

Terms & Conditions for Learners Undertaking a Qualification

By enrolling in this qualification, you agree to the following terms and conditions:

“Training provider” means The Workforce Development Trust (registered number 07333911), trading as Skills for Justice Training, whose principal place of business is at Vertigo, Cheese Lane, Bristol, BS2 0JJ (“Training Provider”)

“Learner” means the individual participating in the training, regardless of whether the enrolment is made directly by the individual or by an employer, organisation, or other third party on their behalf.

“Speaker” means the designated trainer delivering the training.

1. Payment Options

The learner must select one of the following payment methods at the time of booking:

- a) Card payment on booking – Payment is taken in full at the point of booking using a valid debit or credit card.
- b) Invoice – An invoice will be issued and must be paid by bank transfer or card payment by phone within 7 days of the invoice date.

Non-Payment or Late Payment

If payment is not received within the stated timeframe, the training provider reserves the right to:

- Cancel the booking,
- Withhold access to training materials or course attendance, or
- Refuse future bookings from the learner until outstanding balances are settled.

2. Attendance Confirmation

Once payment has been received, the learner is required to confirm their attendance for each scheduled training session when requested. This ensures effective planning and resource allocation.

3. Pre-Course Requirements

The learner must complete any required pre-course work prior to the start date of the training. Failure to do so may impact their ability to participate fully in the course.

4. Travel and Accommodation

The learner is responsible for arranging and covering their own costs associated with travel and accommodation, unless otherwise agreed in writing.

5. Learner Cancellations and Transfers

If the learner is no longer able to attend and would like to request a transfer onto a future course or cancel the booking, a written request must be submitted to training@skillsforjustice.org.uk. The training provider will do their best to

accommodate requests made at least 25 days prior to the course start date depending on availability.

Cancellation charges will be applied to the full invoiced amount as follows:

- More than 25 days prior to course start date - No charge
- 15-24 days prior to course start date - 50% of invoice fee
- 14 days or less prior to course start date - 100% of invoice fee

Transfers to alternative dates may be offered at the training provider's discretion.

6. Training Provider Cancellation or Changes

The training provider reserves the right to cancel the event at any time, without liability. In this event, the following will apply;

- The learner will be offered an alternative date
- If no suitable alternative date can be agreed, the training provider will issue a full refund of course fees paid.
- The training provider shall not be liable for any additional costs incurred by the learner, including but not limited to travel, accommodation, or loss of earnings.

7. Provision of Information

The learner must provide accurate and complete information as requested by the training provider in a timely manner. This may include registration details, identification, prior qualifications, or other relevant documentation.

8. General Conditions

The training provider reserves the right to make reasonable changes to course content, schedules, venue locations, speakers or delivery methods where necessary. Learners will be informed of any significant changes as soon as possible.

9. Intellectual Property

All course material is the copyright and intellectual property of the training provider. All rights are reserved by the training provider.

10. Disclaimer Clause

The learner acknowledges that all views, statements, examples, and opinions expressed by the speaker during the course are solely those of the speaker and do not represent the views, policies, or positions of the training provider.

11. Feedback Provision Clause

Learners may be requested to complete feedback forms, surveys, or evaluations in connection with the training. Participation in feedback activities is optional. Any feedback provided may be used by the training provider for the purposes of quality assurance, programme development, and service improvement.

12. Data Privacy

The training provider will only use the personal information provided by the learner to manage the booking, deliver training, provide certificates, and handle any enquiries. We follow UK data protection laws, including the UK GDPR and the Data Protection Act 2018.

The training provider will only share the learner's information with others when it is necessary for the training to take place effectively (for example, with speakers or exam bodies), or if the law requires it.

Learners can ask to see, update, or delete personal information at any time. Learners also have the right to contact the Information Commissioner's Office (ICO) if they have concerns about how data is handled.

By booking the training, the learner agrees to the training provider using their information as described in the [Privacy Policy](#).

By proceeding with this booking, the learner acknowledges that they have read, understood, and agreed to these terms and conditions.