



## VRQ Qualifications Booking Form

### Qualification Choice

- Level 4 VRQ Diploma in Asset & Building Management Compliance
- Level 2 VRQ Award in Asset & Building Compliance Awareness
- Level 1 VRQ Award in Gas and Electrical Safety Essentials

### Gas only Qualifications

- CORGI Level 4 VRQ Certificate in Gas Safety Management in Social Housing
- CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management
- CORGI Level 3 VRQ Certificate in Gas Auditing Processes
- CORGI Level 2 VRQ Award in Gas Safety Awareness in Social Housing
- CORGI Level 1 VRQ Award in Gas Safety Awareness for Staff
- CORGI Level 1 VRQ Award in Gas Safety Awareness for Tenants

### Electrical only Qualifications

- Level 4 VRQ Certificate in Electrical Safety Management in Social Housing
- Level 3 VRQ Certificate in 18th Edition Wiring Regulations - Full 3-Day Course
- Level 3 VRQ Certificate in 18th Edition Wiring Regulations - 1 Day Refresher Course
- Level 2 VRQ Award in Electrical Safety Awareness in Social Housing
- Level 1 VRQ Award in Basic Electrical Principles

Qualifications from CORGI Technical Services in association with the AGSM, AESM and ASCP and accredited by EAL



## Delegate's Details

Full name				
Email				
Phone number				
Business role/title				
Business name & address				
Date of birth				
Preferred course location/date				
How did you hear about this course?	<input type="checkbox"/>	Website /online search	<input type="checkbox"/>	Email marketing
	<input type="checkbox"/>	CORGI staff member	<input type="checkbox"/>	Word of mouth
	<input type="checkbox"/>	Printed Advert	<input type="checkbox"/>	Other _____
Do you have any special requirements?	<input type="checkbox"/>	Learning _____	<input type="checkbox"/>	Access _____

## Membership Options

Professional membership of the AGSM, AESM or ASCP\* is optional but highly recommended for course delegates. Becoming a member will support you in your studies by giving access to resources, advice, legislation updates, online forums, free technical events and conference discounts, thereby helping you to further your knowledge, network with peers and maintain your continuous professional development. Leading the way for compliance, gas and electrical safety in the social housing and facilities management sectors, the AGSM, AESM and ASCP are the only industry organisations raising standards in asset safety and compliance – we inform, support and empower our members and represent their views.

\*Association of Gas Safety Managers, Association of Electrical Safety Managers, Association of Safety & Compliance Professionals

AGSM / AESM Membership	One Year Membership	Two Year Membership
Please indicate which Association		
Discounted fee - Level 4 student	<input type="checkbox"/> £110 + VAT pro rata	<input type="checkbox"/> £210+VAT pro rata
Standard fee - all other students	<input type="checkbox"/> £150 + VAT pro rata	<input type="checkbox"/> £280+VAT pro rata
ASCP Membership	One Year Membership	
Discounted fee - Level 4 student	<input type="checkbox"/> £295 + VAT pro rata	
Standard Fee - all other students	<input type="checkbox"/> £360 + VAT pro rata	

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## Payment Details

Delegate's signature (electronic is acceptable)		Date
Authoriser's name		
Authoriser's signature		Date
Job title & department		
Payment amount (incl. VAT)		
Payment method	<input type="checkbox"/> Credit card	<input type="checkbox"/> Invoice
	Phone no. if paying by credit card _____	
Purchase order number (if required)		

## Important Information

By signing this booking form, the employer agrees to be bound by the terms & conditions contained within this form.

Please return this form to: CORGI Technical Services, First Floor, 11 Campbell Court, Bramley, Hampshire RG26 5EG or email it to [info@corgitechnical.com](mailto:info@corgitechnical.com)

To make a payment over the phone, please call 01256 548 040

GDRP Statement: We will file and use your personal details for the purpose of processing your request. If you would like to hear more from CORGI and its partner associations (AGSM, AESM, ASCP) please tick this box  We will never pass your details on to third party organisations.

## Terms & Conditions

Effective from 1st August 2018. Please note these 'Terms and Conditions' may be subject to change without notice.

### Booking

- ❖ For current course costs and dates, please refer to our website, [www.corgitechnical.com](http://www.corgitechnical.com) Before booking onto a course, please ensure you have read the course programme and content, to ensure the course will meet your needs.
- ❖ Upon receipt of your registration/booking form and subsequent payment your place(s) will be confirmed.
- ❖ **Important note:** CORGI Technical Services' acceptance of your booking brings into existence a contractual agreement between us, on these terms and conditions. Any term sought to be imposed by you in any purchase order or correspondence will **not** form part of the contract.

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**Invoicing and payment**

- ❖ Delegate fees (including any card processing and/or booking fees applicable) are payable upon booking unless a valid, authorised purchase order is provided and accepted.
- ❖ For bookings accepted with purchase orders, invoices will be sent via email to the email address provided on the booking form and must be paid within 30 days of the invoice date or not later than 21 calendar days prior to the start of the course, whichever date occurs soonest (the “due date”).

**Course attendance**

- ❖ Delegates will receive joining instructions via email to the email address provided on the booking form.
- ❖ Failure to attend the course will result in the full cost being incurred. No refund shall be given.
- ❖ It may be necessary, for reasons beyond the control of CORGI Technical Services, to change the timing of the programme, the date, the venue or the tutor(s). These will be fully communicated in advance, and where required, an alternative date, credit or refund will be offered.
- ❖ Those studying for the level 3 or 4 qualification are expected to complete their course within 18 months of the induction day, with the exception of the Level 4 VRQ Certificate in Gas Safety in Facilities Management, and the Level 4 VRQ Diploma in Asset & Building Management Compliance, whereby the course is expected to be completed within 24 months of the induction day.

**Cancellations, amendments and postponements**

- ❖ All requests for cancellations, postponements and/or transfers must be received in writing.
- ❖ Changes will become effective on the date of written confirmation being received.
- ❖ The appropriate cancellation charge will apply based on the cost of your booking as shown below.

Calendar days’ notice before the start date of the course	Refund applicable
21 calendar days or more	100% refund (excluding £50+VAT admin fee)
Less than 21 calendar days	No refund
Failure to attend	No refund
Postponement less than 21 days before course	£150 + VAT

**Further information regarding the cancellation and amendment policy:**

- ❖ The policy will apply unless the delegate or their employer can fill the delegate place with another person, in which case this must be confirmed in writing at least 48 hours before the course start, and will incur a £50+VAT administration fee.
- ❖ CORGI Technical Services cannot guarantee that the future course allocation will be in the delegate’s regional area, but will make every effort to do so.
- ❖ In the event of there being insufficient numbers booked onto a course CORGI Technical Services reserves the right to cancel or postpone the course.
- ❖ In the event of cancellation of a course by CORGI Technical Services, we will endeavour to inform all delegates at the earliest opportunity before the course is due to take place. All course fees paid will be reimbursed in full, or the payment will be transferred in full to another CORGI Technical Services course. CORGI Technical Services shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.