



Maximise Your Training Budget

with our

Training Plan

Expect to book two or more IT training places from our schedule over the next 12 months?

Then you can benefit from substantial savings with an ITS Annual Training Plan

Discounted Rates

ITS Feda Ltd is a not-for-profit training organisation.

We appreciate the restrictions faced by staff development budgets, and so we've worked with some of our key customers to develop a new approach to delivering subsidised IT training.

Unlike many passport schemes on offer, the ITS Training Plan is unique.

1. First, ITS offers IT technical training at subsidised rates
2. Secondly, ITS Training Plans are designed with your needs in mind. Your organisation benefits from further subsidies regardless of which course or courses you wish to book – and regardless of which members of your team you wish to train.
3. Thirdly, the annual training plan covers the 12-month period of your choice – so you can either run a training plan to tie in with your financial year, or any alternative 12-month period you wish to specify.
4. Finally, if your training needs go beyond initial expectations, we will simply upgrade your Plan so that you qualify for greater discounts according to the number of courses you actually book.

ITS Feda Ltd, Coombe Lodge, Blagdon, Bristol, BS40 7RG

T: 0870 145 1600 F: 0870 145 1601

www.itsgroup.org.uk



ITS ANNUAL TRAINING PLANS

So, how does the ITS Annual Training Plan work?

Easy! Simply select a Plan based on your specific training needs. There are three levels of Training Plan: Bronze, Silver or Gold.

BRONZE TRAINING PLAN

10% OFF PER COURSE fee

This Training Plan is specifically designed for those wishing to take advantage of a minimum of 2 and up to 5 technical IT training places in any 12-month period.



SILVER TRAINING PLAN

15% OFF PER COURSE fee

This Training Plan is designed for those who wish to take advantage of 6 and up to 11 technical IT training places in any 12-month period.



GOLD TRAINING PLAN

20% OFF PER COURSE fee

This Training Plan is specifically for those who wish to take advantage of 12 and over IT training places in any 12-month period.



ITS Annual Training Plan

Terms & Conditions

The Training Plan:

The Training Plan will run for a period of 12 months from the agreed contractual date.

Training Plan discounts can be applied to ITS's scheduled technical courses in Bristol & Slough.

Training Plan discounts cannot be used in conjunction with any other ITS training offer.

On-site training contracts are not included – separate quotations available on request.

A penalty fee proportionate to the contract price will be applied if the agreed number of course bookings is less than the agreed number for the annual Training Plan.

It is the responsibility of both parties to keep accurate records of the Training Plan option and which courses delegates have attended during the agreed 12-month period.

We will review and discuss your Training Plan option with you annually. At this time, both parties will have the opportunity to discuss and plan your future training needs prior to agreeing your Training Plan contract.

Bookings and Payment:

When placing a booking, please ensure that you tell us which type of Training Plan you have. Failure to do so will result in the full price of the course being invoiced.

All applications will be acknowledged. When your booking request has been received and processed, you will receive confirmation by post or fax.

Bookings will only be confirmed on receipt of a payment or official purchase order. You will then receive notification of all confirmed bookings prior to the course date.

An invoice will be issued for the cost of each training course and payment terms will be within 30 days from the date of the invoice irrespective of the date of the training course.

Payment must be cleared before attending the course.

Any prices/products, quoted are exclusive of VAT and subject to change without notice.

Cancellation:

If the nominated delegate cannot attend you may send a replacement delegate instead, but you must inform the centre who will be attending.

Cancellation of your booking may be made up to 14 days prior to the start of the course without penalty.

If between 7 and 14 days cancellation notice is given prior to the start of the course, a penalty of 50% of the course fee will be charged

If less than 7 days cancellation notice is given prior to the start of the course, 100% of the course fee will be charged

ITS Feda Ltd reserves the right to amend the programme in the event of circumstances beyond its control, but will inform the customer prior to these changes taking effect.

ITS Feda Ltd reserves the right to amend, re-schedule or cancel any training courses in the event of circumstances beyond their control.



ITS Annual Training Plan

Terms & Conditions

Data Protection

1.1 Compliance with Data Protection legislation.

Where appropriate and in particular as set out in Clause 1.2 Customers shall be responsible for ensuring that any formalities required by the Data Protection Act 1998 and any other legal statute, enactment or requirement of any relevant jurisdiction including without limitation UK and EU Law entailing or flowing from this Agreement are complied with and shall indemnify the Company against any claims resulting from a breach of this provision.

1.2 Data Subject's consent to processing.

If Customers have provided information about Delegates, Customers agree that the Company may use such information to contact Delegates by email, telephone or post for the purposes of delivering the Training Course and specifically to send Delegates a Course Pack and agree that they have the Delegate's consent to such activity.

1.3 Data subject's requests.

The Data Protection Act in the UK (similar legislation is in force in other EU Countries) allows Individuals to request that we provide them with details of personal information we hold about them and/or request that we do not process such information. If you wish to make such a request, please apply in writing to the 'Data Compliance Officer' at the Registered Office address as set out below. An official fee may be payable.

1.4 Incorrect information.

If any individual believes that any information we hold about them is incorrect or incomplete they should contact the 'Data Compliance Officer' at the address above and request that the information be amended. The Company will use reasonable endeavours to amend such information promptly.

1.5 Transfer of data outside the EEA.

The Internet is global and data crosses international borders in ways which cannot be predicted. Any use of email or the internet by Delegates or Customers or the Company may entail a transfer of data outside of the EEA and Delegates and Customers consent to these data transfers.

Registered Office:

ITS-FEDA Ltd, Thames Valley University, St. Mary's Road, Ealing, London, W5 5RS

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The ITS Feda Training Plan Agreement

Your Training Plan:

Please select the type of Training Plan you would like by ticking the appropriate box:

BRONZE SILVER GOLD

Please indicate what date you wish your 12-month Training Plan to start:

Training Plan Start Date: ____ (day) _____ (month) ____ (year)

Your Details:

To confirm your Training Plan Agreement, please complete the following information and sign below.

Name of Organisation etc: _____

Department/Section: _____

Contact Name: _____

Job Title: _____

Address: _____

Postcode _____

Tel. No: _____ Fax No. _____

E-mail: _____

Your Training Plan Agreement:

On behalf of the above, I agree to the Terms and Conditions of this agreement.

Signature: _____ Print Name: _____

Job Title: _____ Date: _____

Counter Signature on behalf of ITS Feda Ltd:

Signature: _____ Print Name: _____

Job Title: _____ Date: _____