



Alliance Learning Membership Pack (Commercial membership)

Welcome

Welcome to the Alliance Learning Membership Pack, which has been created to give you information on the services we offer to our member companies.

We hope this pack inspires you to become a member of Alliance Learning and continue to develop your company training plans and therefore improve your success!

We want to help you plan the delivery of training within your company, to increase your staff development!

Alliance Learning is one of the most professional and comprehensive training providers in the North West...

Our aim...

To offer access to a wide range of training and development that will provide your workforce with the skills and knowledge to achieve business success!

Backed by a team of training professionals and with 50 years' experience in the industry, Alliance Learning will help you plan the delivery of training that best meets your company needs—at a competitive price!

We look forward to working with you!

About Commercial Membership...

When investing in the training and development of your staff, selecting the most appropriate learning programme is essential to achieve the outcomes you require!

At Alliance Learning we understand the importance of providing members with a cost effective, quality service which is designed to meet your specific training needs.

Benefits...

- Health & Safety guidance service
- Regular training and funding availability updates
- Eligible for membership discounts as per course schedule
- 30 days payment facility (from date of invoice)
- Free places on topical seminars
- Free web link to your website
- Membership Certificate
- 10% Discount on Room Hire
- Networking Opportunities
- ½ day free commercial course for an employed Alliance Learning Apprentice (subject to dates and availability)
- Up to date information on Industry News
- Entered into the annual draw to have a chance of winning a £200 Alliance Learning training voucher
- Dedicated Key Account Manager

As a member of Alliance Learning you will add value to the operation of your Organisation! It will give you the opportunity to use Alliance Learning as your own Training & Development Support Service and centralise the purchasing of training services.

For more information about Membership,
please contact the Sales Team on 01204 677 811!

What Next??

Checklist

- Please complete the blank Membership Form contained in this pack!

Send the form to this address:

Membership Sales Team
Alliance Learning Ltd
The Hurst Building
Horwich Loco Estate
Horwich
BL6 5UE

- Please complete the Company Bank Details section.

If you have any queries regarding this information please contact
Chloe Ramsden on 01204 677871.

- Your membership will go to the Alliance Learning CEO for Approval and a credit check will be undertaken on your company.
- You will receive the Alliance Learning letter of approval.
- An invoice will be issued on approval of membership £60.00 (£50.00 + VAT)
- You will receive you Membership Certificate and your allocated Key Account Manager will contact you to discuss your needs further.

**Meanwhile if you have any further queries,
please contact the Alliance Learning Sales Team on 01204 677 811.**

Please complete and send to Alliance Learning Head Office

Membership Application Form

Application for Membership

Please complete in BLOCK CAPITALS.

Company Details

Name of Company.....

Company Registration No..... VAT No.....

Company Contact.....

Company

Address.....

.....

.....

Postcode.....

Telephone..... Fax No.....

Email..... Website.....

No of Years Trading.....

Nature of Business.....

Number of Employees.....

Company Bank Details

Bank Name.....

Bank Address.....

.....

Account Name.....

Account number..... Sort Code.....

Other Information

Trade Reference No.1

.....

Trade Reference No.2

.....

Additional Site Address & Contact Details

.....

.....

Invoice Address

.....

.....

Accounts Department Address

.....

Accounts Telephone Number.....Accounts Email Address.....

On behalf of the above named company I hereby make application for membership of Alliance Learning and agree to abide by the constitution, a copy of which is available to me on request.

Membership subject to satisfactory credit rating.

Declaration – Please sign below to confirm you have read and agreed the terms & conditions of membership & business (attached) and return by post together with a cheque for £60.00 (£50.00 + VAT)

Applications must be signed by a Director / Proprietor or authorised personnel.

I have read and understood the attached terms & conditions of Alliance Learning (please tick)

Signed..... Position in Company.....

Printed..... Date.....

ALLIANCE LEARNING TERMS & CONDITIONS OF MEMBERSHIP

- 1) I **agree** to abide by the membership requirements of Alliance Learning as terms & conditions of membership. The key points of which are as follows: -
 - * To pay the annual membership fee when due.
 - * **To give 12 months notice if I wish to terminate membership.**
- 2) A 30 day payment facility is available on all courses and services purchased from Alliance Learning. This facility can be withdrawn if both membership and business terms and conditions are not met. Interest may be charged for late payments as per late payment legislation.
- 3) You will receive regular updates of all courses and funding opportunities and invitations to any events held by Alliance Learning.
- 4) You must complete a new membership application form when changes occur to company contacts or details.

TERMS & CONDITIONS OF BUSINESS

Valid from January 2016

These Terms & Conditions shall be governed by and construed in accordance with the laws of England & Wales. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

1. Course Reservations

- a) All course bookings must be confirmed by an authorised representative of the client either via email fax, verbal or post. **By confirming a booking via email/verbal is acceptance of Alliance Learning Terms & Conditions.** (*Terms & Conditions will be sent with joining instructions for each course*).
- b) Upon receipt of confirmation of the training course, (as above) joining instructions and an invoice will be sent. (Bookings must be confirmed within 10 days to secure your Place).
- c) If a booked delegate cannot attend, a substitute delegate may attend in his or her place at no additional charge, with the provision that the replacement delegate is of a suitable level of experience and knowledge to attend the course in question.
- d) Hotel reservations are the responsibility of the client. Details of local accommodation available will be sent to the trainee with the course confirmation.
- e) Alliance Learning reserves the right to alter or cancel any course from published dates due to low numbers of participants. In the event of a cancellation where an alternative cannot be provided in respect of that course a full refund will be offered. Alliance Learning will not reimburse travel or accommodation expenses. Alliance Learning will not offer refunds for cancellations outside our control, including adverse weather conditions, flooding or industrial action.

2. Course fees

- a) All fees quoted in the course schedule are correct at the time of publication. All fees are subject to VAT. Alliance Learning reserve the right to alter course prices from those published.
- b) Full Payment for the course can be made by cheque, credit/debit card or BACS and must be received **10 working days** prior to commencement of course unless by prior agreement from Alliance Learning. If a course is booked within 10 working days of the course, payment in full must be made at that time. Certificates and cards cannot be released until the account has been paid in full. (If you are a member company, separate terms have been agreed).

c) The course prices include morning and afternoon refreshments and the provision of buffet lunch for full day courses where stated.

d) An administration charge will be made if you **transfer** a course booking 10 days prior to commencement date. **A minimum of £30.00 + (dependent on course) per person will be charged. We can only accept one change for each booking.**

e) No refund will be given for any booking received after a date, which is 10 days prior to date of commencement.

3. Cancellation Fees

a) A course may be cancelled without charge providing written notice is received within **10 working days** prior to course commencement.

- **Less than 5 working days 100% of course fees are payable**
- **5-10 working days 50% of course fees are payable**

b) Whilst ensuring that all information and advice offered by our staff is accurate, up to date and factual, we cannot be held responsible for the individual and the company interpretation of the information given.

** Please ensure you have read and understood the Terms of Business associated with this course. By confirming this booking it is acceptance you have agreed to Terms & Conditions of Alliance Learning.

Head Office

Alliance Learning Ltd
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Horwich Loco Estate
Chorley New Road
Horwich, Bolton
BL6 5UE

Leigh Centre

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Leigh
WN7 1BU

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