

Application for Training and Assessment

Please complete this form in block capital letters using blue or black ink and return to adrian.wood@schiedel.co.uk

Section 1: Approved Centre Details

Training Centre Name	Schiedel Chimney Systems Ltd.	Unique Training Centre No.	SCH001/2011/ATC
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Section 2: Course Details

Course Applied for (Tick)	<input type="checkbox"/> H001 <input type="checkbox"/> H002 <input type="checkbox"/> H003 <input type="checkbox"/> H004	<input type="checkbox"/> H005 <input type="checkbox"/> H005DE <input type="checkbox"/> H006	<input type="checkbox"/> Full <input type="checkbox"/> Refresher
Date of course			

Section 3: Candidate Details *Please note: The data provided on this form will only be used by HETAS Ltd and the HETAS Approved Training Centre, and will be handled and stored in accordance with the Data Protection Act*

Surname								<i>Please provide a current passport style photograph here</i>
Forenames(s)								
NI Number								
Company Name								
Home Address <i>Note: This is the address to which the certificate will be sent</i>								
	Post Code							
Daytime telephone Number				Email address				
Medical conditions and/or disabilities	If you have a condition or disability that may affect your work, the assessment process or any other need, please tick the box and provide details separately and attach them to this application. <input type="checkbox"/>							
Dietary requirements	If you have any special dietary requirements, please enter detail here							

Section 4: Candidate Declaration

I certify that all particulars given are correct and understand that should any false statement(s) / omissions be made on this form or the information provided to the training centre or HETAS relating to pre-requisites (work experience and qualifications or memberships), HETAS reserve the right to withdraw or cancel the training certificate and / or operative / business registration with the HETAS Competent Person Scheme.						
Signature				Print Name		
				Date		

Section 5: Application Checklist and Decision (to be completed by the approved training centre's nominated person)

Applicant meets pre-requisites stated in relevant HETAS course handbook			Yes/No
Copies of pre-requisite evidence has been provided and copies retained			Yes/No
Decision	<input type="checkbox"/> Accepted <input type="checkbox"/> Not accepted	Date	
Signature	Print Name		

For guidance notes for Training Centre Administrators, please refer to appropriate Approved Centre Course Handbook

PAYMENT DETAILS

Cheque enclosed for £

Made payable to:
Schiedel Chimney Systems Ltd.

Credit/Debit card

To pay by card please phone
Wendy on 0191 4161150

BACS

Please see details below

BACS DETAILS - Sterling Account

Account: Schiedel Chimney Systems Ltd.

Bank: Deutsche Bank AG

Account No: 17703302

Sort Code: 23-10-48

IBAN Code: GB48DEUT40508117703302

SWIFT: DEUTGB2L

BACS DETAILS - Euro Account

Account: Schiedel Chimney Systems Ltd.

Bank: Deutsche Bank AG

Account No: 17703301

Sort Code: 23-30-55

IBAN Code: GB75DEUT40508117703301

SWIFT: DEUTGB2L

To ensure your bank transfer is allocated correctly, please supply the following information:

Account No:

Amount:

Originating Bank:

Originating Country:

TERMS & CONDITIONS OF BOOKING

Bookings - Full payment must be made with the booking and should be attached to the official booking form. A provisional booking can be made and a place will be held for 7 days whilst the booking form and payment are sent. After 7 days this place may be lost if the course is nearly full and other bookings with payment have been received.

Courses - It is the responsibility of the person booking the course to ensure they have booked the correct course. No refund will be given if the wrong course has been booked. Please see the attached prospectus for course details and pre-requisites.

Proof of identity & Credentials - The following items must have been presented to the tutor prior to the start of the course:

- One passport size photograph.
- Proof of identity (card type, driving licence or passport).
- A photocopy of the required qualifications (see prerequisites).

Important note: Where a candidate is unable to produce the above identification and documentation, Schiedel reserve the right to refuse entry to the course without refund.

Personal Protection - Candidates should bring with them safety boots, eye protection and safety gloves.

Methods of Payment - Cheque, Debit & Credit cards, BACS.

- Cheque, Debit Card & BACS Payments – No surcharge will be made for payment methods of this type.
- Cheques must have cleared funds at least 21 days prior to the course start date.
- Please make cheques payable to: Schiedel Chimney Systems Ltd.
- Credit Card Payments – There will be a surcharge of £7.50 to the base cost of each course (excl.VAT) for this type of payment i.e. on an H001 course the cost would be £257.50 excl.VAT and £309 incl.VAT.

Cancellation - Schiedel reserve the right to cancel any courses, alternative dates will be allocated. Should new dates not be acceptable full refund will be given.

If cancellation is made more than 14 days before the course starts a full refund will be provided, minus an administration fee of £25.00.

If cancellation is made between 7 and 14 days before the course starts a 50% refund will be made unless we are able to fill the place, in which case a full refund will be provided minus an administration fee of £25.00.

If cancellation is made less than 7 days before the course starts no refund will be made unless we are able to fill the place when a full refund will be provided minus an administration fee of £25.00.

Resits - In the case of a referral, theory assessment re-sits will be charged at £65 excl.VAT per candidate, practical reassessments at £170 excl.VAT and theory & practical at £190 excl.VAT.