



Health & Safety Advisory Service



Chartered
Institute of
Environmental
Health

CIEH Registered Centre

TRAINING COURSE BOOKING FORM

Course Title: **CIEH Level 3 Award in Health & Safety in the Workplace**
 Course Dates: Thursday's 7th, 14th & 21st October 2010
 Order Ref: 4012-CIEHL3
 Venue: Shaftesbury Centre, Percy Street, Swindon, Wilts SN2 2AZ
 Cost: £375 + VAT per person plus delegate fee of £75 + VAT



Certificate No:
14422

Company Name & Address	Person Authorising Training	Contact Details
	Name: Job Title:	Tel No: Email address:

Delegate Details

Name	Role / Job Title	Highest Qualification <small>Please select from list *1) below</small>	Any Specific requirement(s) <small>Please enter key code(s)*2)</small>	Dietary Requirements <small>Please specify</small>
1.				
2.				
3.				
4.				
5.				
6.				

*1) Qualifications –	*2) Specific Requirements – Key		
Options	Learning difficulties	Sensory Impairment	Physical Disabilities
<ul style="list-style-type: none"> · Masters / Doctorate · Degree · A' Level · AS Level · GCSE · O' Level · CSE 	NVQ: <ul style="list-style-type: none"> · L 6 · L 5 · L 4 · L 3 · L 2 · L 1 	LD1 – Verbal Communication LD2 – Reading LD3 – Writing LD4 – Understanding Concepts SI1 - Hearing SI2 - Sight SI3 – Speech	PD1 - Upper Body PD2 - Lower Body PD3 – Wheelchair User

PURCHASE ORDER

Order No	Date	Authorised by
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INVOICE ADDRESS if different from above

Company/Organisation		
Address		
		Postcode
Telephone No	Fax No	

TERMS AND CONDITIONS

Fees

All fees are payable in advance. Health & Safety Advisory Service Ltd reserves the right to refuse admission to the course until payment is received. All fees quoted are exclusive of VAT, which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force. Invoices must be paid prior to the course start date, unless otherwise agreed.

Examinations

Where examinations form part of, or are taken following a course, no refund of fees can be given in the event of a candidate failing to reach the standard required. The Examining Body's decisions are final.

Cancellations

If a booking is cancelled by the client, the following fees will be refundable on notice given: 0 – 7 days 0%; 7 – 14 days 50%; over 14 days: 90%.

Telephone cancellations can be accepted but must be confirmed immediately in writing by post/email.

I have read and understood Health & Safety Advisory Service Ltd's terms and conditions and agree to adhere by them.

Signature:

Date:

Please post or email this completed form to:

Health & Safety Advisory Service Ltd
Shaftesbury Centre
Percy Street
SWINDON
Wiltshire
SN2 2AZ

Telephone: 01793 618943/554747
Fax: 01793 530241
Email: info@healthandsafetyadvisory.co.uk
Website: www.healthandsafetyadvisory.co.uk