

OPS PSYCHOMETRICS TRAINING

Course Fees and Booking Form – 2012



BPS Level A & B



BPS Level A			2 days + online training	*£1000	<input type="checkbox"/>
BPS Level B	15FQ+	Requires Level A	2 days + online training	*£1100	<input type="checkbox"/>
BPS Level B	EQ-I & EQ-360 (2.0) ¹	Requires Level A	2 days + online training	*£1150	<input type="checkbox"/>
BPS Level B+	15FQ+	Requires Level B	1 day	£500	<input type="checkbox"/>
BPS Level B+	EQ-I & EQ-360 (2.0) ¹	Requires Level B	2 days	£1000	<input type="checkbox"/>
BPS Level B FULL		Requires Level B & B+	2 days	£1500	<input type="checkbox"/>

* Combine Level A and Level B courses and enjoy a reduced fee of £2000 (15FQ+) or £2050 (EQ-i)

¹ Level B or B+ is awarded on the basis of EQi only, however the EQ course is run as an integral 2 day course and includes EQi and EQ-360

It is important that course workshop dates are planned to ensure delegates have sufficient time to complete the online work. We recommend that 15 to 20 hours is allowed for Level A online work; Level B online work requires around 12 to 15 hours.

Please note that it will not be possible to attend the workshop if delegates have not completed ALL online coursework at least 10 working days prior to the workshop start date. Delegates with incomplete online work will automatically be transferred to the next appropriate workshop and an additional 50% of the original fee will be charged.

Emotional Intelligence

BarOn EQ-i & EQ-360 (2.0)	2 days (online) +2 days	£1000	<input type="checkbox"/>
---------------------------	-------------------------	-------	--------------------------

Hogan

Hogan Development Survey (HDS)	1 day	£600	<input type="checkbox"/>
--------------------------------	-------	------	--------------------------

Morrisby Profile

Various options available. Prices on request

COURSE WORKSHOP DATES (please circle your chosen dates)

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level A 2 days		20-21	26-27		21-22		23-24		24-25		19-20	
Level A post course workshop			20				17				13	
Level B 15FQ+ 2 days		22-23			23-24				26-27			
Level B EQ-i & EQ-360 (2.0) 2 days			28-29				25-26				21-22	
Level B+ 15FQ+ 1 day			30				27				23	
Level B Full 2 days				16-17								
Level B+ EQ-i & EQ-360 (2.0) 2 days			28-29				25-26				21-22	
Hogan (HDS) 1 day		24			25				28			

Further course information

VAT

All course fees exclude VAT and this will be added at the current rate.
Payment by credit card will attract a 3% surcharge to cover additional bank charges.

Venue

Courses are run at our offices in Sevenoaks, Kent. Some require pre-course work. Please see the next page for scheduled course dates. Kindly note that minimum attendance levels apply to all scheduled courses.

Tutor Support

Course fees include 6 months post workshop support after which you can request a further 6 months support for a fee of **£300 + VAT**. We also offer 1 day post-course workshops. Please ask for details.

Kindly indicate how you first learned of OPS and our services. Please circle one of the following:

OPS Website Google People Management The Psychologist Recommendation Other:

YOUR BOOKING DETAILS

I confirm and book the course(s) circled above with OPS for No. delegates as detailed below

Name(s): _____
Job Title(s): _____
Email address(es): _____
Organisation: _____ Date: _____
Address*: _____
Postcode: _____ Tel No: _____

*** Please give invoicing address and supply alternative contact address if applicable**

Arrange B&B / Hotel accommodation for delegates for nights, from [date] to [date]
at the rate(s) shown :

Hotel	Dinner, bed & breakfast	£100.00	<input type="checkbox"/>	*Hotel prices exclude VAT and this will be added at the current rate
Hotel	Bed & breakfast	£85.00	<input type="checkbox"/>	All prices are per night and include a taxi to and from OPS during the course
B&B ensuite	Bed & breakfast	£55.00	<input type="checkbox"/>	No VAT is charged for B&B accommodation
B&B	Bed & breakfast	£42.00	<input type="checkbox"/>	No VAT is charged for B&B accommodation

*Kindly note, room service and newspapers, etc are for the delegate's account and must be settled by them directly with the hotel

YOUR ATTENTION IS DRAWN TO THE OPS LIMITED TERMS & CONDITIONS OF BOOKING. SIGNING AND RETURNING THIS FORM CONFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS SHOWN BELOW.

TERMS AND CONDITIONS – (Signature Required – See Below)

Course Bookings

1. Fees are payable on receipt of the booking form unless otherwise arranged with a Director of OPS Ltd.
2. OPS Ltd will make every effort to minimise inconvenience to course delegates but reserves the right to change the dates or details of any courses and other services.

Cancellation

3. Refunds cannot be made on cancellations received less than 10 working days before the course starts. Cancellations made between 20 and 10 working days before the start of the training course will be eligible for a 50% refund.
4. Cancellations made more than 20 days before the start of the training course will be refunded provided no form of training (e-learning, telephone or face-to-face) has been provided.
5. If OPS Ltd cancels a course entirely instead of postponing to an alternative date a full and complete refund will be made.

Rescheduling

6. Please note that rescheduling to another course is permitted up to 10 working days before the original course date, subject to point 8.
7. Rescheduling less than 10 working days before the beginning of the course will be considered to be a cancellation and you will be charged the full course fee. A re-booking is then required for the new course date at the full course price.
8. Rescheduling to another date or course attracts an administration fee of £150 + vat, when more than 10 working days before the course.
9. Please note that refunds cannot be made on courses that have been rescheduled.

Hotel Booking Fees

10. Please note that the course fee does not include accommodation.
11. If we have reserved a hotel room for you, you should be aware that as per the hotel conditions, the full hotel accommodation fee is payable if cancellation is made less than 24 hours before you are due to check in.

Pre and Post Level A and B Course Work, Including Late Submissions

12. All course work should be submitted within a 6 month deadline from the end date of Level A and B face-to-face workshops. Any corrections following feedback should be submitted within 1 month.
13. Failure to complete the qualification within 7 months of the face-to-face workshop will attract a £350 + vat fee if you wish to have continued support over the remaining 5 months to achieve the qualification.
14. Delegates who have not completed the qualification within 12 months as specified by the British Psychological Society (BPS) and wish to continue will be required to complete a refresher course charged at £350 + vat, which includes 2 months further support.
15. We reserve the right not to continue support after the maximum 14 month support period has elapsed, as per point 14.
16. Please note that it will not be possible for you to attend the face-to-face workshop if you have not successfully completed ALL of the online coursework 10 working days prior to the workshop start date. Failure to do so will be treated as a cancellation and point 7 will apply.
17. No log-in access for the e-learning component of the course will be provided to a course delegate until payment has been received in full. Once log-in access has been provided, and payment received, no refunds will be made to the client or delegate for any reason other than a failure by OPS to supply the service.
18. OPS Ltd provides a high level of support and backup materials and a majority of our delegates complete their course and achieve the qualification well within the initial 7 month support period. However, OPS Ltd reserves the right to request further evidence demonstrating understanding of the BPS criteria and/or awarding certification should we deem it necessary.

Best Practice

19. OPS will not continue to provide training to any delegate who uses language or behaviour which can reasonably be deemed threatening or which could reasonably be interpreted as contravening the Equality Act 2010. OPS reserves the right either to refuse training to that individual. No refund would be made.

Group T & C's – (Group Bookings, not held on OPS premises)

The above terms and conditions all apply with the addition of the following:

20. All courses will be invoiced to the client or representative delegate (who will assume the role of client) will be responsible for the whole course fee unless otherwise agreed. OPS will not be responsible for collecting individual delegates' course fees.
21. All group courses will take place at a suitable venue provided by and paid for by the client. A suitable venue is defined here as including sufficient space for the relevant numbers to be seated in either carousel or board room layout. We also require a flip chart with flip pads, a screen or white/light coloured area for the projector to project on (a projector is required but can be provided by OPS if not available).
22. Unless otherwise agreed with OPS, lunch, teas and coffees for the course tutor and delegates will be provided and paid for by the client.
23. The tutors' travel to and from the venue will be charged to the client at the rate of 45p per mile or standard rail or air fare as appropriate for venues outside the M25 area.
24. Any costs associated with freight / delivery of course materials will be borne by the Client.
25. Necessary hotel accommodation and evening meals for venues outside the M25 will be charged to the client unless otherwise agreed by OPS.
26. Any discount offered on our usual training rate per delegate per single course is wholly dependent on the numbers of delegates remaining at the same level as when the discount was agreed.
27. Should the course fee remain unpaid or partially unpaid within four weeks of the commencement of the course, any discount based on course numbers may no longer be applied, in addition to clause 24.
28. Substitutions of appropriately qualified delegates are acceptable, provided the substituted delegate has sufficient time to complete any pre-course learning requirement before the commencement of the course. It is the responsibility of the client to arrange for the substituted delegate to indemnify the original delegate for any course fees paid. OPS will not be responsible for refunding the original fee and will instead assume it is paid on behalf of the new delegate.
29. No log-in access for the e-learning component of the course will be provided for any of the course delegates until payment has been received in full for the group. Once log-in access has been provided, and payment received, no refunds will be made to the client or to any individual delegates for any reason other than a failure by OPS to supply the service.
30. OPS will not continue to provide training to any delegate who uses language or behaviour which can reasonably be deemed threatening or which could reasonably be interpreted as contravening the Equality Act 2010. OPS reserves the right either to refuse training to that individual, or if the circumstances warranted, to terminate the course. No refund would be made.

PLEASE TICK THE BOX TO CONFIRM THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS

Signed _____

Job Title _____

Name _____

Date _____