

First Aid Training That Cares/Heath & Safety Training That Cares  
 103 Green Road, Poole, Dorset, BH15 1QJ.  
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[www.firstaidtrainingthatcares.co.uk](http://www.firstaidtrainingthatcares.co.uk)

## FIRST AID/HEALTH & SAFETY COURSE BOOKING FORM PRE COURSE INFORMATION/TERMS OF BUSINESS

### Personal Details of Course Candidate

Title \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 How can we contact you? \_\_\_\_\_  
 Home Tel. \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Details of any medical conditions or allergies  
 you think we need to know about  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Course Details

Course Title \_\_\_\_\_  
 Venue \_\_\_\_\_  
 Course Date \_\_\_\_\_  
 Do you currently hold a first aid qualification? \_\_\_\_\_  
 Qualification \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Awarding Body \_\_\_\_\_

### Payment

The full payment is due no later than on the first day of the course. The full payment is required with the form, unless other payment has been pre-arranged within your organisation.

The full fee is £ \_\_\_\_\_  
 Cheque (y/n) \_\_\_\_\_  
 I enclose a cheque payable to 'First Aid Training That Cares' for the appropriate amount prior to commencement of course

Please send the completed form via email to:  
[info@firstaidtrainingthatcares.co.uk](mailto:info@firstaidtrainingthatcares.co.uk)  
 Alternatively, please post your completed form to:  
 First Aid Training That Cares/  
 Health & Safety Training That Cares  
 103 Green Road, Poole, Dorset, BH15 1QJ.

# Pre Course Information/Terms of Business

Thank you for choosing First Aid Training That Cares/Health & Safety Training That Cares to provide your training; we look forward to welcoming you on one of our first aid courses.

## Attendance

In order to meet the assessment standards of the course, it is essential that candidates attend every session and are punctual; mobile phones should be switched off and break times adhered to. If for any reason these guidelines are not complied with, we may decide not to qualify a candidate.

Depending on the qualification being undertaken, session times vary between 6 hours (First Aid at Work, Emergency First Aid at Work & Paediatric First Aid) and 8 hours (< >) 'contact time' (i.e. actual time training) each day, plus breaks. This means that sessions commence promptly at 0900, include a 15 minute break in the morning, 30 minutes for lunch and a 15 minute break in the afternoon. Thus they should finish by either 1600 or 1800.

## Certification

All of our courses are accredited through Pro Training Ltd, who are also an awarding body that develop qualifications that are regulated by OfQual, TQUK, RQK & VTQ.

On successful completion of the course, all course paperwork is submitted by the trainer to Pro Training for verification; once undertaken, certificates will normally be issued within three to four weeks of completion of the course, PROVIDING that full payment has been received. Non-payment of courses will not be accepted. Late or missed payments can cancel and void any contracts between First Aid Training That Cares/Health & Safety Training That Cares and other parties.

## Domestic Arrangements

When we run a course for another organisation, it is likely that the other organisation will be responsible for all domestic arrangements such as provision of the training room, refreshments, toilet facilities and so on. For public courses, however, we will provide the training venue and ensure that refreshments and toilet facilities are available.

## Health & Safety

First Aid/Health & Safety training is practical and active. We would normally expect participants to be capable of kneeling, bending, lying down, and able to take a full and active part by acting as casualties for both the trainer/s and each other. If you feel uncomfortable or have any concerns whatsoever please do not hesitate to inform our experienced trainer/s who may well have a strategy for helping you throughout the course.

## PLEASE BRING WITH YOU...

Some form of identification e.g. photocard driving license – this is a legal requirement!

Comfortable clothes suitable for rolling around the floor in and getting dirty.

Warm/waterproof clothing & footwear (including hat & gloves) for outdoor courses, similar to above. In this event please also bring clean footwear for indoor use. Packed lunch (and drink just in case non available!). Pen and paper for note taking should you decide.

## **Payment/Balance for the course if necessary!**

### Standard Terms of Business

Please be aware that these terms of business are intended for both organisations and individuals alike. Being 'business-like' by definition, they may therefore appear somewhat brusque to the individual!

Unless agreed separately and in writing, it is an express condition of booking a course that a deposit is paid, and cleared by our bank, in advance of the course start date.

The full payment is due by no later than the first day of the course.

In case of non-payment of unforeseen circumstance we reserve the right to cancel your booking, without notice. An alternative training date will always be offered where appropriate.

In the event of course cancellation by you, we will try to offer an alternative date to attend the course.

An invoice will be generated on receipt of booking form with payment details.