



learning space
leaders in training

TRAINING BOOKING FORM

Quote No:
Purchase Order:
Date of Issue:

www.aeclearningspace.com

To reserve a place on the course date specified below, this booking form must be authorised by completing the signature box at the bottom of this page & returning within 5 working days of issue.

This form alone does not secure your training booking, a non refundable deposit is required per delegate booked. This can be paid via cheque, BACS or credit/debit card over the phone. If you book within 4 weeks of course commencement you will be required to pay for your course in full.

Failure to comply with the above may result in the place being offered to another delegate.

Course Title: _____ **Course Duration:** _____
 Course Date: _____
 Microscope: _____ *PCM microscope is a requirement for the P403 and will be provided by the delegate/s.* **Yes** **No**
 Microscope Rental: _____ *microscope/s required. £75/day each (billed separately)* **Yes** **No**

Contact Name: _____
Company Name: _____ **Telephone No:** _____
 Company Address: _____ **Fax No:** _____
 _____ **Email:** _____

Post code _____
Invoicing Address: _____
 (If Different)

Number of Delegates: _____ *Please complete the delegate name(s) below*

Delegate Name(s): _____

Pre Course material to be sent to: **Company Address:** **Other** **Please Specify** _____

Course Fee/delegate: £ _____
 Exam Fee/delegate: £ _____
 Microscope @ £75 per day: £ _____

Total Amount Due: £ _____
Non refundable deposit: £ _____

Payment Method:
 BACS Payment: Our details will be on the invoice
 Cheque payable to: **Airborne Environmental Consultants Ltd**

Payment card details: MasterCard: Switch: Maestro: Visa: Amex:

Name of card holder: _____
 Card No: _____
 Expiry Date: _____ Start date: _____
 Security No (last 3 digits): _____ Postcode: _____
 Issue No: _____ House/Bldg no.: _____

Non refundable deposit to be paid via: Cheque Card

For electronic signature/authorisation please print your name and job title below:

Name: _____
 Job title: _____
 I have read and agree to the terms and conditions/cancellation/postponement and transfer terms.

Terms and conditions of your booking: A non refundable deposit is required upon completion of this form. Outstanding course fees must be paid for 4 weeks in advance of commencement of the course. Payment for the course will be accepted by debit /credit card, BACS or cheque. If your course is to commence within 4 weeks of course date we require payment in full. Upon receipt of full payment confirmation of the reservation and pre-course reading will be despatched.

Cancellation: Notification of cancellation must be made in writing. No refund will be given if you cancel within 4 weeks of the course date, this applies to the course fee and the BOHS exam fee.

Postponement/transfer: Notification of postponement / transfer must be made in writing to AEC and be greater than 4 weeks before the course date, We will then endeavour to provide you with the next available course date.

Postponement / transfer if less than 4 weeks will result in a cost of 50% of the course fee being retained by AEC in addition to your original deposit. AEC have third party costs associated with the P400 courses, which require payment in advance for exam fees, practical assessors and invigilators. We have to ensure we cover our costs when client's transfer/ postpone or cancel at short notice.

AEC have to provide delegate numbers to the BOHS in advance of all courses, late notification or postponement / transfers and cancellations causes issues with confirming examinations and potentially other delegates attending the course.

Data protection: All personal data held about you shall be handled in accordance with the Data Protection Act. Airborne Environmental Consultants Ltd. shall use such data to keep you informed about its services. Should you prefer this data not to be used then please notify us in writing.

The P400 series of qualifications are not designed for absolute novices, and it is expected that some knowledge and experience of the subject has been gained, before taking these courses. † It is specifically recommended that delegates have a working knowledge/practice of microscopes before attending the P401 and/or P403 courses.

Each module is a stand-alone modular-based training course of 2-4 days duration, and covers both theory and practical training in the subject area. The aim of each module is for individuals to be proficient to carry out the work covered by the module. Although sitting an examination after having attended a course normally attains these qualifications, they may also be obtained without attending a course. Candidates must pass all elements of the module within 18 months of the date of passing the first element. Failure to do so will invalidate the result of the original element and require a re-sit.

Pass marks, examination style etc

	Part A – written	Part B – Practical	Reports	Pass Marks
P401†	25* multi-choice questions to be answered in 45 minutes	See syllabi for details	n/a	50% in written pass in practical
P402	45* multi-choice questions to be answered in 75 minutes.	See syllabi for details	2 Reports of Type II	60% in written 80% in practical Pass on both reports
P403†	30* multi-choice questions to be answered in 45 minutes.	See syllabi for details	n/a	50% in written pass in practical
P404	30* multi-choice questions to be answered in 45 minutes.	See syllabi for details	n/a	50% in written 80% in practical
P405	45* multi-choice questions to be answered in 75 minutes	See syllabi for details	n/a	60% in written 80% in practical
P406	45* multi-choice questions to be answered in 75 minutes	See syllabi for details	n/a	60% in written 80% in practical
P901	20* Short answer questions to be answered in 45 minutes	See syllabi for details	n/a	50% in written
P902	20* Short answer questions to be answered in 45 minutes	See syllabi for details	1 Report	50% in written Pass on report

* Three marks are awarded for a correct answer, one mark deducted for an incorrect answer and no marks awarded or deducted for an abstention. Results will be issued by BOHS. Results will not be given out on the telephone.

Any candidate who has been awarded a certificate for all five proficiency modules (P401- P405) will be deemed to have passed S301 Module 'Asbestos and Other Fibres'.

Re-Sit Information for Candidates** If you have failed both elements of the Proficiency Module you must apply to the course provider to re-sit and pay the appropriate fees. It is only necessary for you to re-sit the part that you failed; you need not re-sit the part that you passed.

Failed Written Examination You must apply to BOHS to re-sit this part of the examination. An application form to re-sit the examination is enclosed. You may request to re-sit this examination at any teaching centre where another Society examination is being held. A list of currently advised dates/venues follows. Please ensure that your completed application form and appropriate fee – contact the Secretariat for details - for the proficiency module written examination are with us four weeks before your preferred date. If the teaching centre is able to provide a place for you on your preferred date we shall write and advise you, enclosing a map if necessary. If the teaching centre is unable to provide a place for you on your preferred date, we shall contact you, by phone in the first instance if possible, to arrange another mutually convenient date.

Failed Practical Examination You should apply to the teaching centre where you originally sat this examination. You will be required by the teaching centre to pay a fee for the practical examination re-sit.

All written exams to be booked through BOHS direct at admin@BOHS.org Tel: 01332 298101.

** This information is also relevant to Candidates who have passed one element, but have yet to sit the other.

