**GTA Education**

**Registration / Booking Form**

1. ***Candidate Details - Please ensure you write your name as you would like it to be displayed on your certificate***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title *(Circle as applicable)* | **Mr** | **Mrs** | **Miss** | | **Ms** | **Other:** | |  | | IMI Number |  | |
| **Surname** |  | | | | | | | | | | | |
| **Forename(s)** |  | | | | | | | | | | | |
| **Date of Birth**  ***(Must be completed)*** |  | | | | | | **NI Number** | | |  | | |
| Gender ***(Circle as applicable)*** | Male | | | Female | | | *Black or Black British* | | | | | **Code** |
| Ethnic Origin *(please circle)* | | | | | **Code** | | Caribbean | | | | | 12 |
| *White* | | | | | | | African | | | | | 13 |
| British | | | | | 01 | | Any other Black background | | | | | 14 |
| Irish | | | | | 02 | | *Chinese or other ethnic group* | | | | | |
| Any other white background | | | | | 03 | | Chinese | | | | | 15 |
| *Mixed* | | | | | | | Any other ethnic group | | | | | 16 |
| White and black Caribbean | | | | | 04 | |  | | | | |  |
| White and black African | | | | | 05 | |  | | | | |  |
| White and Asian | | | | | 06 | | **Special Needs*(please circle)*** | | | | | **Code** |
| Any other Mixed background | | | | | 07 | | Sight | | | | | S |
| ***Asian or Asian British*** | | | | | | | Hearing | | | | | H |
| Indian | | | | | 08 | | Learning | | | | | L |
| Pakistani | | | | | 09 | | Mobility | | | | | M |
| Bangladeshi | | | | | 10 | | Other | | | | | X |
| Any other Asian background | | | | | 11 | | Candidate prefers no statement | | | | | O |
| **Home Address** |  | | | | | | | | | | | |
|  | | | | | | Postcode | |  | | | |
| **Telephone Number** |  | | | | | | Mobile Number | |  | | | |
| **Email Address** |  | | | | | | | | | | | |

1. ***Employer Details – GTA Education will invoice your employer for the total cost of your fees. Please give details of the relevant person in your company for us to contact.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** |  | | | |
| **Employer Contact** |  | | | |
| **Employer Address** |  | | | |
|  | Postcode |  | |
| **Telephone No** |  | Mobile |  | |
| **Email Address** |  | | | |
| **Accounts Contact Name *(if different from above)*** |  | **Accounts Telephone** | |  |
| **Accounts Email** |  | | | |

1. ***Course Details***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate below the course and date you would like to be booked on to:** | | | | |
| **Qualification Number:** | **Qualification Title**  **(including level and route):** | **Days** | **Course Date** | **Cost**  **(Excl. VAT)** |
| 601/8929/0 | IMI Level 3 Award in MOT Test Centre Management (VRQ) | 2 |  |  |
| 601/8928/9 | IMI level 2 Award in MOT Testing | 4 |  |  |
| IMIA-ATA-LVIN-3-12 | ATA Light Vehicle Inspection Technician | 3 |  |  |
| 500/6771/0 | IMI Level 3 Award in Automotive Refrigerant Handling (F-Gas) | 1 |  |  |
| 603/1466/7 | IMI Level 2 Award in Electric/Hybrid Vehicles Routine Maintenance Activities | 2 |  |  |
| E-Learning | MOT Annual Training and Assessment | 0 |  |  |
| Classroom | MOT Annual Training and Assessment | 4 hrs |  |  |

1. ***COVID-19 Test***

To ensure the safety of yourself, other candidates and the staff at the GTA we require candidates to provide a **negative** Covid-19 test result before entering a classroom. The test must have been taken within 72 hours of the course start date. We can supply a Rapid Covid-19 Test at a cost of **£20 (including VAT)** which can be collected and administered at home, or can be administered at the GTA before the course start time.

**Please indicate below your preferred options:**

|  |  |  |  |
| --- | --- | --- | --- |
| Supply evidence of own Covid-19 test result |  |  | |
| Collect Rapid Test from GTA the Friday before start of course |  | Add £20 inc. VAT to course invoice |  |
| Take Rapid Test at the GTA on day 1 of course |  | Pay £20 cash on day 1 of learning |  |

**Terms and Conditions**

* Bookings can only be made once GTA Education have received the completed booking form and any other required documentation.
* Completed booking forms and associated documents can be emailed to [rachael@motortradesgta.org](mailto:rachael@motortradesgta.org)
* Upon receipt of completed booking forms and documentation, invoices and joining instructions will be issued and the candidate will be registered with the awarding organisation.
* Candidate name changes are subject to registration fees and any admin fees associated.
* Payments must be made in full at least 14 days prior to the course start date.
* To make a cancellation please call Rachael or Laura at GTA Education on 01482 353022.
* Cancellations and amendments made within 14 days of the start date are liable to pay the following fees:
  + 7 to 14 days’ notice - 50% of total cost
  + Less than 7 days’ notice - 100% of total cost
* All cancellation and amendment fees are subject to an additional £80 +VAT admin fee.
* Re-sit fees:
  + Online assessments – 1st re-sit free, thereafter £75.00 +VAT per assessment.
  + Practical assessments - £150 +VAT per attempt
* We reserve the right to cancel courses, when appropriate or for circumstances beyond our control. It is our policy to offer alternative dates in the first instant or if not suitable issue a full refund.
* No liability will be accepted by GTA Education for loss of earnings or expenses should a course be cancelled.

***I agree to the above terms and conditions:***

Candidate Signature: …………………………………………………………………………………………… Date: …………………………………………….

Employer Signature: ……………………………………………………………………………………………. Date: …………………………………………….