



Please select the name of the course you would like to attend in the table below.

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| Assessor Course £1,915 / €2,298 / \$2,872.50 | |
| You must hold current certification and have achieved 90% in all your Drilling Assessments to attend this course. Completion of the in-house training programme is mandatory for all assessor applicants. Applicants who have not completed and submitted the in-house training evidence will not be permitted to attend the course. | |
| Train the Trainer (TTT) £954 / €1,144.80 / \$1,431 | |
| Additional ILM Certificate Option (TTT only) £76 / €91.20 / \$114 | |
| Get Recognised with ILM Certification Our Train the Trainer – Effective Communication for Training Professionals (ECTP) course is delivered by TJS International Training Resources and is officially ILM Recognised. ILM, part of City & Guilds, sets global standards in leadership and management training. Why choose the ILM certificate? <ul style="list-style-type: none">• Globally recognised and industry-trusted.• Valid across all sectors, not just oil and gas.• Proves your training meets ILM's high standards.• Awarded by City & Guilds – a global name in skills development. Your certificate will show: <ul style="list-style-type: none">• Your name• ILM and TJS logos• City & Guilds branding <i>Important note:</i> You must request the ILM certificate when booking. It can't be added during or after the course. | |

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| Course Date/s As courses fill up quickly, please provide three (3) dates that are suitable for you: | | |
| Course Start Time Virtual courses offer candidates the flexibility to attend during a week that best suits them. IWCF will work with candidates to ensure course times are reasonable; however, due to varying time zones, some required work may fall outside of standard office hours. | | |
| Date/s: | Train the Trainer Click here for course dates | Assessor Course Click here for course dates |
| Option 1: | | |
| Option 2: | | |
| Option 3: | | |

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| Candidate Details All attendees who book onto our courses must register on our administration system, FORUM, as a candidate using the link https://www.iwcf.org/candidate-registration/ Once registered you will be allocated a candidate registration number (CR Number) which will need to be added below. | | | |
| Name of Attendee: | | | |
| CR Number: | | | |
| Date of Birth (only required if opting for ILM option) | | | |
| Email Address: | | | |
| Candidate Mobile Telephone: (required for WhatsApp group) | | | |
| Location: | | Time zone | |



| Centre Contact Information | |
|----------------------------|--|
| Centre Contact Name: | |
| Centre Contact Email: | |
| Centre Contact Phone: | |

| Billing | |
|--|--------------------------|
| Please confirm how payment will be made for the course. (Tick (✓) the box that applies.) | |
| IWCF Accredited Centre (Refer to Section 1) | <input type="checkbox"/> |
| Registered Company (Refer to Section 2) | <input type="checkbox"/> |
| Individual (Self-Funded) (Refer to Section 2) | <input type="checkbox"/> |
| Purchase Order (if applicable) | |
| | |
| Section 1: IWCF Accredited Centre | |
| Primary Centre Name (if applicable) | |
| Primary Centre Number (if applicable) | <input type="text"/> |
| Section 2: Registered Company or Individual (Only complete if you are not registered through an IWCF accredited centre.) | |
| Registered Company Name or Individual Name: | |
| VAT Number: | |
| Street: | |
| City: | Postcode/Zip Code: |
| Country: | |
| Contact Name: | |
| Telephone Number: | |
| Email Address: | |

| Payment Terms |
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| An invoice will be issued to the accredited centre within 5 days of receiving the course booking. <i>Payment is required 14 days prior to commencement date to secure the candidate's place on the course.</i> Course confirmation will only be issued on receipt of payment. |
| Cancellation Policy |
| Cancellations made within 10 working days or less from the course start date will incur a cancellation fee of the full course price unless a substitute delegate can be provided. |
| IWCF Operations Limited reserves the right to cancel a course at short notice should events beyond our control make this unavoidable. Should this occur, delegates will be offered a place on our next available scheduled course. |

| Centre Declaration: to be signed by an authorised signatory at the accredited centre. | |
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| I confirm the booking details herein and hereby accept the terms and conditions stated above and overleaf headed "IWCF Terms and Conditions" (comprising the "Agreement"). | |
| Any personal data provided under this application form will be processed by IWCF in accordance with our Privacy Policy, a copy of which can be requested from compliance@iwcf.org . | |
| Name: | Position: |
| Signature: | Date: |



IWCF TERMS AND CONDITIONS

1 Obligations of IWCF Operations Limited (IWCF)

IWCF undertakes to:

- 1.1 Provide the Customer with training courses ("**Courses**") as specified in Course Booking Confirmation Form ("**Schedule**") for those individuals specified on the Schedule ("**Delegate**") but no representation or warranty whatsoever is given in relation to the attainment of any qualification, exam result or level of knowledge by any Delegate.
- 1.2 Provide the relevant IWCF study materials ("**Materials**").
- 1.3 Provide such educational resources in the form of Materials or other facilities/equipment with the written agreement of both IWCF and the Customer ("**Equipment**"). Equipment supplied belongs at all times to IWCF. IWCF shall be entitled to recover the Equipment without payment of compensation to the Customer on termination of this Agreement for any reason (unless agreed otherwise in writing).
- 1.4 Keep accurate records on Delegates' performance in accordance with existing record keeping procedures.

2 Obligations on the Customer

The Customer undertakes:

- 2.1 To pay the charges specified in the Schedule.
- 2.2 To take reasonable steps to ensure attendance by the Delegates at Course(s) on the date(s) and locations specified in the Schedule.
- 2.3 To indemnify and hold harmless IWCF (and to insure with a reputable insurance company) against loss of and/or damage to the Equipment and any IWCF resources whilst the Equipment is in the Customer's (and their Delegate's) possession or control or use.
- 2.4 Not to remove, copy or reproduce any Materials except as permitted by this Agreement. IWCF shall at all times retain the ownership rights in all Materials.
- 2.5 To immediately upon request by IWCF, deliver up to IWCF the Materials (or such of them as IWCF may require) and shall at the same time in the event of delivery up to IWCF certify in writing to IWCF that no Materials or copies of them remain in the possession or under the control of the Customer (if required).

3 Termination of Agreement

- 3.1 This Agreement shall continue to the earlier of its termination or cancellation under the provisions of this Clause 3 or the fulfilment of the obligations of both parties under the Agreement, at which time it shall expire automatically without the need for notice.
- 3.2 If either party shall commit any breach of its obligations under this Agreement and (if capable of remedy) shall not remedy the same within seven (7) days after notice in writing from the other party requiring it to do so, the other party shall, without prejudice to any other rights which it may have, be entitled to terminate this Agreement immediately by written notice to the party in breach.
- 3.3 On termination or expiry of this Agreement for any reason the Customer will return, and will procure that all Delegates return, all Materials to IWCF immediately and pay any charges which have become due.

4 Charges

- 4.1 The Course Price specified in the Schedule shall not be disclosed to other parties without prior consent of IWCF. The Customer shall be responsible and indemnify IWCF, in respect of all local taxes incurred in connection with the services provided under the terms of this Agreement.

- 4.2 In the case of late payment, interest (calculated on a daily basis) on the overdue payment from the date when such payment was due to the date of actual payment at a rate of 5% over the base rate of the Royal Bank of Scotland plc from time to time shall be due and payable to IWCF.

5 Limitation of Liability

- 5.1 If IWCF shall be in breach of any of its obligations, then its only liability shall be to make good (or, if it shall fail to do so, bear the cost of making good) that breach. IWCF shall not be liable for any other loss sustained by the Customer, whether reasonably foreseeable or not and in particular (but without limitation) shall not be liable for any indirect or consequential loss howsoever arising.
- 5.2 Save in the case of a breach resulting in the death or personal injury, the maximum liability of IWCF to the Customer for any breach or series of related breaches of this Agreement shall be to the Course Price.
- 5.3 IWCF shall not be liable for any failure on its part due to circumstances outside its control.

6 General

- 6.1 All copyright and other rights in or relating to the Materials, reports, drawings, documents, works (whether literary or otherwise), information and know-how and other materials which are supplied by IWCF, except those which are owned by a third party are the absolute property of IWCF.
- 6.2 Delegates are permitted to use the Materials, for their own private study and personal use only and for no other purpose whatsoever. In particular, the Materials may not be copied or distributed without the prior written consent of IWCF.
- 6.3 The Customer grants to IWCF a non-exclusive, worldwide, perpetual, royalty free licence to use in any way IWCF considers appropriate, all rights in and to any materials created by the Delegates pursuant to the provision of the Course(s).
- 6.4 Any notice or other communication required to be given to a party under or in connection with this Agreement shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post at its registered office (if a company) or (in any other case) its principal place of business, which shall be deemed to be delivered the next working day after posting.
- 6.5 This Agreement represents the entire agreement between the parties in connection with its subject matter and supersedes any prior agreement or arrangement between the parties whether written or oral.
- 6.6 Except as set out in this Agreement, any variation, including the introduction of any additional terms and conditions, to this Agreement, shall only be binding when agreed in writing and signed by IWCF.
- 6.7 If a court or any other competent authority finds that any provision of this Agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of this Agreement shall not be affected.
- 6.8 IWCF may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under this Agreement and may subcontract or delegate in any manner any or all of its obligations under this Agreement to any third party or agent.
- 6.9 The Customer shall not, without the prior written consent of the IWCF, assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under this Agreement.
- 6.10 All matters arising under this Agreement shall be determined according to the laws of Scotland and the parties submit to the jurisdiction of the Scottish Court