

Specialised Safety Development Limited - STANDARD TERMS & CONDITIONS

1. Confirmation of dates. Once course dates or placements on courses have been confirmed all payments owed will become due. With regard to cancellation please see item 4 below.

2. Illness. Injury, Acts of God. In the event of illness or some other unavoidable impediment to trainer availability, Specialised Safety Development Limited reserves the right to use replacement trainers of a suitable caliber, if available at short notice. In the event that training cannot take place as agreed due to trainer illness or impediment or due to travel problems caused by hazardous road or weather conditions, Specialised Safety Development Limited reserves the right to cancel the training. In this event, a new training day will be agreed.

3. Course Fees. £X + Vat per day + travelling expenses @ 0.XX pence per mile car travel or re-imburement of rail fare. Evening accommodation, evening meal & breakfast to be arranged or charged for if an overnight stay is required prior to a course commencing.

4. Postponement or Cancellation of Confirmed Course Dates - Cancellation fees

Should course be cancelled by the course sponsor / booking agency prior to the course commencing once confirmed the following sliding scale of charges will apply:

28 days prior to course date	50% fees per day cancelled
14 days prior to course date	75% fees per day cancelled
7 days - 24 hrs or less	100% fees per day cancelled

5. Venue arrangements

All venue arrangements and expenses are the responsibility of the client.

6. Copyright and use of training material

Our courses are carefully structured and based on up to date research and best practice and are tailored to be context and environment specific to meet the needs of delegates and the training objectives of the client organisation.

The copyright of all course materials including Course Notes, Exercise Sheets, Visual Teaching Aids and Power Point presentations remains at all times the property of Specialised Safety Development Limited and / or the trainer who produced the material. All teaching and delegate material produced for use within our courses will be supplied by Specialised Safety Development Limited unless otherwise agreed. If course notes are printed by the client organisation, the copyright still remains that of Specialised Safety Development Limited and the author. Supporting course notes and material for delegates is supplied for use as a personal reference and revision aid. They must not be used for commercial training purposes or reproduced for wider distribution within the organisation or externally without the explicit agreement of Specialised Safety Development Limited.

