



AM2 Booking Form

Please complete this form to book a place on one the AM2 test. The form can be returned to us by email: am2@betltd.co.uk or post to 34 Brearley Street, Birmingham, B19 3NR.

SECTION 1 – AM2 DATES

AM2 Refresher:

AM2 Test:

SECTION 2 – CANDIDATE INFORMATION

Candidate name:

Address Line 1:

Address Line 2:Postcode:

Email address:

Phone number: Mobile Number:

Date of Birth: National Insurance Number:

SECTION 3 – EMPLOYER INFORMATION

Employer Name:

Employer Address:

Address Line 2:Postcode:

Contact Name:

Phone number: Mobile Number:

Email address:

SECTION 4 – COLLEGE/ PROVIDER INFORMATION

Provider Name:

Provider Address:

Address Line 2:Postcode:

Contact Name:

Phone number: Mobile Number:

Email address:

SECTION 5 – PAYMENT (To secure the candidate's place on the course, full payment is required with the completed booking form. Cheques to be made payable to Birmingham Electrical Training Ltd. Provisional bookings can be held for one week; therefore, payment must be received within one week of booking)

Fees

COURSE NAME	£ EACH	+ VAT (£)	TOTAL (£)	PLEASE TICK
2 day Refresher (Optional)	250.00	50.00	300.00	<input type="checkbox"/>
Full Test	655.00	131.00	786.00	<input type="checkbox"/>
Re-test Part A	350.00	70.00	420.00	<input type="checkbox"/>
Re-test Part A1	100.00	20.00	120.00	<input type="checkbox"/>
Re-test Part B	160.00	32.00	192.00	<input type="checkbox"/>
Re-test Part C1	100.00	20.00	120.00	<input type="checkbox"/>
Re-test Part C2	160.00	32.00	192.00	<input type="checkbox"/>
Re-test Part D	100.00	20.00	120.00	<input type="checkbox"/>
		Total Payable:		

SECTION 6 – AM2 INFORMATION

Is this the candidate's first attempt at AM2? Yes ☐ No ☐

If a resit, which sections are required?

Reason for undertaking the AM2: Apprenticeship ☐ Candidate CPD ☐

Awarding body: City & Guilds ☐ EAL ☐ N/A ☐

Learning difficulty or disability requirements? Yes ☐ No ☐

If yes, please state requirements

Send invoice to: Candidate ☐ Employer ☐ Provider ☐

SECTION 7 – DECLARATION

To be completed by or on behalf of person/ organisation to whom the invoice will be addressed.

Signed: Date:

TERMS AND CONDITIONS OF BOOKING

Booking procedure & confirmation

Booking can normally be accepted at any time prior to the course start date, subject to availability. Provisional bookings will be held if there is no other demand for places, otherwise Birmingham Electrical Training Ltd reserves the right to allocate the place to another customer.

Payment terms

Full payment is required with all booking forms. Provisional bookings will only be held if there is no further demand for the dates. On receipt of payment, joining instructions will be issued. For courses booked in advance, a non-refundable deposit payment is required. Delegates will not be able to commence a course until full payment has been received.

Payment can be made by;

- i. Credit/debit card: A member of BET will contact you to obtain the required card information when processing the booking form.
- ii. BACS: A BACS remittance advice or similar should accompany each application form. BET bank details:
Bank: Lloyds Bank Sort Code: 30-00-03
A/C Name: Birmingham Electrical Training Ltd A/C Number: 03167826
- iii. Cheque/postal order: A single cheque/postal order should accompany each booking. Corporate or block bookings for multiple delegates should be accompanied by a single company cheque covering all delegates. Cheques should be made payable to 'Birmingham Electrical Training'.

Delegate suitability

It is the customer's responsibility to ensure that the course is suitable for his/her requirements. All delegates should have read and understood the course outline and have met the necessary pre-requisites.

Delegate substitutions

If you would like to make a delegate substitution, please contact our training centre. Depending on the course, a notice period may apply, after which an administration charge may be incurred to cover awarding body fees.

Cancellation and rescheduling

If you wish to cancel or reschedule a course after payment has been received, we will make every effort to accommodate your new requirements. The following cancellation and rescheduling charges will apply:

- Fewer than 10 working days' notice of cancellation or amendment: 100% of invoice.
- 10 to 15 working days' notice of cancellation or amendment: 50% of invoice.
- 16 working days' notice and more/change in exam date: up to £50.00 admin fee to cover awarding body fees.

In the unlikely event that your training course does not take place after we have received payment, Birmingham Electrical Training Ltd will make every effort to reschedule the course. If this is not possible, any fees paid will be refunded. Birmingham Electrical Training Ltd will not be liable for any costs incurred by the customer as a result of booking a course that is later cancelled or rescheduled.