

## TRAINING SPONSERSHIP AGREEMENT COURSE BOOKING FORM

**Sentinel Training: Booking Form (please return within 3 days to secure your booking)**

<b>COURSE TITLE / CODE</b>																			
<b>COURSE DATE (S)</b>				TO								FROM							
<b>COURSE TIME</b>				<b>Start</b>						<b>Finish</b>									
<b>COURSE DURATION</b>																			
<b>COURSE LOCATION</b>				7 Woodman Parade, North Woolwich, E18 2LL															
	<b>FRIST NAME</b>			<b>LAST NAME</b>			<b>SENTINEL NO</b>				<b>FRIST NAME</b>			<b>LAST NAME</b>			<b>SENTINEL NO</b>		
1.										7									
2										8									
3										9									
4										10									
5										11									
6										12									
		<b>COST RATE:</b>		Training (per person)		£													
		<b>TOTAL COURSE COST:</b>		£				<b>VAT 20%</b>		£									
		<b>TOTAL COST Inc VAT:</b>		£															

### Training Sponsorship Agreement/Course Bookings

#### Terms and Conditions

#### Course Bookings

Online booking is completed via the **Techno CTA Ltd** website. However, a booking is only regarded as confirmed once a signed booking form has been received by the candidate's Primary/Sub sponsor. Any bookings made by a sub-sponsor or broker must provide confirmation that the primary sponsor has been made aware and agrees to the training or assessment of each candidate.

#### Payment

The course fee per candidate will be the fee published in the literature of the company on the date the booking is made. All fees quoted are exclusive of VAT which will be charged at the current rate. Our VAT registration number is 252 4473 13.

Full payment is required when the course is booked by Sponsor or Individual Candidate using our Online Booking via Techno CTA website. Most types debit card and credit cards are accepted with the exception of Diners and American Express cards.

**Techno CTA Ltd** reserve the right to cancel or refuse services agreed (training and assessments).

**Techno CTA Ltd** does not accept cheques as a method of payment.

#### Course Cancellations

In the event you wish to cancel this booking you must complete cancellation form that should be done before 7 days of actual course planned, otherwise the full course fees will be charged

Should you wish to make changes to the booking, please contact **Techno CTA Ltd**; no charges will be applied if the changes are notified more than 7 days prior to the course start date.

If cancellation occurs within 7 days of the course start date, the course fee becomes payable in full.

If cancellation occurs within 48 hours of the course start date, the course fee becomes payable 20%.

If cancellation occurs within 24 hours of the course start date, the course fee becomes non-refundable.

Course Cancellation	
within 7 days	Full refund
within 48 hours	80% refund
within 24 hours	0% refund

#### **Allow 5-10 working days for refund.**

Should you wish to make changes to the booking, please contact Techno CTA Ltd, no charges will be applied if the changes are notified more than 7 days prior to the course start date.

Techno CTA Ltd will endeavour to run all published courses and any changes to course dates or times will be notified as soon as possible. We reserve the right to cancel or reschedule courses and accept no consequential liability or any other claim irrespective of notice given for any changes made by Techno CTA Ltd.

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#### **Medical, Drugs and Alcohol Requirements**

The minimum Network Rail medical fitness standards NR/L2/0HS/00124 and NR/L1/0HS/051 Drugs and Alcohol Policy must be met prior to attending the course. The medical and drug and alcohol results must be registered on the Rail Sentinel website by the approved provider prior to the course start date.

#### **Personal Identification**

All delegates must produce photo I.D in the form of a new type driving license, Driving Licence with photo, Passport or similar to ensure candidates meet with eligibility to reside and work within the UK. Sponsor to advise the delegate(s)

Candidates must be able to converse adequately with the spoken English language to make emergency phone calls and recite phonetic alphabet. Failure to meet this requirement may result in refusal to continue with a training course.

#### **SPONSORSHIP**

Where required under our Company Competency Management Systems, I hereby confirm that we currently sponsor the candidates listed below and all preceding assessments have been carried out on the candidate(s) where necessary. I also confirm that the candidate remains medically fit in accordance with their last medical and if attending their first safety critical training course, the candidate must have a record on the Sentinel database of a valid / current Alcohol and Drugs screen certification. You are also signing to confirm you have authorisation and the delegates are under your Sponsorship if you are not the Primary Sponsor of any of the named candidates to undertake the training detailed within this booking form.

I agree to the above terms and conditions of the booking form.

**In signing this form the Sponsor/Sentinel Coordinator is authorising training/assessment to take place & confirming all the terms and conditions of booking. Also confirming that the delegate(s) have a logbook which is current with the sufficient amount of endorsed entries and has had the pre-requisite number of workplace assessments.**

<b>AUTHORISED PERSON:</b>		<b>POSITION:</b>	
<b>ELECTRONICAL SIGNATURE:</b>	XXXXXXX		
<b>COMPANY</b>		<b>DATE:</b>	

## COURSE JOINING INSTRUCTIONS

### PTS INITIAL/DCCR

SPONSOR NAME		
CANDIDATE NAME/NUMBERS		
COURSE TITLE	PTS Initial and DCCR	
DATE		
DURATION OF TRAINING	2 Days	
REGISTAR & START TIME	START:	FINSIH:
LOCATION	TECHNO CTA, 7 Woodman Parade, E16 2JJ	
TELEPHONE	0207 055 0877	
NEAREST TRAIN STATION/BUSES	King George V (DLR) 474 stop North Woolwich police station	
CAR PARKING	Pay & Display & some restriction parking; permit holders only	
SMOKING POLICY	Smoking is not permitted inside the training centre. Regular smoking breaks will be allocated with a designated smoking area.	
REFRESHMENTS	Hot and Cold drinks will be available on site	
MOBILE PHONE POLICY	No phones or any gadgets are permitted in the training rooms	

### Mandatory Documents Required:

- One passport size photograph.
- Passport / Driving Licence / Nationality card.
- National insurance number.

### Course Pre-Requisites:

- Must have sufficient command of English language, and of the English language as detailed in Network Rail Company Specification NR/S/CTM/021 (Competence & Training in Track Safety).
- Must be a minimum age of 16.
- In date Medical, Drugs and Alcohol screening uploaded to Sentinel.
- Must bring Sentinel smart card with PTS (or have just completed PTS Practical training)
- Safety Helmet (**Blue safety helmets must to be worn as per Network Rail PPE Policy even if the candidate has held PTS before**)
- PPE, Hi Visibility Clothing (vest & trousers), to GO/RT3279 & NR/L2/OHS/021 standard
- Safety Boots, with full ankle & Mid Sole protection (Not Rigger Boots)
- Candidates unable to provide appropriate relevant documents will not be admitted to the training course and full event fees will be charged.
- Not worked in RMI in last 12 hours shift
- Please advise of any special needs i.e. Dyslexia

### Cancellation/No Show Policy

We need to be notified of any amendments/withdrawals to the booking no later than 24 hours before the course time. Failure to do so or no show will result in full cost being incurred

**A reminder to all sponsors:** please ensure that the individual is provided with sufficient time to complete the e-learning in advance of the practical event. Failure to have completed e-learning successfully prior to the practical event will result in the candidate being denied training on the day

**LATE ARRIVALS WILL NOT BE ADMITTED ON ANY TRAINING COURSES AND FULL PAYMENT WILL BE APPLICABLE**

### Personal Track Safety

#### Reference Documents

GE/RT 8000 Modular Rule Book Series

HB1, HB2, HB 16, HB 17 Personalised

Rule Book Series [GE/RT 8000 module](#)

[AC](#) AC Electrified Lines Instructions

[NR/L2/CTM/021](#) Network Rail Standard

[NR/L2/OHS/00124](#) Network Rail

Standard

[RT 3170](#) Guide to

Personal Track Safety

[NR9922](#) PTS Key Point

Card

[NR/L2/OHS/0012](#) Worksafe Procedure Relevant

Local Instructions [Key Point Cards](#)

Copies of current Key Point Card – Personal Track safety (RT9922) should be given to each delegate for reference purposes at the beginning of the first day of the course.

#### Rule Book (GE/RT8000) Series

Where the term rule book is used in this issue of the training course it also refers to the handbooks that are being introduced as part of the Simplified Rules project led by RSSB. Until this work has been completed the term Rule Book also refers to the new Handbooks.

Guide to Personal Track safety (RT3170)

All delegates must be in a possession of either the relevant Rule Book for their duties or issued with a Guide to Personal Track safety. Where this is issued on the course, the Acknowledgement advice should be filed with the Course Documentation.

### Working on or adjacent to DC Conductor Rail

#### Reference Documents

[GERT8000 HB17](#) HANDBOOK 17

[NR/WI/ELP/3091](#) DC Electrified Lines work instructions

[NR/WI/ELP/27051](#) Work instructions for DC Electrified Lines in the  
Liverpool area [NR/WI/ELP/27052](#) Work instructions for DC Electrified lines  
on the Northern City line [NR/L3/MTC/EP0152](#) Working on or Adjacent to  
Conductor Rail