



HEAD OFFICE

Barry Training Services Limited
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Terms & Conditions

1. **Cancellation Policy:**
 - a. 7 working days or less = 25% of the course cost.
 - b. 5 working days or less = 50% of the course cost.
 - c. 48 hours or less = 100% of the course cost (working days)
 - d. Cancellation on the day, or non attendance = 100% of the course cost including all fees.
 - e. BTS will charge any additional fees that have been incurred as a result of cancellation.
 - f. COVID or other illnesses – any delegate who is unable to attend a course due to COVID or any other illness will still be charged in accordance with the cancellation policy above.
2. **Payment Terms:**
 - a. Payment is strictly net 30 days unless otherwise stated.
 - b. Order numbers, if required must be supplied before completion of training.
 - c. If an order number is not produced payment is still expected from the date of the invoice.
 - d. BTS reserve the right to withhold any certification until payment has been received.
 - e. Information may not be uploaded to awarding bodies should payment for previous invoices remain outstanding. This may incur additional charges to yourselves and result in delegates being required to attend the training again, should this occur payment will still be due.
3. **Certification:**
 - a. If certification is not received within 6 weeks and we are not notified, there may be charges for replacements to be issued. (Exclusions apply).
 - b. Certification is issued to the address stated on the booking form, should information be incorrect you may be liable for replacement certificates to be issued. If a booking form is not completed in full, and errors are made, BTS will not be liable.
 - c. All certification that is posted is franked; any undelivered mail is returned to us by Royal Mail. BTS are not responsible for certification that goes missing in the post.
 - d. BTS reserve the right to withhold any certification until payment has been received.
 - e. If you would prefer your certification to be emailed, where possible, please write an email address in the 'Address for Certificates' section.
4. **Bookings & Confirmation**
 - a. By signing the booking form, you are confirming that the details listed are correct.
 - b. No course booking is confirmed until we have received a completed booking form. Upon receipt, joining instructions will be issued (if required).
 - c. It is the responsibility of the customer to ensure delegates wear suitable clothing for the course they are attending.
 - d. For courses taking place at a customer's premises, equipment relating to the course may need to be supplied, along with a suitable training area for the training to take place.
 - e. For courses being held at customer's premises appropriate business insurance is held along with any other documentation relevant to the training (i.e. LOLER certificates). You will also need to have a Risk Assessment completed for the training area.
 - f. I/we confirm that the instructor provided by BTS has the authority to operate any plant / machinery / equipment necessary to deliver the course listed above.
 - g. Should suitable facilities and / or equipment not be provided, the instructor reserves the right to stop the training. Payment is still required in full.
 - h. Delegates must have a suitable understanding of English, if not, please advise us to make provisions.
 - i. Any special requirements that may have an effect upon the course must be stated above.
5. **Facilities**
 - a. Vending machines offering hot & cold drinks are available at both of our training centres.
 - b. Refreshments are not provided with any course unless otherwise stated.
 - c. Lunch is not provided unless requested, at a small cost.
 - d. We have a cool water fountain available for our customers at both of our training centres.
 - e. Limited kitchen facilities are available should delegates want to bring their own food.
 - f. There is a food van that visits the Barry site daily, offering a range of hot and cold food. For Port Talbot, there is no food options on site, however, there are plenty of nearby options available.
6. **Joining Instructions**

ADR:	Photo-style driving licence and if refreshing, current ADR licence, which must have at least 6 weeks validity remaining. Please be advised that under the rules set by the SQA, we are not able to offer any additional support to delegates with additional needs. If you think you may require support with your training, please contact the office and we can advise further on the options available.
Asbestos Non Licensed:	Clean shaven if face fit is required. Delegates must have attended a UKATA Awareness course within the last 6 months to attend a Non Licensed Asbestos course. The delegate must provide a copy of their certificate unless we completed the training.
Asbestos Non-Licensed Refresher:	Delegates must have a previous UKATA Non Licensed Asbestos certificate that has not expired by more than 6 months. The delegate must provide a copy of their certificate unless we completed the training.
Confined Space:	Hard hat, Safety boots, Gloves. Shorts are NOT permitted
CCNSG:	Photographic ID & if refreshing, your current CCNSG Safety Passport Card.
CITB Site Safety Plus:	Photographic ID. If refreshing, a copy of your current in date certificate. Delegates must have a good understanding of English. Anyone under the age of 18 must have a parental consent form.
CSCS Test:	Photographic ID. CSCS Registrations form must be returned with a minimum of 48 hours' notice as per the CITB rules. Anyone under the age of 16 must have a parental consent form. Please note, to apply for a CSCS card, you must ensure you meet the requirements for the particular card you are applying for, details of which can be found on the CSCS website.
Driver CPC:	Photo-style driving licence and existing DQC every day of training. Driving licence must be in date & show current address.
IPAF MEWP:	High-viz vest or jacket, Hard hat, Safety boots, Safety harness. Shorts are NOT permitted.
NPORS:	Completed Profile form, if experienced or refreshing. Please note a CSCS or EUSR card must be obtained to work on Construction or utility sites. If a delegate is unable to complete a profile form to show their experience, they will be unable to complete the course. It is the responsibility of the company to ensure a profile form is provided.
PASMA:	High-viz vest or jacket, Hard hat, Safety boots, Gloves. Shorts are NOT permitted
RTITB:	Certificate of previous training, if refreshing. PPE and Photo ID.
Small Tools:	The machine that training is required on, if the machine is not being supplied by BTS.
First Aid:	Photo ID. If refreshing, a current First Aid certificate that has not expired by more than 28 days.

ALSO BASED AT:

Unit 7A, Seaway Drive, Seaway Parade, Baglan Energy Park, Port Talbot, SA12 7BR Tel No. 01639 822269 Fax No. 01639 822254 e-mail: bts.porttalbot@btconnect.com
Co. Reg. No. 2494292

7. CITB Levy Grant

BTS are an Approved Training Organisation (ATO), as such, any eligible course that we deliver is uploaded to the CITB system to generate the levy payment.

We can only upload and generate payments against courses that meet the criteria set out by the CITB. We have no control on the courses that the CITB will provide levy grant payments against, and are not responsible should any changes be made to the system resulting in courses no longer being eligible. We strongly advise that you check with CITB prior to arranging any training, that the course you require will be eligible. Please note that CITB regularly review their training standards, and may remove or change them without notice, meaning that courses that were previously eligible, can no longer be claimed. For BTS to make a levy claim for you, you must provide your company's CITB Levy Number. Delegates must have photographic ID, provide their National Insurance Number and Date of Birth. Without this information, we are unable to submit a claim. BTS can only claim for courses booked directly with us, anyone booking a course through a third party will have to manually claim their levy funding from CITB.

8. Additional Information

Delegates need to allow enough time to get to their training, should a delegate arrive too late to be admitted, they will be turned away from the course, and you will still be charged. Traffic and weather must be taken into consideration when travelling to one of our centres. Please contact us if you have any concerns.