

Serac UK Company Booking Form and Order Confirmation

seracUK

TRAINING • ASSESSMENT • CONSULTANCY

Company: Trade Effluent Services Ltd
Address: Hugmore House, Hugmore Lane, Wrexham
Post Code: LL13 9YE
Contact: Rob Netxband-Piggott Telephone: 01978 661886
E-mail: rob@tradeeffluent.com

9 Chalk Hill House
19 Rosary Road
Norwich
NR1 1SZ

☎:01603 627428
💻:www.serac.co.uk
✉:training@serac.co.uk

No of Places: In House x4 Delegates @ £6,095.00 + VAT = £7,314.00 Payment Total - do we require a Purchase Order – if so: 13207

Attendee Names: Rob Netxband-Piggott, Simon Williams. Richard Street, Lewis Greenhill

OPTIONAL UNIT – PLEASE ENSURE YOU CONFIRM WHICH UNIT YOU WISH TO COMPLETE WE CANNOT COMPLETE YOUR BOOKING WITHOUT THIS INFORMATION – Please tick at least one box

6A – Principles and Practices of Managing a Physical Treatment Processing Facility for Waste and Resources	x	6B – Principles and Practices of Managing Biological Treatment Processes for Waste and Resource	
6C – Principles and Practices of Managing Thermal Processing for Waste and Resources		6D – Principles and Practices of Managing Land Remediation Activities	x
6E – Principles and Practices of Managing an Inert Landfill		6F – Principles and Practices of Managing a Mechanical Biological Treatment Facility	

Location: Hugmore House, Hugmore Lane, Wrexham, LL13 9YE

Day 1 & 2 – Dates: 22nd 23rd November 2016

Day 3 & 4 – Dates: 20th 21th December 2016

Special Requirements

Please tick and let us know if you have any particular needs i.e. accessibility, dietary

Medical Requirements

Please tick and let us know if you have any particular requirements

Please

State: N/A

Please

State: N/A

By signing this booking form you are acknowledging that you agree to pay all the course related fees. Please see paragraph 7.2 overleaf for cancellation fees Serac UK will charge.

We have satisfied ourselves that the above stated course code is suitable for our needs and agree to the terms and conditions overleaf.

Confirmed by:-

Signature:

[Signature]

Date:-

01/11/2016

Print Name:

R NETZBAD-PIGGOTT

Title:

DIRECTOR

Payment Terms: - 100% due no later than 14 days prior to the course commencement date. Your delegate(s) may lose their place should payment not have been received in full by this date.

Serac BACS Details:

Barclays Bank / Sort Code: 20-62-53 / Account Number: 50968129

Serac UK Terms & Conditions of Business:-

All services supplied by Serac UK are sold subject to the following terms and conditions:

1. Equal Opportunities

Serac UK is an equal opportunities employer. The aim of its policy is to ensure that no learner receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, age, trade union activity, political or religious belief. Selection criteria and procedure will be kept under review to ensure that individuals are treated on the basis of their relevant merits and abilities. In connection with its role to provide an assessment service for learners seeking qualifications, Serac UK, its quality control personnel and Assessors, will seek to ensure that every reasonable effort is made to avoid inequality with respect to gender, age, racial origin, religious persuasion, sexual orientation or disability.

2. Data Protection Act 1998

Serac UK is registered (No.ZA112946) with the Data Protection Commissioner under this Act to hold personal data. That information may be disclosed to the Awarding Organisations, and if authorised by the learner, to the employer named on the Learner Registration Form. The data will not be disclosed to any other body or used for any other purpose without express written permission from the learner.

3. Training Course Registration

Registration on all Serac UK training courses must be made by completing a registration form provided by Serac UK. Registration forms along with a signed order confirmation must be completed and returned to Serac UK by a learner and/or client before a place on the course can be allocated. Registration will be deemed to have been accepted only when confirmed in writing or by email by Serac UK. Serac UK reserves the right to refuse any registration without supplying a reason.

4. Change of Circumstances

It is the learner's responsibility to notify Serac UK of any change of personal circumstances, e.g. employer, address, name, etc. Serac UK will only act on the latest information advised in writing by the learner and will only divulge information in accordance with that authorisation.

5. Disputes & Appeals Procedure

If at any time a learner is not satisfied with an assessment decision made by an Assessor the learner must complete the appeals/complaints form provided by Serac UK which will then be sent to Serac UK's Quality Controller for review and feedback. If the feedback is not accepted it will be reviewed by Serac UK's Centre Manager. If still not accepted by the learner it will be referred to Serac UK's Awarding Organisation for a final decision.

6. Payment

6.1 Assessment: Payment is due on the date of issue of the invoice. Interest may be charged on any payments due which have not been received more than one month after the date of the invoice at a rate of 2% over the rate for overdrafts applied by Barclays Bank. Prompt payment is requested to ease costs of credit control and administration. Payment against any invoice overdue by more than 6 weeks will result in assessments and other services being suspended, or the withholding of the final Certificate, until all outstanding invoices have been settled in full. Payment shall be made by cheque made payable to Serac Ltd or by Bank Automated Clearing Services or Bank Giro Credit transfer direct to the bank. The charges for the assessment services will be strictly in accordance with the fee structure as set out overleaf, or as otherwise agreed with the learner or their employer.

6.2 Once assessment services have been started our fees are non-refundable. Our fees are not dependent upon completion of the assessment. In the event of a Client's learner leaving their employ, or no longer needing the qualification, the unused balance of any fee pre-paid for assessment services can be held on account and used against future learners or transferred to the cost of a training course after deduction of Serac UK's costs and administration fee.

6.3 Training: All course related fees must be paid no later than 14 days prior to the commencement of the course unless otherwise agreed in writing by Serac UK. A learner may lose a place on the course if payment has not been made.

6.4 Where the client pays in advance for a qualification the learner must complete from date of registration the qualification in the following timescales: Levels 1-3 – 12 months, Levels 4-7 – 24 months. If the qualification is not completed in these timescales Serac UK is entitled to retain all or part of the prepaid fees, with no element of refund payable to the Client.

7. Cancellation Policy

7.1 Appointments for assessment which are cancelled with less than 7 days' notice will be liable for a charge at the rate set out overleaf.

7.2 Should Serac UK find it necessary to cancel or reschedule any training courses, the Client will be offered an alternative course date or a full refund of fees paid. Serac UK reserves the right to provide an alternative venue, presenter or instructor to those published. Training learners may be substituted without penalty provided written notice is received prior to commencement of any training course. Should a learner or Client cancel or reschedule, Serac UK reserves the right to charge a fee on the following basis: More than 20 working days before the commencement of the course, 10% of the fees. Between 20 and 11 working days before commencement of the course, 50% of the fees. Within 10 working days of the course, 100% of the fees.

8. Acceptance of terms

No variation can be made to these terms without written consent of Serac UK. These terms of business are deemed to be accepted by the client by virtue of the completion of a Serac UK Order Confirmation or written confirmation of the assessment/training course.

9. Confidentiality

Serac UK agrees to keep all information used or seen during the assessment process confidential, and will be accessed only by those parties necessary for the assessment process.

10. Warranties, Liabilities & Consequential loss

Serac UK does not accept responsibility for any claims for consequential loss suffered by the learner and/or the client following the cancellation or postponement of an assessment or a training course. The liability of Serac UK for the cancellation or postponement of any course shall be limited to the course fees. Serac UK will not be liable for any technical advice or information that may be provided to the learner or their employer during the assessment process, other than that which is directly concerned with the award of their certification. Except in respect of death or personal injury caused by Serac UK's negligence, or as expressly provided in these Conditions, Serac UK shall not be liable to the Client or the learner by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of Serac UK, its servants or agents or otherwise) which arise out of or in connection with the provision of the Certification. Serac UK shall not be liable to the Client or be deemed to be in breach of the Contract by reason of any delay in performing or any failure to perform, any of Serac UK's obligations in relation to the course, if the delay or failure was due to any cause beyond Serac UK's reasonable control.

11. Termination

Either party may terminate (without limiting any other remedy) at any time by giving written notice to the other if the other commits any breach of these conditions and (if capable of remedy) fails to remedy the breach within 30 days after being required by written notice to do so, or if the other goes into liquidation, becomes bankrupt, makes a voluntary arrangement with its creditors or has a receiver or administrator appointed.

12. Copyright

Serac UK reserves proprietary rights on all assessment and training course materials provided for a client or learner and no part of any course notes or material may be reproduced or transmitted in any form or by any means electronic mechanical photocopying recording or otherwise or stored in any retrieval system of any nature without the written permission of Serac UK.

13. General

These conditions (together with those, if any, set out in the registration form and order confirmation) constitute the entire agreement between the parties, supersede any previous agreement or understanding and may not be varied except in writing between the parties. All other conditions express or implied by statute or otherwise, are excluded to the fullest extent permitted by law. Serac UK and the Client shall, at all times, in the performance of the Contract, conform with all applicable statutory and regulatory requirements including but not limited to the Data Protection Acts 1984 and 1998 and any statutory amendment or re-enactment of them. Serac UK shall be entitled to assign or transfer the Contract and/or any rights hereunder at any time. The Client may not assign or transfer the Contract and/or any rights hereunder without Serac UK's written consent and any attempt to do so without such consent shall be void. A notice required or permitted to be given by either party to the other under these conditions shall be in writing addressed to the other party at its registered office or principal place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving the notice. No failure or delay by either party in exercising any of its rights under the Contract shall be deemed to be a waiver of that right, and no waiver by either party of any breach of the Contract by the other shall be considered as a waiver of any subsequent breach of the same or any other provision. If any provision of these conditions is held by any court or other competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these conditions and the remainder of the provision in question shall not be affected. This Contract is made solely for the benefit of Serac UK and the Client and their respective successors and permitted assigns. No other person shall acquire or have any right under or by virtue of this Contract, whether pursuant to the Contracts (Rights of Third Parties) Act 2001 or otherwise.

14. Applicable Law

English Law shall apply to the Contract and the parties agree to submit to the exclusive jurisdiction of the English courts.

Description of Waste Facility Covered	Standard Rules Permit	Continuing Competence	Qualification Title and Code
Contaminated Land Remediation	SR2008No27	CLR	<p>W/AMITAB Level 4 Medium Risk Operator Competence for Contaminated Land Remediation (601/08518/1) (MROC13)</p> <p>W/AMITAB Level 4 Certificate in Waste and Resource Management (601/2388/6) (VRQ, Unit 6d)</p>

