

Collaborative Training with RTA

Whether you are a college, independent school, free school, LA, academy or MAT we'd like to offer you a fantastic opportunity to procure high quality, cost effective training for Teaching and Support Staff.

Over the past 15 years, RTA has built an excellent reputation for delivering top quality, practical training for teachers and support staff. In line with DfE guidelines, professional development should not only focus on improving pupil outcomes and be underpinned by robust evidence and expertise, it should also include collaboration and expert challenge.

If you or your staff have a particular training need or there is a specific demand in your area, we would be delighted to work in collaboration with you. This has the potential to enable a course fee as low as **£169.99 per delegate (reduced from £259.99)**.

Regional

High quality

Cost Effective

Host Benefits

How does it work?

- You let us know which of our training events you'd like to run in your school. You may also wish to work with us to develop an event for which you feel there is a need in your area.
- A date is selected a few months ahead to suit both you and our presenter.
- We design a bespoke course outline (in PDF form) for you to share with schools in your area - we appreciate you will have the best idea of professional groups and other networks within your local schools.
- RTA take full responsibility for the event in the same way as a public event including taking all bookings/enquiries, invoicing each delegate and sending joining instructions.
- RTA provide full course materials, certification, badges and packs.
- RTA pay you for catering & refreshments and your establishment (or nearby low-cost venue) hosts the event.

What's in it for your establishment?

- If your school or college is a suitable venue and the event is hosted there, you will receive income for the catering.
- RTA will provide two free places on the training event for your own staff
- Collaboration and increased networking with colleagues from other schools.



Please see our website for the current courses on offer, however there are many more available. For more information on our courses please contact us on 020 8611 2605 or email rta-training@forumbusinessmedia

COLLABORATION TRAINING ORDER FORM

Forum Business Media Ltd, 3rd Floor, Regal House, 70 London Road, Twickenham TW1 3QS
Tel: +44 (0)20 8611 2605 | Fax: +44 (0)20 8043 0548 | rta-events@forumbusinessmedia.co.uk
Reg. no: 4425871 in England. Reg. office: as above. VAT no: 799092370



Course title	
Course date	
Course location	

Organisation Name	
Organisation Type	
Address	
Postcode	
Telephone	
Venue contact	
Order placed by	
Email address	

Organisation room hire fee	
Catering fee per head	

Please ensure the following standard AV equipment is available at your organisation:

Laptop/Computer Data Projector Screen Flipchart

***Course is subject to minimum delegate number requirements**

Terms: These terms and conditions have been written in the first person. The terms 'we', 'us' or 'our' refer to Forum Business Media Ltd, Forum Training and Regional Training Agency (Forum Training and Regional Training Agency are wholly owned and operated by Forum Business Media Ltd). The terms 'you', 'your' or 'the client' refer to the purchasing organisation or purchasing individual.

Our contract: *By placing an order for a publication or a booking a place/places for a training product you ('you' being the purchasing organisation, or 'you' being the purchasing individual) are entering into a legally binding contract. If you supply us with your organisation's address and contact details, our contract will be with your organisation. If you supply us with your personal address and contact detail our contract will be with you. Your order or booking, and thereby the contract with us, can be made by various methods; for example: online via our website(s), email, order form, fax, letter, verbally on the telephone or verbally during a face-to-face conversation. By placing an order or booking, and thereby entering into a contract with us, you agree to be bound by our terms and conditions.*

Payment terms: Unless otherwise stated on our invoice, our payment terms are strictly 14 days from date of invoice. We reserve the right to apply a late payment charge of £10.00 on invoices that are still outstanding beyond this period. We also reserve the right to enforce the Late Payment of Commercial Debts Act 1998 on invoices that are still outstanding after 60 days; meaning a late payment charge of £40.00 plus interest will be added to the outstanding amount.

Content: The content in our publications/events has been written/broadcast to comply with the regulations and law of England and Wales. We cannot guarantee their suitability for other parts of the UK or abroad. In many cases the content will need to be adapted to take into account your organisation's specific circumstances. The content in our publications/events is not intended to replace any legal or professional advice when dealing with specific situations; neither we nor our authors/presenters can accept any responsibility for any action taken or not taken as a result of any of the content.

Liability: We undertake to provide the publications and events offered with reasonable care and skill. We do not warrant that availability or delivery of the services will be uninterrupted or error-free. We will not be liable to you for any loss, damages, costs, claims or expenses incurred as a result of any customisation of or amendment made by you to any of contents available from Forum Business Media Ltd.

Prices: We reserve the right to increase our prices without prior notification. Unless a date of when an offer expires is notified on our order forms, the prices quoted on our order forms are valid for six months, after this time we reserve the right to charge the current price for the publication/event; please see our website for full and up-to-date prices.

Changes to our Terms and Conditions: We reserve the right to change these terms and conditions from time-to-time, and without giving you prior notice. We will post any changes on our website(s).

Collaborative Training

Services Provided by Regional Training Agency: A date suitable to both the host school and the speaker(s) will be organised by Regional Training Agency. We will provide the speaker(s) and the training materials. We will pay an agreed rate for the catering and venue costs. We will provide two free places for members of staff from the host school to attend the training. Regional Training Agency will deal with all the administration for the event (e.g. booking enquiries and invoicing delegates)

Services Provided by the Host School: You will source a suitable room or near-by low-cost venue to hold the event. You must ensure a computer/laptop, projector, screen and flip chart are available in the room or venue for the training course. You will forward onto Regional Training Agency any queries or booking requests regarding the event for us to deal with.

Delegate Charges: Regional Training Agency will notify the host school of the discounted price per delegate that is to be charged. We will invoice all delegates (with the exception of the two free places for members of staff from the host school) at the agreed rate.

Delegate Cancellations: All requests to cancel a booking must be made to Regional Training Agency in writing. A cancellation fee of £90.00 + VAT per delegate will be charged for requests to cancel in excess of 28 days prior to the event. The cancellation fee for requests to cancel within 28 days of the event is 100%. An alternative delegate is always welcome to attend the event to avoid any cancellation fee.

Cancellation of the Event by the Host School: A notice of cancellation must be made in writing to Regional Training Agency. Where notice of cancellation is received by us with more than 60 days before the start date of the training, the host school must pay for any committed costs. If notice to cancel the training course is received with more than 28, but less than 60 days, before the start date the cancellation fee is 50% of the total value invoiced for the delegates to attend the event. If notice to cancel the training course is received with less than 28 days prior to the start date the cancellation fee is 100% of the total value invoiced for delegates to attend the event.

Postponement: We may agree to postponing the training from time-to-time, subject to full payment being received from the host school. Any postponement requires a minimum of 4 weeks' written notice. If a postponement is agreed with us this may result in higher charges, for example where the training course is postponed into the next financial or calendar year or a different trainer has to be secured.

Signature: _____

Date of order: _____