

# Terms and Conditions

Please read the following Terms & Conditions carefully before applying for (a) place(s) on course supplied by East Cheshire NHS Trust.

By applying for (a) place(s) on a course you signify your agreement to be bound by the following Terms & Conditions and guidelines:

## Terms of Reference

East Cheshire NHS Trust is the supplier of the course and herein shall be referred to as the 'Supplier'.

The person or organisation applying for places on the course shall be referred to as the 'Purchaser'.

Please note: All courses provide theoretical and practical knowledge only. Assessment of clinical competence is the responsibility of the learners' employer/line manager.

## Training Event Information

Information including costs, descriptions of courses, who courses are suitable for, overall aims and learning outcomes and further guidance (where relevant) must be accessed via the East Cheshire NHS Trust website

## Insurance & Associated Requirements

It is the purchasers' responsibility to ensure that all staff who undertake any procedures are insured to do so.

## Costs

Prices (exclusive of VAT) are displayed on the website for each course. Costs are negotiable for block bookings or full courses booked. East Cheshire NHS Trust will invoice the purchaser upon receipt of the signed Booking Form(s). Please note that the invoice you receive will come East Cheshire NHS Trust

NB: Refreshments will not be provided.

If your organisation requires a purchase order to process payment of invoices, please add the purchase order number on to the booking form

## Booking Arrangements

Please E mail the L&D team at [ecn-tr.trainingadmin@nhs.net](mailto:ecn-tr.trainingadmin@nhs.net)

Once your Booking Form has been processed, the purchaser and learner will receive an email to confirm that a place has been allocated.

## Cancellation

Should the learner booked on the course not be able to attend, a substitute will be accepted at any time (providing that they meet the course requirements). Details of the new learner must be forwarded to the East Cheshire NHS Trust Admin. If a substitute is unavailable all cancellations must be received at least 28 days (unless otherwise specified) prior to the start of the course and an administration fee of £15 (exclusive of VAT) will apply. If cancellation is not received within 28 days (unless otherwise specified) of the course date, the purchaser will be liable for the FULL Course fee.

## Health & Safety

All learners MUST comply at all times with the Health & Safety at Work Act.

## 1. Confidentiality & Data Protection Confidentiality & Data Protection

All learners shall take all reasonable steps to ensure confidentiality of personal or sensitive information and comply at all times with the General Data Protection Regulation (GDPR) 2018.

**As part of keeping our customers informed, we just wanted to remind you that your contact details will be safely kept on a secure data base. East Cheshire Trust will use your contact details to email you information regarding future training courses and educational events**

To opt out please email. [ecn-tr.gdprcompliancecourses@nhs.net](mailto:ecn-tr.gdprcompliancecourses@nhs.net)

**By completing, signing and submitting the Booking Form you are confirming acceptance of the Terms & Conditions. Please retain a copy for your records.**