

Dialogue Training Terms and Conditions

Fees and payment terms

The fees shown for the courses include VAT and cover the costs of delivery, including training materials, face-to-face sessions, and assessment. Trainees will need to be able to access the web for distance learning modules and the course fee does not include any costs associated with doing this. Lunch is not included in the fee but tea and coffee will be provided.

If any trainees wish to attend from outside London, they are responsible for any travel and accommodation costs incurred.

Full payment of fees needs to be made by at least 2 weeks before the course is due to start.

Cancellation, date changes and leaving the course

Dialogue reserves the right to cancel or re-schedule the training course. A full refund will be given due to cancellation or when a trainee cannot be accommodated on the alternative dates given. Dialogue cannot be held responsible for any additional costs incurred by trainees as a result of a course being cancelled or re-scheduled.

If you cancel your booking 2 weeks or more prior to the start date the full course fee will be refunded to you. If you cancel your booking 2 weeks or less prior to the start date, a 50% refund will be given.

If you fail to attend the course, or leave the course part way through, no refund will be given.

Participation

Trainees must attend all the face-to-face training days and complete distance learning tasks in advance of face-to-face training days. Trainees are expected to take part in all activities and be comfortable with a level of self-disclosure appropriate to a professional training programme. There is an emphasis on group work, including discussions, and role-play throughout the training, including the assessment process.

Reasonable adjustments

Dialogue will do what is possible to make reasonable adjustments to the course in order to meet delegate requirements. Applicants must make their requirements clear on the registration form and wait for confirmation that they can be met.

Qualification

In order to successfully complete the programme participants will be assessed on their ability to utilise the skills and knowledge gained on the programme in a way that is consistent with the transformative framework. You will be informed about the standards used. There is no guarantee that participants will pass the programme.

Copyright

All course materials are and remain the property of dialogue only. They cannot be copied, sold, distributed or otherwise used outside of the course without the express permission of dialogue.

Acting in good faith

All information and materials are presented in good faith. Dialogue cannot accept responsibility for any act or omission from a participant arising from them utilising the information given.

Questions

If you have any questions about these terms and conditions or any other aspect of the training programme please email info@dialogue-london.org.uk