

In-house Training Course Organiser Agreement

Please read and complete the below questions and return a signed copy of this agreement to the SLD Training Coordinator

1. Which SLD Training course are you organising?

2. Proposed date of the training session (Please note that if you would like to organise more than 1 training session you will need to complete an agreement for each separate date).

3. Who within your organisation is responsible for entering this contract with SLD Training and will ensure consistency of delivery?

Name of contact:	
Name of organisation:	
Email address:	
Telephone number(s):	
Address:	
Post Code:	

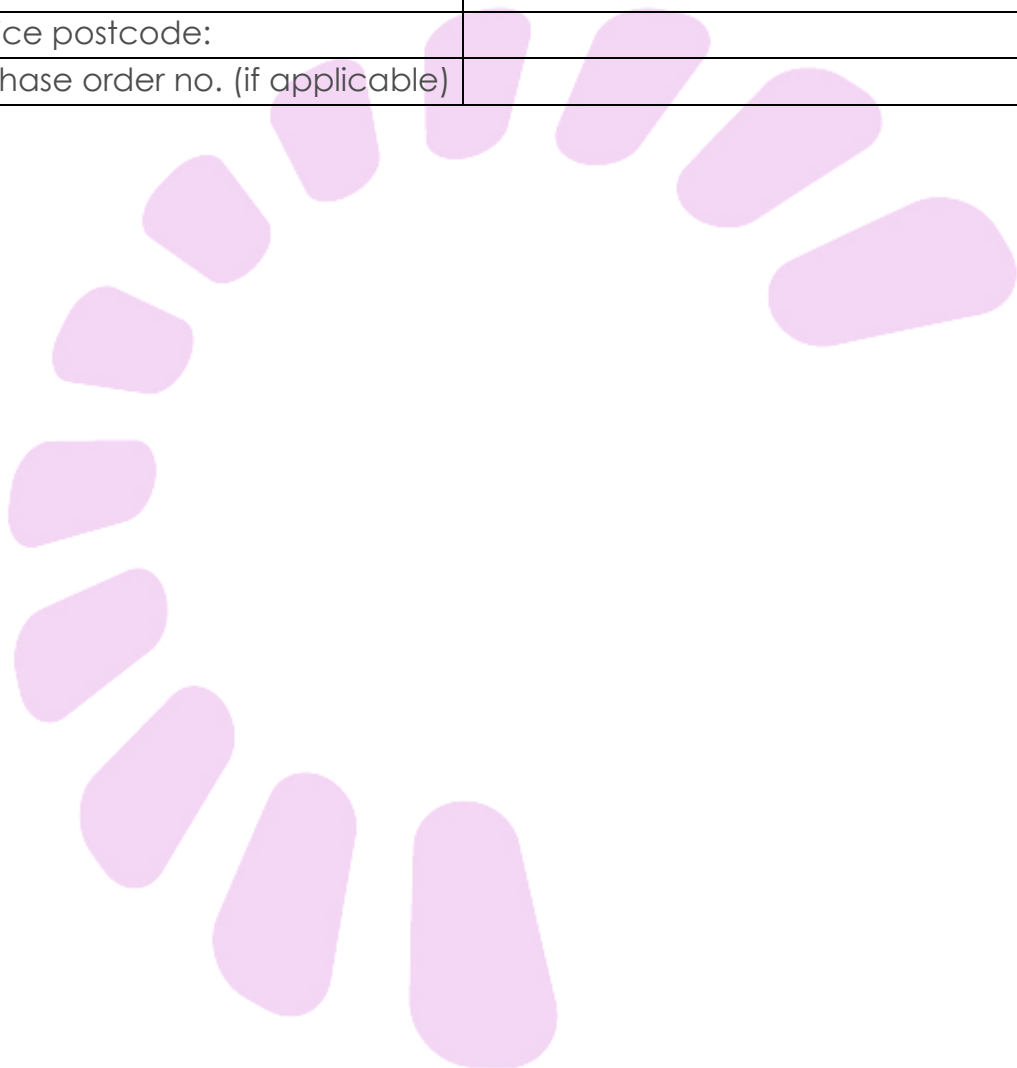
4. How many delegates will be attending the training? Please confirm delegate numbers at least **2 weeks** prior to the event to enable preparation & delivery of training materials. If we do not receive confirmation within this time frame, we cannot guarantee that materials will be received in time for your course.

5. Who within your organisation will be your designated point of contact on your training day?

Name:	
Email:	
Telephone number:	

6. Please provide invoicing details:

Name of organisation:	
Name of contact:	
Email address:	
Telephone:	
Invoice address:	
Invoice postcode:	
Purchase order no. (if applicable)	



COURSE DELIVERY NOTES

Responsibilities of the Course Organiser:

- Complete and sign this agreement.
- Ensure you have authorisation to organise this course.
- Complete and return the detailed 'attendees list' electronically (this will be sent to you on receipt of this document) to hello@sldtraining.co.uk within **1 week** of the course date. If any changes occur, please provide us with an updated copy as soon as possible.
- Ensure payment of your invoice is settled in accordance with payment terms which is **30 days** (see invoice for details).
- A minimum charge of 10 delegates is applied to this course
- If a delegate cancels once we have received the 'attendee list' or does not attend the training day you will be charged the full cost of this delegate

Payments

Course	Cost per delegate
Coroners Court Training	£299 Incl VAT*

*This price is part of an introductory offer for a limited time only.

Refunds

Please note that we do not offer refunds delegates who have not attended the training day. You must ensure that you confirm the number of delegates that have registered for your course at least **1 week** prior to the training day.

Administration

The 'attendee list' spreadsheet will be emailed to the course organiser on receipt of this agreement. Please fill in the delegate contact details in full and return to us at least **1 week** before the training date via hello@sldtraining.co.uk

Certifications

Certifications will be released to each delegate electronically after attendance of the training day, payment has been received and feedback forms have been completed.

Confidentiality, Intellectual Property, and Information Security

SLD Training owns all Foreground Intellectual Property in the materials provided for the course and will have sole editorial control over the content of the materials. In performing the services, the Course Organiser shall not infringe the Intellectual Property Rights of any third party.

The Course Organiser shall comply with and be bound by the items of this Agreement and all relevant SLD Training policies or procedures that are in place.

E-learning Feedback

The feedback for Coroners Court Training can be accessed at:
www.elearning.slctraining.co.uk.

The course organiser will need to send SLD Training the names and email addresses of the delegates so that we can grant access to the E-learning portal. Once we receive the details, delegates will receive a username and password to log in to the site within 3 working days.

SLD Training Signature



Course Organiser Signature

Name	
Job Title	
Date	

Please ensure you have read and understood what is outlined in this document. Once you have signed this agreement, please send a copy to hello@slctraining.co.uk and a member of the team will be in touch with next steps.

Thank you.