



# Alliance Learning Membership Commercial Pack



Education & Skills  
Funding Agency



Apprenticeships



INVESTORS  
IN PEOPLE



Registered in England No. 1619564 Alliance Learning operates an Equality, Diversity and Inclusion Policy which includes British Values. Registered Charity No. 1095067 VAT Reg No. 673 4786 92



# 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 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 over 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
- Eligible for membership discounts as per course schedule
- 30 days payment facility (from date of invoice)
- Free web link to your website
- 10% Discount on Room Hire
- Entered into the annual draw to have a chance of winning a £200 Alliance Learning training voucher
- Dedicated Key Account Manager
- Certificate of Recognition for Membership
- Quarterly Membership Newsletters

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 677811!**

# WHAT NEXT?



- 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 Business Park  
Chorley New Road  
Horwich, Bolton  
BL6 5UE

- Please complete the Company Bank Details section.
- 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 your Membership Certificate and your allocated Key Account Manager will contact you to discuss your needs further.

If you have any queries regarding this information please contact your Key Account Manager.

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

## Membership Application Form

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.

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 or email. You will then be invoiced the membership fee of £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.
- \* No refunds will be given for termination of 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 quarterly membership newsletters from Alliance Learning.

4) You must notify Alliance Learning when changes occur to company contacts or details.

## TERMS & CONDITIONS OF BUSINESS

Valid from September 2019

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 and paid for before confirmation will be received.

b) 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.

c) 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 natural disasters.

### 2. Course fees

a) All fees quoted on the website are correct at the time of purchase. All fees are subject to VAT. Alliance Learning reserve the right to alter course prices from those published.

b) 30-day payment terms from issue of invoice. Full Payment can be made by credit or debit card. Certificates and cards will be released upon completion of courses, subject to awarding body time frames.

c) The course price on full days includes lunch & refreshments half day course refreshments only on-site N/A.

- d) Transfer fees (see below for fees)
- 0-5 working days' notice
  - 100% charges will apply
  - 5 working days and over
  - £30.00 + vat transfer fee per person

To arrange a booking, you will need to contact the sales team on (01204) 677811 or email [info@alliancelearning.com](mailto:info@alliancelearning.com)

e) Alliance Learning Training Limited reserves the right to cancel or alter or re-arrange courses without liability as they deem necessary. In such an event attendee will be offered alternative course or a full refund.

### 3. Cancellation Fees

a) A course may be cancelled without charge providing the following notice is given:

- 22 working days & over 0%
- 15-21 working days 50%
- 7-14 working days 75%
- Less than 7 working days 100%

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.

### DATA PROTECTION

Alliance Learning Training Limited adhere to the the General Data Protection Regulation, brought into force in May 2018 to replace the Data Protection Act 1998, and supplement the General Data Protection Regulation (Regulation (EU) 2016/679) ("Data Protection Laws"). We adhere to these at all times when asking for or handling your information including: Personal data shall be processed fairly and lawfully. Data is processed only for the purpose(s) for which it was collected. Data is kept secure against unauthorised access and loss or damage. A customer can unsubscribe at any point and all Personal Data will be removed from our records.

- Personal data shall be processed fairly and lawfully
- Data is processed only for the purpose(s) for which it was collected
- Data is adequate, relevant and not excessive
- Data is accurate and kept up to date
- Data is not kept longer than necessary

Data is kept secure against unauthorised access and loss or damage.

### OFFERS

No offer or discount can be used in conjunction with another offer or discount unless stated otherwise.

**\*\* 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 Training Limited.**

**\*\*Alliance Learning Training Limited is a division of Alliance Learning.**



# Contact Us

CALL US



**01204 677811**

E-MAIL US



**info@alliancelearning.com**

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**www.alliancelearning.com**

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