

BOOKING FORM

NAME: _____ COMPANY: _____	
ADDRESS: _____ _____	
TEL: _____	EMAIL: _____
COURSE TYPE: (please tick)	
<input type="checkbox"/>	HSE First Aid at Work (3 day)
<input type="checkbox"/>	HSE Requalification First Aid at Work (2 day)
<input type="checkbox"/>	HSE Emergency First Aid at Work (1 day)
<input type="checkbox"/>	Paediatric First Aid (12 hour)
<input type="checkbox"/>	BLS refresher (2 hour)
<input type="checkbox"/>	AED (4 hour)
DATE: _____ VENUE: _____	

NAME(S) OF CANDIDATE(S):	DATE OF LAST FAW CERTIFICATE: (IF REQUALIFYING)
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

PLEASE INCLUDE SEPARATE LIST OF NAMES IF IN-HOUSE BOOKING

<p>I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS AND EMPLOYER'S GUIDANCE NOTES ATTACHED</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Full payment enclosed: £ _____ (please delete as appropriate)</p> <p>PLEASE NOTE: FULL PAYMENT IS DUE BEFORE COURSE START DATE</p> <p>WHEN COMPLETE PLEASE SEND TO 'LIVE FOR WORK', WITH YOUR DEPOSIT – CHEQUES MADE PAYABLE TO 'LIVE FOR WORK'.</p>

TERMS AND CONDITIONS

- 1) Total amount is due before course start date; if payment is not made, placement on the course cannot be guaranteed. Certificates will not be released until payment is received.
- 2) Cancellations made between two to one weeks before the course start date will incur 50% charge of the course fees. Cancellations less than one week before course start date will incur 100% charge of course fees, unless the booking can be transferred to another date suitable for both parties. This is at the discretion of Live for Work and transferral can only be made once without a charge. Cancellation or transfer must be confirmed in writing and received by Live for Work by the appropriate date.
NB. cancellations by parties on the day due to inability of candidate(s) to attend will not be offered a transfer.
- 3) Live for Work reserves the right to cancel any course if there are insufficient numbers to run a viable course. In this case you will be given as much notice as possible, and the offer of a transfer to another course (fees may vary slightly depending on the venue) or a full refund.
- 4) Candidate attendance to each session is mandatory, in line with Health and Safety Executive requirements; Live for Work reserves the right to refuse to continue training if candidates do not attend as required. No refund will be given in this case.

GUIDELINES FOR EMPLOYERS AND CANDIDATES

The employees listed on the application form will be practising First Aid in the workplace under the requirements of the Health and Safety at Work (First Aid) regulations 1981. Please ensure that you send suitable candidates to comply with the above regulations (see also Approved Code of Practice 1997) in what can be a physically demanding role. They must also have the ability to cope with an intensive 4 days of study – please bear this in mind if you are sending English speakers of other languages. Candidates with disabilities are welcomed, however it is the employer's responsibility to ensure they are appropriately supported in the workplace.

Candidates enrolling for a Requalification course must be able to produce a valid First Aid at Work certificate issued by an HSE approved provider – there is now a 3 month 'window' allowed previous to, and 28 days after, the expiry date of the existing certificate in which to requalify.

BY SIGNING THE BOOKING FORM YOU ARE AGREEING TO THE TERMS AND CONDITIONS AND DECLARING YOU HAVE READ THE GUIDELINES.