or special requirements:

Best time to contact:

Course start date:

Where did you hear about Real Training?

## **CCET - Certificate of Competence in Educational Testing £995 + VAT**

- Online - £995 + VAT or 3 instalments of £345 + VAT
- 4 day intensive non-residential (inc. all lunches and refreshments) - £1495 + VAT
- 4 day intensive residential (as above + DBB for 3 nights) - £1695 + VAT

## **CPT3A - Certificate of Competence in Educational Testing (CCET) plus Access Arrangements Course (AAC)**

- Online - £1345 + VAT or 3 instalments of £475 + VAT
- 4 day intensive\* non-residential (inc. all lunches and refreshments) - £1845 + VAT
- 4 day intensive\* residential (as above + DBB for 3 nights) - £2045 + VAT

\*4 day intensive CCET + AAC online

## **Payment**

All intensive courses require a deposit of £150 + VAT (£176.25) to secure a place.

Please indicate how you would like to pay for the above course (including the deposit) and appropriate invoice(s) will be sent to you by e-mail. If you would prefer invoices through the post, please tick here:

- I wish to pay by instalments** (online courses only)
- Cheque / BACs payment**
- Credit / debit card**
- I intend to apply for a Career Development Loan** (deposit must be paid for prior to loan acceptance)  
*To find out more about Government backed Career Development Loans call 0800 585 505 or visit [www.direct.gov.uk/en/EducationAndLearning/AdultLearning/CareerDevelopmentLoans/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/AdultLearning/CareerDevelopmentLoans/index.htm)*

**Promotional code** (if applicable):

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## **Terms & Conditions**

- I have read & agree to the terms and conditions overleaf (this box must be checked)**

/ /

Signature

Date

## Terms and Conditions

1. By becoming a client of Real Training you enter into a contract by which you:  
Confirm that you are willing to participate fully in the course.  
Agree to pay the relevant fees.  
Confirm that you have or are willing to arrange access to suitable materials as required by the course.  
Agree to attend the relevant competence assessment procedures if they are required by the course.  
Agree to take full responsibility for your actions and opinions.  
Agree to abide by these terms and conditions.
2. If you are enrolling on a course that involves working with clients of your own (e.g. children and/or vulnerable adults) you further: Confirm that you have legitimate access to children / adults within an educational establishment and that permission has been sought and agreed from the head of that establishment to work with those children / adults for the purpose of practising the competences in the course.  
Confirm that you will not work with any client, either individually or in a group, without gaining informed consent from the client or, in case of children, their parents or legal guardians.  
Confirm that you have been or are willing to be subject to suitable Criminal Records Bureau check if appropriate and have no undeclared offences that might put your clients at risk.
3. All fees are payments in advance and are non-refundable except as stated below.
4. We reserve the right to refuse clients for any reason.
5. Where the course is sold at a distance, in line with Distance Selling Regulations, you have a 7 day cooling off period from receipt of your course materials if studying online and a 7 day cooling off period from the date we receive your booking if studying via an intensive course. If during this period you decide not to continue you must inform us in writing, returning all materials to us in their original condition. Your booking will then be cancelled and your deposit will be returned to you. You are liable for all postage costs. A full refund of fees paid will be made within 30 days subject to any deductions for damaged goods. No refund is payable 7 days after booking or after you have started a course, whichever is the sooner.
6. Full payment of fees must normally be made within 30 days of invoice. Full payment must be received before you start any intensive course. Places might be limited and will only be confirmed on receipt of your deposit. Clients can elect to pay by instalments for online courses in which case the first payment must be made within 30 days. Second and third payments are due after 60 and 90 days. Clients are liable for any bank charges incurred in payment of fees. The payment schedule for corporate clients will be stated in the estimate.
7. Unless stated otherwise fees levied by professional organisations for registration are payable by the client.
8. The CCET intensive 4 day course normally runs with a minimum of 4. Should a course be cancelled because of shortage of participants you will be entitled to a full refund of all fees you have paid including your deposit.
9. Any client who is apparently finding it very difficult to meet the competences of the course will be offered additional tuition. If this does not resolve any difficulties the client may be required to leave the course and a refund (excluding expenses incurred) will be offered. The refund will only be offered if the client has implemented the advice of Real Training in full.
10. All online courses must be completed within 3 years of start date. Intensive courses must be completed within 1 year. Deferment is subject to agreement in writing by Real Training and a discretionary administrative fee may be levied. Any extension beyond the stated limits is at the discretion of Real Training.

## Personal Information

11. Clients of Real Training must provide accurate and complete postal address, contact telephone number and e-mail address. We may refuse or cancel your enrolment if you do not supply these. Your details will not be used for any purpose other than the efficient and effective running of Real Training.
12. The majority of correspondence with and from Real Training is conducted electronically using e-mail and web-based protocols. Your details will be added automatically to our database. Your details will not be passed to any third party without your permission, unless requested by law or a similar authority.
13. Real Training abides by the Data Protection Act.

## Rights & responsibilities of Real Training

14. Depending on the course purchased Real Training agrees to provide its clients with some or all of the following:  
Relevant course material.  
Access to the Campus Online™ platform.  
An assessment methodology suitable for the course.  
A non-transferable licence to use all relevant materials and web based services.
15. We reserve the right to change payment of the enrolment fee prices without notice. This will not affect those who have already booked on the course at an agreed rate.
16. Real Training reserves the right to terminate any enrolment if it suspects that any part of these terms and conditions have been broken.

## Complaints

17. If you have a complaint about any products or services provided by Real Training please contact [info@realtraining.co.uk](mailto:info@realtraining.co.uk) or telephone 01273 35 80 80. One of our managers will contact you within 10 working days (excluding periods of closure normally Christmas and August).
18. The manager will investigate your complaint and aim to provide a satisfactory way forward within a further 10 working days, subject to the limits outlined in these terms and conditions.

## Liability and contractual obligations

19. No other statements in the training materials, on the website or e-mail correspondence may be taken to imply any contractual obligation by Real Training.
20. Any liability will be limited to the payment of the enrolment fee paid, except in the event of personal injury or death at an event organised by Real Training.
21. Information, whether on the web or in any other form, is provided for the use of clients and others at their own discretion. No liability will be accepted for the accuracy of any information or the consequences of its use by clients or others.
22. Nothing in this agreement or in any material on the website or any other correspondence between us shall confer or purport to confer on any third party any benefit or any right to enforce any terms of this agreement.
23. All client contracts are governed by and construed in accordance with English law and the parties agree to submit to the exclusive jurisdiction of the English Courts.
24. Real Training is wholly owned by Mark Turner, Alan Macgregor & Siobhan Mellor, Chartered Psychologists. The administration address is PO Box 975 Canterbury CT1 9DR.

