

Ffurflen Archebu GHACOG/ NWWCTG Booking Form

Enw Cyswllt Contact Name:		Dyddiad Date:	
Enw'r Cwmni Company Name		Purchase Order No(If Applicable):	
Rhif Ffôn Telephone Number		Ebost Email:	
Position Held:		Levy Number:	

Hyfforddiant/Cwrs Training/Course	Dyddiad Cwrs/ Course Date	Enw Mynychu (a rhif ffôn & ebost os am cwrs arlein) Delegate Name (& mobile number & email if online course)	YG Mynychu Delegate NI (if required)	Dyddiad Genu Mynychu / Delegate D.O.B (if required)	Cyfanswm £/ Amount £

By signing below, I confirm that I am authorised to book on behalf of the company and accept the terms and conditions, including the equal sharing of the negotiated discount between the member and NWWCTG. Only provide NI numbers and dates of birth where required for the course.

ENW NAME:		DYDDIAD DATE:	
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North West Wales Construction Training Group

Booking terms and conditions

Updated 2 October 2026

These terms apply to training bookings arranged through North West Wales Construction Training Group (NWWCTG). The booking member/company is responsible for payment and for ensuring its delegates receive the course requirements. A delegate is the person attending training. The training provider (TP) is the organisation delivering the course.

1 Booking procedures

Bookings may be requested by email to gto@nwwctg.cymru or by telephone. A booking is confirmed when NWWCTG accepts it in writing following the member/company's request. NWWCTG arranges training with the TP identified in the booking confirmation. Confirmation of any additional training provider conditions is available from NWWCTG on request.

2 Course instructions

Joining instructions will normally be sent approximately one week before the course, or promptly following a late booking. They will confirm the course, dates, times, venue or online access details, and any entry, equipment or identification requirements. Please contact NWWCTG if they have not been received.

3 Fees and shared discounts

NWWCTG negotiates discounted training rates with training providers. The discount obtained varies between providers and courses and is shared equally: 50% is passed to the member through a reduced course fee, and 50% is retained by NWWCTG to support the administration and running of the group.

The course price quoted to the member includes NWWCTG's retained contribution. The total amount payable, including any applicable VAT or additional charges, will be confirmed before the booking is agreed. Any stated member saving refers only to the member's share of the discount.

Unless otherwise stated in the quotation, fees include administration, course materials, use of training equipment and, for accredited courses, registration, assessment and certification. Quotes are valid for 30 days, subject to course availability. Where course and administration charges are invoiced separately, the booking confirmation will identify who will invoice each amount; together they will equal the agreed total.

Invoices are payable within 28 days of the invoice date. Invoices will normally be issued following booking and before the course. If payment remains outstanding after 60 days from invoice, a final reminder will be issued. Training bookings may be suspended from day 90 until payment is received, following at least 28 days' written notice. Certificates will only be issued once payment has been received.

4 Cancellations and postponements

Cancellations, postponements, transfers and any associated fees are subject to the cancellation policy of the training provider delivering the course. Notice periods, charges and refund arrangements may therefore vary between providers and courses. Confirmation of the training provider's cancellation policy, notice periods and applicable charges is available from NWWCTG on request. The provider's policy applicable at the time of booking will apply.

All requests must be emailed to gto@nwwctg.cymru as soon as possible. NWWCTG will forward the request promptly to the training provider and confirm the outcome in writing. The provider's policy will determine the applicable notice period, when notice takes effect and any conditions for a transfer or substitute delegate.

The booking member/company is responsible for the fees due under the training provider's cancellation policy applicable to the booking. The booking confirmation will explain the basis on which these charges are calculated and how NWWCTG's included group contribution is treated on cancellation, transfer or refund. No separate group cancellation or administration charge will be added unless expressly disclosed and agreed before booking. Any amount paid above the applicable charges will be refunded in accordance with the agreed refund arrangements.

If the training provider cancels, postpones or interrupts a course, the options for an alternative date, transfer or refund will follow that provider's policy. NWWCTG will communicate these options and arrange any refund due, including any refund of the group contribution identified in the agreed booking terms. If NWWCTG itself cancels a booking for reasons unrelated to the member/company or delegate, NWWCTG will offer an alternative acceptable to the member/company or refund the fees paid for the undelivered training, including the corresponding group contribution. Applicable statutory rights are unaffected.

5 Non attendance

Non-attendance, late arrival or failure to complete a course will be dealt with in accordance with the relevant training provider's policy applicable to the booking, confirmation of which is available from NWWCTG on request. The booking member/company remains responsible for any fees payable under that policy, which may be up to the full agreed course fee. The treatment of NWWCTG's group contribution will be as explained in the booking confirmation under clause 4.

6 Course suitability and support needs

The booking member/company and delegate should check that the course meets their training needs and that entry requirements are met. Tell NWWCTG as early as possible about any support or reasonable adjustments required so these can be discussed with the TP. A medical condition or disability does not automatically prevent attendance. Practical participation will be considered with the TP, taking account of safety, reasonable adjustments and awarding organisation requirements. Where a delegate cannot safely continue or does not meet a previously notified entry requirement, the TP may stop their participation following discussion. Any fee or transfer arrangements will be considered in light of the circumstances and applicable rights.

7 Training materials and property

Equipment and training materials remain the property of the TP or venue, except course notes or other items expressly provided for delegates to keep. Copyright remains with the relevant rights holder. Materials must not be copied or published without permission, except where permitted by law.

8 Equipment and personal protective equipment

Delegates must bring any equipment, identification and personal protective equipment specified in the joining instructions. The booking member/company should ensure these requirements are communicated to each delegate before attendance.

9 Health and safety

The TP is responsible for managing health and safety during delivery of its training, including appropriate risk assessments and safety instructions. Delegates must follow those instructions, use equipment correctly and report hazards or concerns promptly. Unsafe behaviour may result in removal from the course.

10 Responsibilities and liability

NWWCTG will exercise reasonable care and skill in arranging bookings and communicating course information. The TP is responsible for course delivery, assessment and certification in accordance with the agreed course arrangements. NWWCTG remains responsible for its own acts and omissions.

Nothing in these terms excludes or restricts liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or any other liability that cannot lawfully be excluded or restricted. These terms do not affect any applicable statutory rights.

11 Changes to terms and applicable law

The version of these terms supplied and agreed at booking applies to that booking. Updated terms apply to future bookings. Changes to a confirmed booking or its terms must be agreed in writing by NWWCTG and the booking member/company. These terms are governed by the law of England and Wales.

12 Personal information

NWWCTG uses booking and delegate information to arrange and administer training, communicate joining instructions, maintain booking and payment records, and support relevant registration, certification or funding processes. Necessary information is shared with the relevant TP and, where required, awarding organisations or funding bodies. Delegate contact details are not routinely shared with other attendees.

Only supply National Insurance numbers and dates of birth where required for the particular course, registration or funding process. The booking member/company must ensure delegates are informed about the use of their information. Support or health information should be provided separately through an appropriate confidential channel.

Personal information will be handled in accordance with applicable UK data protection law. NWWCTG's privacy notice should be supplied with this form and explains the lawful bases, recipients, retention periods and individuals' rights. Questions about personal information can be sent to gto@nwwctg.cymru. Acceptance of these booking terms does not constitute consent to marketing.