

In-house 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 14 years, RTA has built an excellent reputation for delivering top quality, practical training for teachers and support staff. In-house training is a great and cost-effective alternative to sending delegates away on a course; saving money on travel and extra time away from work, plus it gives you the opportunity to ask for a more tailored approach.

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.
- The programme can be amended in terms of timings, and often content too if you require a particular focus for your staff.
- A date is selected a few months ahead to suit both you and our presenter.
- As host school you'd be expected to provide the training space and any refreshments/lunch for everyone.

We do the following for you

- Provide an in-house training course of the highest standard – thoroughly researched and tailored to meet the exact requirements of your staff
- Provide course manuals and relevant training materials.
- Carry out all event management and administration
- Liaise with the trainer about dates and content ready for the day.

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

Our price structure is made with our customers in mind. It offers a sliding scale by the number of delegates being trained - which passes the savings on to you!

We have also devised a structure that offers an even more cost effective solution. You have the choice for your training materials to be printed professionally by us and delivered to your organisation ready for the training day, or we can provide you with an electronic copy of the course notes for you to print yourselves. If you have the facilities to accommodate the printing, this option offers a discounted rate.

Price Options

No. of Attendees	With printed training materials	Without printed training materials
	Invoice amount (excluding VAT)	Invoice amount (excluding VAT)
Below 10	£1,300	£1,200
10 - 14	£1,450	£1,350
15 - 19	£1,500	£1,400
20 - 24	£1,550	£1,450
25 - 30	£1,600	£1,500



IN-HOUSE 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	

Agreed number to be trained*	
Desired start and end time	
With/without printing (please state option)	
Invoice amount (excluding VAT)	

Organisation Name	
Organisation Type	
Address	
Postcode	
Telephone	
PO No. if applicable	
Venue contact	
Order placed by	
Email address	
Payment Method	

Please ensure the following standard AV equipment is available at the school:

Laptop/Computer Data Projector Screen Flipchart

***Any changes to delegate numbers must be communicated to us at least 7 days before the event. We will invoice you for the relevant costs for any extra delegates**

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).

Delegates: We require final delegate numbers at least 7 working days prior to the course date as set out in the booking form. Forum Business Media will charge the Client for the number of confirmed delegates. If more delegates than the stated number attend the training course, we will invoice you for the additional delegates. There will not be a refund if fewer delegates than confirmed attend the training course. The Client is welcome to invite any delegate(s) from outside the Client's school or organisation to attend the training course; the Client is, however, prohibited from charging any additional delegate(s) to attend. If the Client wishes to charge delegates then a collaboration agreement must be entered into with Forum Business Media Ltd.

Services included on the price: We will provide the speaker(s) and the training materials for the confirmed number of delegates (as per the point 'delegates' above). For any additional delegates who attend the training course we will supply the extra delegate packs (if the printing option has been selected) after the event and upon payment of our invoice for the additional delegates being received by us.

Catering and Venue: We do not cover the cost of venue, sound and presentation equipment or catering requirements for in-house courses. The Client must ensure a computer/laptop, projector, screen and flipchart are available in the room or venue for the training course.

Cancellation: All notice of cancellation must be made in writing to Forum Business Media Ltd. Where notice of cancellation is received by us with more than 60 days before the start date of the training, the Client 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%. If notice to cancel the training course is received with less than 28 days prior to the start date the cancellation fee is 100%.

Postponement: We may agree to postpone the training from time-to-time, subject to full payment being received from the Client. Any postponement requires a minimum of 4 weeks' written notice. If a Client 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: _____