Terms and Conditions for Training Events

1. Approach

=Method recognises that there are challenges for delegates who wish to attend our open training events. It can be difficult and time consuming to obtain approval and funding to attend a course. Once you've obtained approval and funding, you may find that the course you wished to attend is now full. It is possible that an un-planned shut-down or change to a project means that you can't attend the course you'd hoped to. We do our best to support our open training course delegates, recognising the difficulties you may face.

"Custom" and "In-house" training courses are by definition something that arrange with you and will agree the terms and conditions with you on a case by case basis.

2. Registration

Registration for a =Method Training Course can be via an on-line form, 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 to obtain funding and approval with confidence.

Once provisionally registered, you may be required to confirm that you have the expected prior experience and qualifications, which is normally via the on-line application form. We will use this information to confirm that the course you wish to attend is suitable for you and confirm your acceptance on the course.

3. Payment

We will issue an invoice for the course fee and ask for payment before the first day of the course. If the course fee is not paid 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.

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

4. Cancellation by You

a. More than 4 weeks prior to the course

If you cancel more than 4 weeks prior to the start of the course, we will charge 5% of the fee to cover our costs. If you wish to "roll" your registration (and payment) to a later course, this will incur no additional charge.

b. Less than 4 weeks prior to the course

If you cancel less than 4 weeks prior to the start of the course, we will charge 50% of the fee to cover our costs, which may be reduced or waived entirely at our discretion. We will be fair and reasonable with the costs we charge. If you wish to "roll" your registration (and payment) to a later course, this will incur no additional charge.

5. Cancellation by Us

We try very hard not to cancel or change the dates of our training courses. If =Method make a change such that you are no longer able to attend the training, we will refund your fee in full.

6. Intellectual Property and Confidentiality of Examination Material

You will normally be given a course binder, which incorporates the slides from the course, exercises and other material. All materials supplied are the intellectual property of =Method and can only be reproduced with our permission. You are expected to maintain the confidentiality of the examination, by agreeing not to copy or record information relating to the exam and to not communicate its contents to others.

7. Group companies

Where =Method is referenced in these Terms and Conditions, the terms and conditions apply to all group companies: Method Safety and Security Ltd, Method Functional Safety Ltd, Method Process Safety Ltd, Method Cyber Security Ltd and Method Compliance Assessment Ltd.

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