

HETAS TRAINING & ASSESSMENT APPLICATION

Please complete in black or blue ink



Section 1: Approved Centre Details

Training Centre

Section 2: Course Details

Course Applied for
(tick only one)

H001
 H002
 H003

H004
 H005DE
 H006

H008
 H009
 RETAILER

Full
 Refresher
 DS

Date of Course

Section 3: Candidate Details

Surname

Forenames(s)

NI Number

Company Name

Home Address

Note: This is the address to which the certificate will be sent

Post Code

Please provide a current passport style photograph here

Daytime telephone

Email

Medical conditions / disabilities

Please advise the Training Centre separately of any dietary needs, medical conditions or disabilities relevant to your attendance at the facility for this course

Section 4: Candidate Declaration

If accepted for the course, I agree to follow instructions given to me by the Training Centre regarding course conduct and safety. I certify that all particulars given are correct. I accept that, should any false statement or omission be made on this form (or in the information provided to the Training Centre or HETAS relating to pre-requisite work experience and qualifications or memberships), HETAS reserve the right to amend or withdraw the training certificate and/or the registration of the relevant operative/business on HETAS schemes. I understand that the information I have given on this form and in support of my application will be recorded and retained by this Training Centre and by HETAS, in accordance with the General Data Protection Regulation. It may be used for the following purposes: to process my application for training; to send me any qualification certificate or supplementary technical material that I may be entitled to; to assess my eligibility to join HETAS courses and registration schemes; to alert me about expiring/expired qualifications; to compile training statistics provided that no statistical information that would identify me as an individual will be published. My personal information will be kept securely and within the boundaries of the UK and/or the EU. The HETAS Privacy Notice is published on-line at <https://www.hetas.co.uk/privacy-notice/> I want to receive additional information from the Training Centre and from HETAS about registration schemes, other courses and/or industry events, at the contact details above. I can unsubscribe from marketing communications at any time: Yes No

The Schiedel Chimney Systems Privacy Notice is published on-line at <https://www.schiedel.com/uk/contact/legal-notice/privacy-policy/>

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 (Y/N)

Copies of pre-requisite evidence has been provided and copies retained (Y/N)

Decision Accepted (Y/N)

Date

Signature

Print Name

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Payment Details

<input type="checkbox"/> Cheque enclosed for £ Made payable to: Schiedel Chimney Systems Ltd.	<input type="checkbox"/> Credit/Debit card To pay by card please phone Wendy on 0191 4161150	<input type="checkbox"/> BACS Please see details below
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BAC 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

BAC Details – Euro Account

Account: Schiedel Chimney Systems Ltd. **Bank:** Deutsche Bank AG **Account No:** 17703301
Sort Code: 23-30-55 **IBAN Code:** GB48DEUT40508117703302 **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.

VAT Registration Number - GB 675 3117 31