



# CompEx Application Form

## EMPLOYER DETAILS

Name.....

Address.....

.....

Post Code ..... Tel No.....

Email .....

## CANDIDATE DETAILS

Surname..... Forename(s).....

Address.....

.....

Post Code ..... Tel No.....

Email .....

Date of Birth ..... Nat Ins No.....

Date of Course.....

Is this the candidate's FIRST attempt at the CompEx Assessment? Yes  No

Is this a REFRESHER course? Yes  No

If a RESIT please circle unit (s) required: 1 / 2 / 3 / 4 / 5 / 6 / 11 / theory exam

If the candidate has previously attended a CompEx assessment, please give the following information:

Venue ..... Date ..... Certificate No .....

**(If candidates hold a current certificate with the letters 'RNC' after the number please contact the office)**

**Please note that any candidate who produces a forged CompEx certificate will be excluded from taking any CompEx courses for a period of 18 months. Fraud by false representation or possessing an article for use or in connection with fraud is a criminal offence under the fraud act 2006, both are punishable by imprisonment. Legal action by JT Limited is a possibility.**

Signed ..... Name (in Block Capitals) .....

Southampton Engineering Training Association Limited, First Avenue, Millbrook, Southampton SO15 0LJ

T: 02381 800 412 F: 02381 800 830 E: jguy@seta-training.co.uk W: seta-training.co.uk  
 Registered in England No: 971293 VAT Reg. No: 330 0339 13 Charity  
 Commission Reg. No: 307299



#### **SETA promises**

- to provide delegates with high quality training.
- to provide a safe and secure training environment.
- to be polite and courteous at all times.
- to deal with any complaints promptly and fairly.

#### **SETA expects**

- delegates to abide by our Health & Safety policy.
- delegates to only smoke in designated areas.
- delegates to park with due regard to others.
- delegates to treat colleagues, staff, visitors and other learners with courtesy and respect.

If you are unhappy with any decision taken about the course of training undertaken, first discuss the matter with your course tutor. If the matter is still unresolved, please ask to speak with the Qualification Standards Manager or the Work Based Learning Manager, who will record your grievance and investigate the matter.

**Copies of SETA standard Policies and Procedures are available to view upon request.**

#### **Terms & Conditions: Course bookings**

##### **• Registration**

Provisional bookings may be made by phone, fax or e-mail and held for seven days pending receipt of the booking form. Joining Instructions (subject to requirement) will be sent approximately ten days before the course start date.

##### **• Reservation**

We can only guarantee to hold a reservation on a course when it has been confirmed by post, fax or e-mail.

##### **• Fees**

All fees are current at time of going to print; however, we reserve the right to change them. All course fees are subject to VAT. For tailored or in-company courses, please contact our admin team on 023 8077 1908. Courses certificated by an Awarding Body may incur additional registration or certification fees.

##### **• Payment Details**

Payment can be made by credit card, cheque or BACS. Invoices will be sent on receipt of the booking form and remittance. Where a Purchase Order number is required for invoice processing, please ensure that the number is quoted on the booking form. Where a satisfactory credit history has been established, payment terms are thirty days net from the end of the month in which the invoice is raised. Payment is due in advance in all other cases.

##### **• Cancellation**

Cancellations may be made initially by telephone but must be confirmed in writing. No refund will be given where an Awarding Body registration charge has been made. The right is reserved to charge the full fee if less than seven days' notice of cancellation is given, or half the fee if eight to fourteen days' notice is received.

Substitute delegates may be accepted with prior notice on non-certificated courses. On certificated courses, substitution is subject to Awarding Body registration criteria.

##### **• Change of Terms**

As a last resort, we reserve the right, for reason of illness of the tutor or other causes beyond our control, to cancel the course, whereupon the customer will be offered another mutually convenient date or a refund. However, we will not be liable for any loss or expense to the client arising out of such cancellation.

We reserve the right to change the venue, course content and/or tutor without prior notice.

##### **• Health Declaration**

It is the responsibility of the client to ensure that all participants attending any programme have no medical condition which precludes them from taking part.

##### **• Equipment insurance and accreditation**

Where equipment and /or visual aids are provided by us for an in-house event, it is the responsibility of the client to ensure adequate security measures are taken and that all risks insurance cover is provided. We will provide adequate 'all risks' insurance whilst equipment and/or visual aids are in transit to and from the client.

##### **• Special Conditions**

Every effort is made to give satisfaction to the client by ensuring reasonable standards of skills and reliability from our staff and to provide them in accordance with booking details. However, we will accept no liability for any loss, expense, damage or delay arising from failure to provide any particular staff for all or any part of the period of the booking or from negligence or lack of skill of the staff provided. In addition, we accept no liability in respect of any claims or demands by staff, the client or any other person or body howsoever arising.

##### **• Copyright**

The material in all our courses remains the copyright of SETA Ltd or Awarding Bodies. The material should not be sold or passed onto other organisations.

PLEASE ASK IF YOU NEED A COPY OF THESE TERMS AND CONDITIONS IN A LARGER FORMAT

#### **Southampton Engineering Training Association Ltd**

First Avenue, Millbrook, Southampton SO15 0LJ

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