



# APL TRAINING COURSE TERMS & CONDITIONS

## Training course terms & conditions

All training to be conducted by Aerial Platforms Ltd. or their nominated representatives.

All training provided will comply with the requirements laid down in Scheme Operations Manuals.

Aerial Platforms Ltd. reserves the right to cancel training in the event that the personnel, site or equipment do not meet the necessary requirements as defined in Scheme Operations Manuals and / or the Health & Safety At Work Act 1974 and associated publications / regulations. In the event of a cancellation of this nature the customer will be liable for payment of the full course fee.

Course bookings will only be accepted and confirmed on receipt of a completed Aerial Platforms Ltd. Training Course Booking Form.

All course fees are quoted exclusive of VAT, and are to be settled prior to commencement of training, or strictly as stated on all invoices, as agreed with Aerial Platforms Ltd. accounts department.

The customer is responsible for ensuring that all trainees are both physically and mentally fit to undergo training. Trainees must be capable of recognising potential hazards and understanding the limitations of both personnel and equipment.

The customer is responsible for ensuring that all trainees are equipped with the necessary Personal Protective Equipment and Clothing etc. prior to the commencement of any training, and that they are trained in the safe use and limitations etc. of such P.P.E.

All trainees must be a minimum of 16 years old at the commencement of training.

All plant, machinery and equipment provided by the customer for training must be in good working order and be accompanied by the manufacturer's instructions, and copies of current Certificates of Thorough Examination, where relevant (list of requirements available upon request).

All locations / facilities arranged by the customer for training must meet the necessary criteria, as laid down in Scheme Operations Manuals i.e. IPAF etc. and as stipulated on Aerial Platforms Ltd. Course Booking Form.

All trainees will be required to achieve the minimum standards as set out in the course criteria (copy available upon request). Failure to achieve the standards required, on either Theory or Practical Assessments, will result in the trainee being unable to complete the course successfully. The Instructor's verdict is final, but any appeal must be made in writing, and submitted within 30 days of the course. In this event the customer will be charged the full course fee.

Please note: Candidates must have a good understanding of written and spoken English.

## Cancellation Policy

In the event of a customer wishing to cancel a training course, the following charges will apply:

<b>Period of Notice</b>	<b>Cancellation Fees Payable (% of course fee)</b>
14 working days (or more)	25%
Within 14 working days	50%

**AERIAL PLATFORMS LTD – A12 Kenyon Court, Walter Leigh Way, Moss Industrial Estate, Leigh, Lancashire WN7 3PT**  
**Company Registration No: 6427822**

Within 7 working days

100%

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**APL Training**

APL Controlled Document  
TRA066 APL Training Course Terms

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Issue 2  
Issued January 2018