



Training Services – Terms of Business

These Terms of Business set out the terms and conditions on which we supply any of the courses listed on our website or as advertised from time to time.

You should understand that by booking any of our courses, you agree to be bound by these terms and conditions. You should print a copy of these terms and conditions for future reference.

1. All training delivered for a specific organisation (i.e. a non-public course) is subject to a maximum of 12 delegates unless expressly agreed in advance with the trainer. In the absence of prior written agreement, any additional delegates will be charged at an additional individual cost.
2. Where a training is delivered at the Employers Federation premises, we will contact you to confirm whether any delegate has any dietary requirements, allergies, or requires any reasonable adjustments. It is important for us that we accommodate any delegate who requires any accommodations, therefore you must provide this information to us no later than 21 days before the date of the course. In the event this information is not provided to us in respect of any specific delegate, we will proceed on the basis no accommodations are required for that person.
3. Bookings are only confirmed upon receipt of payment or a PO number. Full payment or a PO number must be received no later than 14 days prior to the course delivery date (or, in the event of a suite of courses, the date on which the first course is delivered.)
4. A cancellation fee will be applied as follows:
 - i. Cancellation 1-14 days before the course date or the first date in a series of courses: 100% of course fees
 - ii. Cancellation 15-45 days before the event: 25% of course fees
5. We will be unable to facilitate any training bookings where there is an outstanding payment or no official promissory note of payment (e.g. PO.)
6. The course fee includes the delivery of the training, PowerPoint presentation, and (where applicable) all associated training materials.
7. The course presentation and all associated documentation is the property of Employers Federation and may not be shared, distributed, copied, reproduced, or reused without our permission. No materials may be reproduced, stored in a retrieval system or transmitted in any form without our prior written consent.
8. Any personal information requested as part of our training service is for the purposes of complying with legitimate interests and our legal obligations to delegates. The information will be shared internally with limited personnel on a "need to know" basis. We do not share information about dietary requirements or reasonable adjustments with an external venue in an identifiable way. Such information will be retained for no longer than 3 months following the delivery of the training course.