HCT Programme Booking Form



Please take time completing your booking form, insuring you enter the correct information as all this information will be used for certification

Please enter your learners information with the name that the learner would like to appear on their certificate, their correct PPS number and date of birth, highlighting if there are any RRA requires (See below definition), their sector of work and the owner or person we will be sending certificates to.

Surname	Name	PPS Number	DOB	RRA	Sector of Work	Supervisor/Pri vate
						<u> </u>

Contact Name	
Contact Number	
Scheme Name	
Contact Address	
Email Address	
No:Learners	

Please enter your details to ensure we have the correct details on our system for invoice and certification sending proposes

Cancellation Policy: I certify that the information that I have given for my learners is correct and accurate. I understand that Hughes may at any point in time request to inspect original documentation evidencing previous qualification or any other information provided. I also understand HCT will require 48 hour notice before commencement of a programme of any cancellations or amendments, failure to inform HCT of these changes will result in HCT receiving 50% of the cost of the participant/s. I further understand that furnishing Hughes with false, misleading or incomplete information relating to my booking may cause denial of my learner's course.

Booking Form Explained

Booking Form: HCT will require all participants information a minimum of 5 days before commencement of the programme, failure to supply this important documentation could resolve in late programme

Number of Participants attending the programme: As you may be aware HCT have dramatically reduced their rates since 2011 as a consequence, HCT required a minimum of 12 participants on all programmes with the exception of Occupational 1st Aid and Manual Handling. If one of your participants drop out of the programme before commencement please advise us, so that we can take appropriate actions

Notices of participants cancellation: HCT will require 48 hour notice before commencement of a programme of any cancellations or amendments, failure to inform HCT of these changes will result in HCT receiving 50% of the cost of the participant/s.

Participant/s Information: HCT require participants full names as stated on birth cert, their date of birth and their PPS number in order for us to process their certificate, please note that failure to supply us with correct information may result in a delay in certification. Please ensure that when you are completing your booking form that you include your correct contact details as all certificates will be sent to you once they have gone through certification, if you are working with another supervisor, please ensure you give us their details otherwise you will receive their participant/s certs also.

Entry requirements: All our programmes will require a level lower than the programmes they are completing a Leaving Certificate or equivalent and/or Relevant Life of Work Experience.In order for learners to be admitted onto our courses they must have some generic skills such as Literacy, Numeracy and Interpersonal Skills. In all our programmes we would expect learners to take part in some independent learning outside the course i.e. Practical work and/or reading. We also expect learners to have access to the internet, reading material, tools and equipment.

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Payment Details: Please note invoices will be sent by email using the ema finished. If it exceeds this time frame, we will be forced to hold back assignr	iil address provided. Once you receive your invoice, you can process for payment. We will require payment 30 days after the course ha ments for the stated submission date.
· · · · · · · · · · · · · · · · · · ·	the programme HCT will expect 50% of the invoiced amount for that participant, HCT will send you an invoice once your booking form communicate this to staff at HCT, so we can ensure trainers complete the information on the last day of training
RRA Explained: Reasonable accommodation could include various aids du complete the programme, for a full explaination of our Policy please ask for	uring the programme for a variety of reasons, including literacy issues, disability etc which would enable a learner to successfully our reasonable accommodation procedures document
	in access onto any FETAC programme HCT are required to ensure that participants are selected and entered onto the programme in a a level lower then the programme they are wishing to attend and or have relevant life or work experience
Confirmation Required	
Confirm all Porticinants are you are	Please Mark X
Confirm all Participants are you own That you are available to take a call 48 hrs before programme starts	
That the address you have given is where HCT are to send certificates to	
Is there any materials charge to be included, if so how much	
Attention for the Hosting Supervisor	
No.	Please Mark X
HCT make contact with the hosting supervisor at the mid and at the end of	our programmes, can you confirm you are avaliable for this
	nake contact with us. Our training Coordinator will speak with you regarding the issues and depending on the severity of the issue, we le it is running; checking attendance, the tutor, and all FETAC requirements are being met
Your Name Date	

Thank you for Choosing HCT as your training provider, we hope all your participants enjoy the programme and we wish them the best of luck