



UK Practical Work Experience in

Accountancy Training

Thanks for choosing TD&A Accountancy & Financial Services as the place to gain your practical work experience in Accountancy, please fully complete this form to let us know which work experience you would like to gain:

PERSONAL

Surname:Karki	Firstname:Pradeep	Gender: M/F0
Post Code:977		
Address:Dhapasi, Kathmandu		
Date of Birth: [1987-12-04]	NI No. 149910	
Mobile Tel:9841765177	Alternate Tel:0	
Emergency contact person - Name:Umesh Kumar Khada	Tel:9841464953	

ABOUT THE WORK EXPERIENCE

When would you like to start: [2014-08-31]
Work Area Experience
<input type="checkbox"/> Course A
<input type="checkbox"/> Course B
<input type="checkbox"/> Course C

CAREER PROGRESSION & RECRUITMENT WITH TD&A

As a TD&A trainee, you are entitled to a free CV Session, Job interview tips and listing on our financial recruitment database. Here are some few things we would to know from you in advance:

- * What is your ideal accountancy job? test
- * Which industry would you like to work in? IT
- * What is your ideal salary requirement? 5000
- * How many jobs have you applied for in the past month? 0
- * What Job are you doing at the moment? IT

TERMS AND CONDITIONS

- **1. Definitions**

- 1.1 TD&A & TD&A Accountancy & Financial Services is a trading name of TD&A Ltd, registered office Level 33, 25 Canada Square, London, E14 5LQ
- 1.2 The trainee (s) means the person (s) attending the work experience.
- 1.3 The work experience means one or a specific series of training courses as defined in the training brochure or proposal.

- **2. Bookings**

- 2.1 No booking will be confirmed as accepted until such time as TD&A is in receipt of a fully completed booking form.
- 2.2 Except where the TD&A exercises its discretion to do otherwise no trainee will be accepted onto any work experience until TD&A is in receipt of payment, in full, of the work experience fee.

- **3.Payment: Only Card & Cash payment accepted.**

- **4. Cancellation**

- 4.1 By the TD&A TD&A may cancel any training at any time but will endeavour to provide the trainee with at least 7 days notice of cancellation. Any fees paid will be refunded in full to the trainee. The extent of liability for cancellation of work experience is specifically limited to any training fee paid.
- 4.2 By the Trainee

4.2.1 All cancellations must be notified to TD&A in writing.

4.2.2 Where the trainee cancels a booking TD&A reserves the right to impose cancellation fees as follows: 20% of the training fee for cancellations made (1) one calendar week prior to the training start date. For cancellations less than one (1) calendar week the full course fee (notified on time of booking) will be charged unless otherwise agreed. There is an administration charge of £100 should the trainee cancel at any time after the enrolment has been confirmed to the trainee by TD&A either by phone, post or email. 5. Non completion of training & Long absence If a trainee decides not to complete any work experience booked and a session attended, the full fee must be paid within (1) one calendar week if the installment option of fee payment was agreed at the time of booking. TD&A will assume that a decision by the trainee has been made not to complete the training if a trainee does not show up for training for (4) four consecutive sessions with no prior notice to TD&A in writing either by email or post. If a trainee does not attend the work experience for a month (30 Calendar days) from date of latest attendance, then your work experience will be automatically cancelled and there will be no refund of any fees paid.

- **5. Non completion of training & Long absence**

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• 6. Quality

TD&A will provide suitably qualified and experienced personnel with regard to the work experience training and will take all reasonable care to ensure that the presentation and content of the work experience training is made in a professional and competent manner and to a standard appropriate to the course.

• 7. Materials and Equipment

All facilities, training materials and equipment will be provided for use by trainees for the duration of the work experience unless otherwise specified. TD&A will not be liable for any materials or equipment brought onto the premises by a trainee.

• 8. Copyright of work experience material

Ownership of and copyright in all training material and documents shall remain with TD&A. Trainees may use such material and documents only for their personal use and such material and documents shall not be copied, given, sold assigned or otherwise transferred in whole or in part to any third party without the express written consent of the TD&A

• 9. Trainee's Liability

The trainee accepts responsibility in full for their conduct whilst on TD&A premises and undertakes to indemnify TD&A against material damage and/or personal injury to TD&A, its servants, agents or property as a result of actions or defaults whilst attending the work experience.

• 10. Limit of Liability

Other than liability in respect of death or personal injury , the extent of TD&A's liability for any failure to meet its obligation shall be limited to the costs of the work experience fee only.

• 11. Interpretation

- 11.1 This agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.
- 11.2 This agreement is subject to the special conditions (if any) contained in the schedule hereto. In the event of any inconsistency between such special conditions and the other terms of agreement such special conditions shall prevail.

• 12. Force Majeure

TD&A shall not be liable to refund of fees or for any other penalty should work experience training be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.