



Powder Mills, Princetown, Devon, PL20 6SP.
Phone: 0560 252 5331 Email: info@firstaid4life.com
Web: www.firstaid4life.com

FIRST AID COURSE BOOKING FORM PRE COURSE INFORMATION/TERMS OF BUSINESS

Personal Details

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

If booking more than 2 weeks in advance a 50% deposit will be required to secure your booking. The full payment is then due on the first day of your course. If booking within 2 weeks of the course date, the full payment is required with your form.

The full fee is £ _____

I enclose a deposit of £ _____
(if more than 2 weeks prior to course date)

I enclose the full fee of £ _____
(if within 2 weeks of course date)

I enclose a cheque payable to 'First Aid 4 Life' for the appropriate amount.

Please send the completed form to:

First Aid 4 Life Limited
Powder Mills
Princetown
Devon
PL20 6SP

Or you can email it to us: info@firstaid4life.com
then post the cheque!

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Pre Course Information/Terms of Business

Thank you for choosing First Aid 4 Life 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, First Aid 4 Life 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 (Mountain & Outdoor First Aid) '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 Immediate Temporary Care (HSE Registered 1670/96) and ITC First Aid Ltd, who are also an awarding body that develop qualifications on the Qualifications & Credit Framework (QCF) regulated by OfQual.

On successful completion of the course, all course paperwork is submitted by the trainer to ITC 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.

Domestic Arrangements

When First Aid 4 Life 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, First Aid 4 Life will provide the training venue and ensure that refreshments and toilet facilities are available.

Health & Safety

First Aid training is practical and active. We would normally expect participants to be capable of kneeling, bending, lying down, performing simulated CPR 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 – essential!
- ♥ 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!

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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.

If booking more than 4 weeks in advance, a 50% deposit will be required to secure your booking. The full payment is then due by no later than the first day of the course. If booking within 4 weeks of the course date, the full payment is required with your booking.

In the event that the deposit is not paid, First Aid 4 Life reserve the right to cancel your booking, without notice.

In the event of course cancellation by you, the client, the following proportion of the total amount due will be payable, the time periods below being from the course start date. These terms are non-negotiable: -

4 weeks (20 working days) or less	-	loss of deposit
2 weeks (10 working days) or less	-	75% of total amount due
1 weeks (5 working days) or less	-	100% of total amount due

Whilst this may appear harsh we ask our clients to appreciate that, as a company committed to the excellence of their training, First Aid 4 Life invest more and more resource, both human and capital, the nearer a course start date approaches.

For a series of courses, we insist that invoices issued for the balance on those already run are paid in full, and cleared by our bank, before the next course start date in the series. This is non-negotiable and in the event it does not take place, First Aid 4 Life reserve the right to cancel the remaining course/s, without notice.

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