



Training Services

TERMS AND CONDITIONS

It will be taken that you have read and accept these terms and conditions, along with any others stated in your confirmation email, if you proceed with your training as booked.

COVID-19

Please be advised that during the current situation with Covid-19 the companies booking in training on site must be able to confirm that measures are in place for good sanitisation.

Trainees should not attend training if they have (or have had within the last seven days) any of the following symptoms of Covid 19 or if they have been in contact with anyone with these symptoms:

- **High Temperature.**
- **New Persistent Cough.**
- **Loss of Taste/Smell**

Trainees are free to wear a mask throughout their training, but it is currently required **in centre** for entering/exiting the building, moving around any communal areas or any close contact training.

CANCELLATION/REFUND POLICY

If you must cancel a confirmed booking the following terms shall apply:

- More than five business days' notice – no charge/full refund.
- Between 2 & 5 business days' notice - 50% of training costs will be invoiced/refunded
- Less than 2-days' notice – total cost of training will be invoiced/charged

Any arrangements made to confirm your training that cannot be cancelled, will be charged at cost (i.e. hotels/flights/trains etc).

If clients fail to show up for training, the full cost will still be invoiced/no refund issued.

AUTHORISATION TO OPERATE – ON SITE MHE TRAINING

In booking training on your premises, you are hereby granting the Instructor(s) the necessary authorisation to operate all company forklifts on the premises, solely for the purposes of training and are confirming that all trucks being used have the necessary thorough examination certificate (LOLER).

MANDATORY PPE – WAREHOUSE

All candidates **must** wear Safety boots or shoes and hi viz vests/clothing if training is being undertaken in or around the warehouse area.

REFRESHER & CONVERSION COURSES

Evidence of previous training **MUST** be provided for all refresher and conversion courses: this could be a previous certificate, Photo ID card or signed training record (even if out of date) - any candidate who is unable to provide evidence will be ineligible for this type of course. Please email evidence to marie@dgctraining.co.uk prior to the date of training.

INVOICING / PRO FORMA INVOICES

Invoices are dated as per the training date and typically sent on the Friday or Monday following the training. If your company has a policy that requires a valid PO for invoicing, we will not be able to confirm any bookings without one. New customers will be issued with a Pro Forma Invoice which must be paid in advance to confirm the training dates.

CREDIT TERMS

Unless we have specifically agreed to different terms with your company, our general credit terms for existing customers are 14 days from receipt of invoice. Certificates etc are only issued once payment has been received in full.

ADDITIONAL DETAILS:

RTITB REGISTRATIONS (FORKLIFT)

RTITB E-cards replaced the Photo ID card in July. If your chosen RTITB option (currently Option 1) requires your employees to have an e-Card (downloaded to their smart phone), they **MUST** provide an active email address on their paperwork.

The **e-link** will be emailed by DGC to the person who makes the booking, along with the candidate's digital certificate and copy of their training record. This e-Link should be forwarded to the candidate, *we recommend you do not attempt to open this as it may invalidate the link.*

When the candidate clicks on the link, it will open up a webpage advising them that a verification code must be entered to view the information. They click on "Send Verification Code" which will send the code to their email address (as registered on NORS). When they input the code they gain access to their information. From here **they can download to their smart phone** or save the pdf. The information cannot be viewed/retrieved without the access code. **The link will expire once the card has been downloaded.**

Where you do not require your employees to have the e-Card (RTITB Option 2) a copy of the certificate and training record will be emailed to the person who makes the booking.

SQA CERTIFICATION

Courses: Health & Safety in a Construction Environment Level 1 & Emergency First Aid at Work. Certificates supplied by SQA will be sent to the home address of the individual taking the course as there may be other personal details regarding previous qualifications. Where a company has paid for the training a copy of the certificate will be scanned to the relevant person who booked the training.