

Terms and Conditions for Training Events

1. Scope

The following Terms and Conditions apply to our "Public" courses delivered by Method Safety and Security and its group companies (referred to as =Method).

"Custom" and "In-house" training courses are by definition tailored to your needs and any change to our terms and conditions will be agreed at the time of purchase.

2. Registration

Registration for a =Method Training Course can be via an on-line webform, email or telephone call. Once your registration is received, you will be allocated a provisional place on your chosen course. The allocation of a provisional place confirms that a place is yours - allowing you time to obtain funding and approval without obligation.

Some of our courses require attendees to have specific experience or qualifications. We will ask for information in advance of the course to confirm that the minimum criteria have been met.

3. Payment

Payment is due 2 weeks before the first day of the course. An invoice will be sent by =Method before the course date. If payment is not made prior to the start of the course, we reserve the right to refuse attendance.

We can supply a formal quotation, if required, and can invoice with or without a formal Purchase Order.

VAT is payable on all UK based training courses (the prices quoted on our websites are EXCLUSIVE of VAT).

4. Cancellation by You

Registrations can be cancelled, free of charge, up to 4 weeks before the course.

50% of the full invoiced amount is payable for cancellations made after this date and up to 2 weeks before the course.

The full invoiced amount is payable for cancellations after this period or for non-attendance of the course.

5. Request for transfer of your Place to another date, course or person

The transfer of your place to another date or course is acceptable if the request to transfer is made at least 4 weeks prior to the course.

No additional charges will be incurred if transfer is taken within 12 months of the original course date. After this time a 5% administration fee will be charged.

The transfer of your place to another nominated person is only acceptable if that person meets the minimum criteria for course attendance and can provide appropriate evidence by the time of the course.

6. Cancellation by Us

We try very hard not to cancel or change the dates of our training courses. The minimum number of participants to any of our training events is 5 and if this number is not reached, we reserve the right to cancel the training up to 2 weeks prior to the course.

If =Method make a change such that you are no longer able to attend, we can transfer your place to a future date or refund your fee in full.

7. Intellectual Property, Confidentiality of Examination Material and Fraudulent Activities

You may be given a set of course materials which incorporates the slides from the course, exercises and other information. All materials are copyright and the intellectual property of =Method. They are for the personal use of the course delegate and cannot be reproduced, stored electronically or transmitted by any means without the prior permission of =Method.

You are expected to maintain the confidentiality of the examination, by agreeing not to copy or record information relating to the exam, not to communicate its contents to others and not to undertake fraudulent activities during the examination.

8. Confirmation of course attendance (for Live Online events)

Unless advised otherwise, it is expected that a delegate who attends a "Live Online" event has their camera switched on at all times to confirm their full attendance. Failure to comply with this requirement may prevent issue of Certificate of Attendance and/or professional certification if applicable.

9. Timings for examinations

Where applicable, we encourage all delegates to sit the course examination immediately following the training event or as soon after the training event as possible.

TUV SUD IEC 61511 examinations and/or examination retakes must be taken within a 12-month period from the initial training. After this date you may be asked to retake the entire training course.

TUV SUD IEC 61508 online examinations must be taken immediately following the training event. Examination retakes can be taken during the month after the communication of results and if the delegate does not repeat the exam in this time the attempt will be seen as failed.

10. Release of Information

=Method will verify and provide information, upon request, as to whether the individual holds current, valid =Method certification, except where UK law requires such information not to be disclosed.

11. Withdrawal of training certification

If a certificate holder is believed by =Method to have mis-represented the basis of their certification or does not demonstrate the competence that the certificate implies, we will propose corrective action to be carried out by the certificate holder. If the certificate holder fails to implement timely corrective action, or if =Method considers the actions of the certificate holder to constitute gross misconduct or unlawful behaviour, =Method reserves the right to withdraw certification. In the event of a withdrawal of certification you will be informed in writing.

12. Your privacy

We will administer personal data received from yourself in line with our [Privacy Policy](#).