



PGL Training Course prospectus

**Information for those looking to retrain
for a new career.**

Plumbing | Electrical | Carpentry | Green Deal

**City &
Guilds**
Approved Centre



Version 02/15

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Welcome to PGL Training

We are pleased to introduce our Course information booklet which will give you an opportunity to see what we have to offer those interested in developing a career in the construction-related trades.

Funding

There is a variety of options to help you fund your training course. Options may include standing order payment plans direct with us, career development loans, 24+ advanced learning loans, ELCAS and government funded apprenticeships.

Apprenticeships

Many of the programmes included in this prospectus form part of apprenticeship. Therefore there maybe funding and support available to you and your employer if you complete the qualification as part of an apprenticeship programme.

Quality

We pride ourselves on our commitment to quality and to developing each person as an individual. PGL operates with small group sizes so you can be confident to receive plenty of support from your tutor. Coupled with excellent workshop facilities and learning resources, you will have every opportunity to do well in your chosen course.

Support

We are committed to equality of opportunity for all learners. We do not tolerate any form of harassment or bullying and we have comprehensive Equality and Diversity and Safeguarding policies.

Our Team is small and friendly and you will soon get to know the staff on an individual basis.

Why Choose PGL?

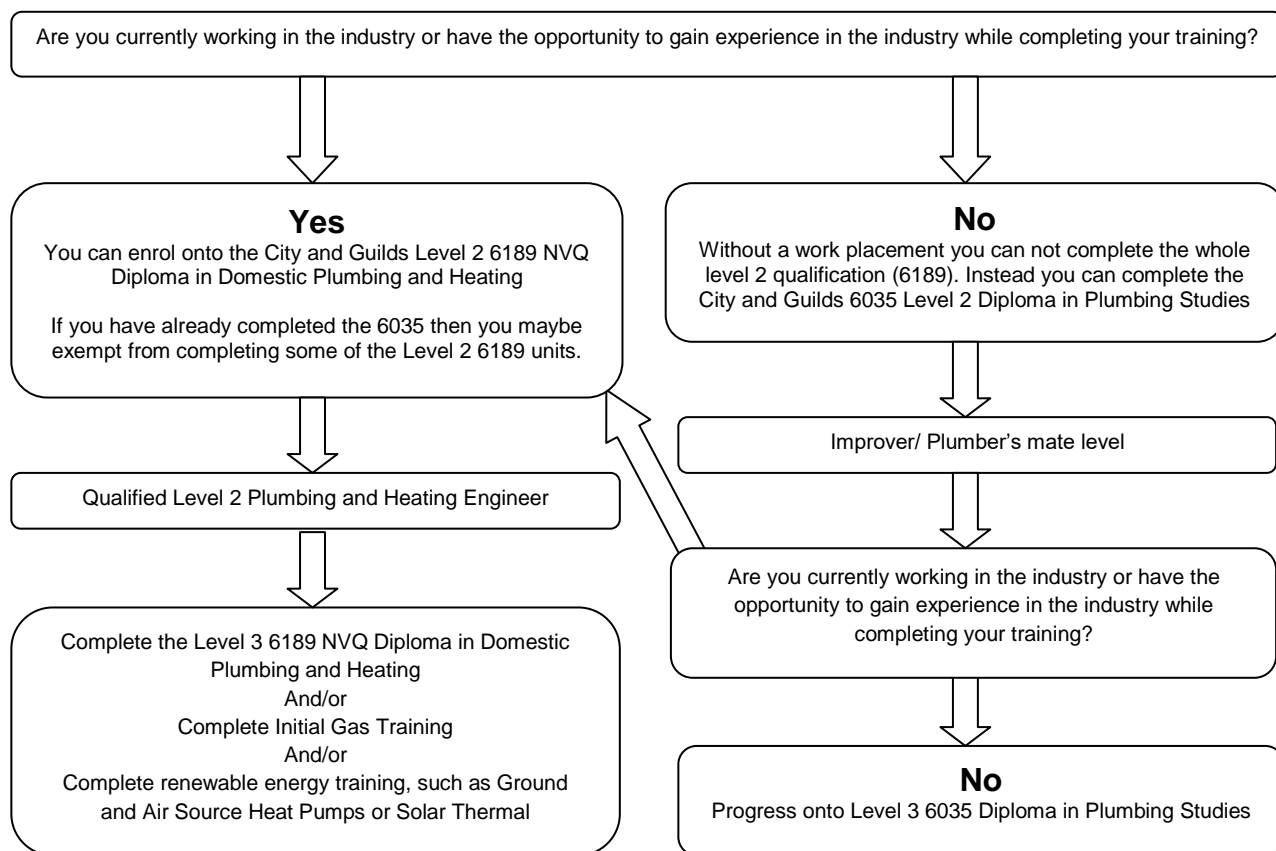
- ❖ Ofsted regulated. Graded 'Good' in August 2013.
- ❖ Highly qualified industry- experienced staff
- ❖ Dedicated workshops for the delivery of trade skills
- ❖ Flexible delivery options
- ❖ Initial and ongoing information, advice and guidance
- ❖ Regular monitoring and reviewing progress
- ❖ Additional training support when required

Getting Here

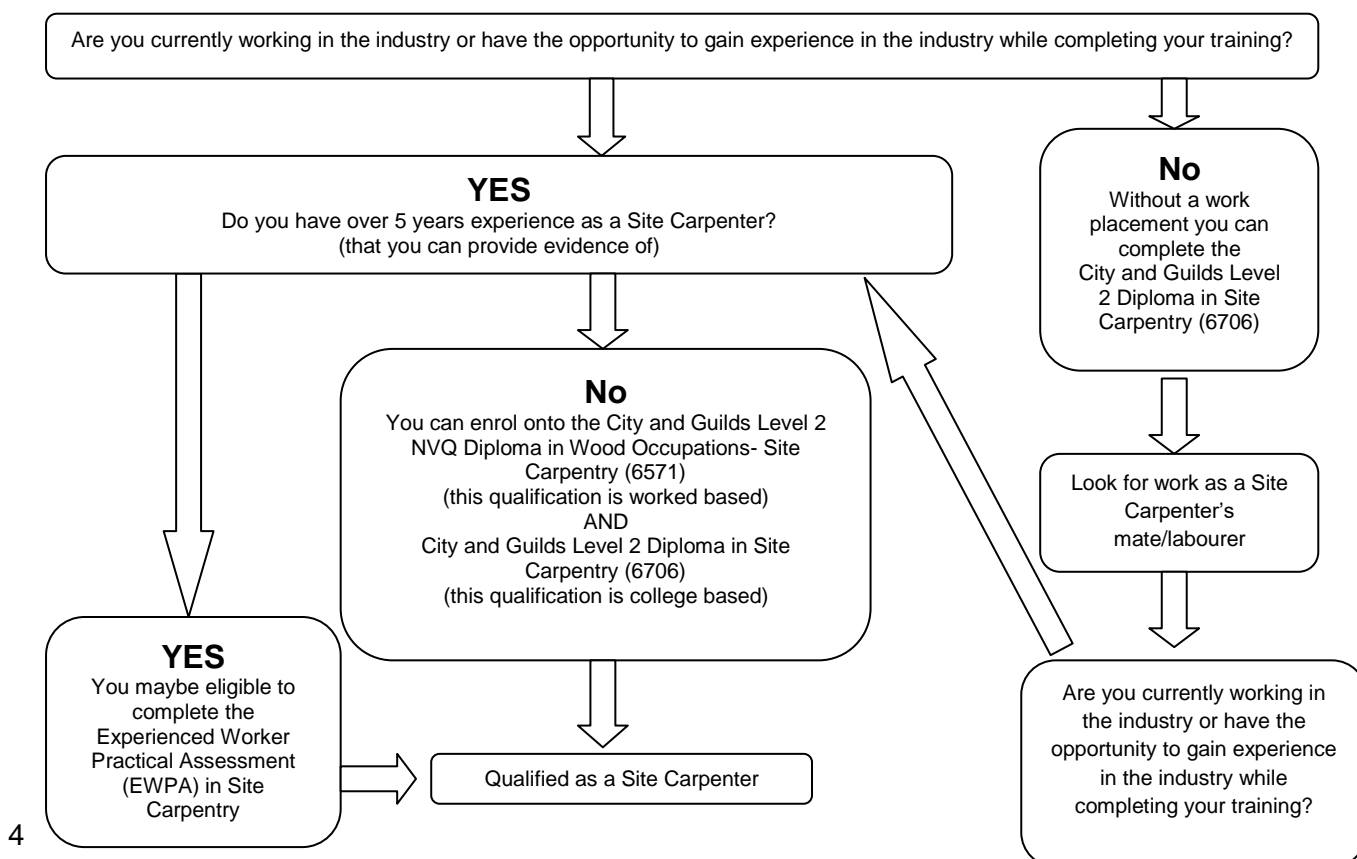
Our training centres are conveniently located in Exeter, Taunton and Yeovil. Full directions can be found on our website www.pgltraining.com

Step by step guide:

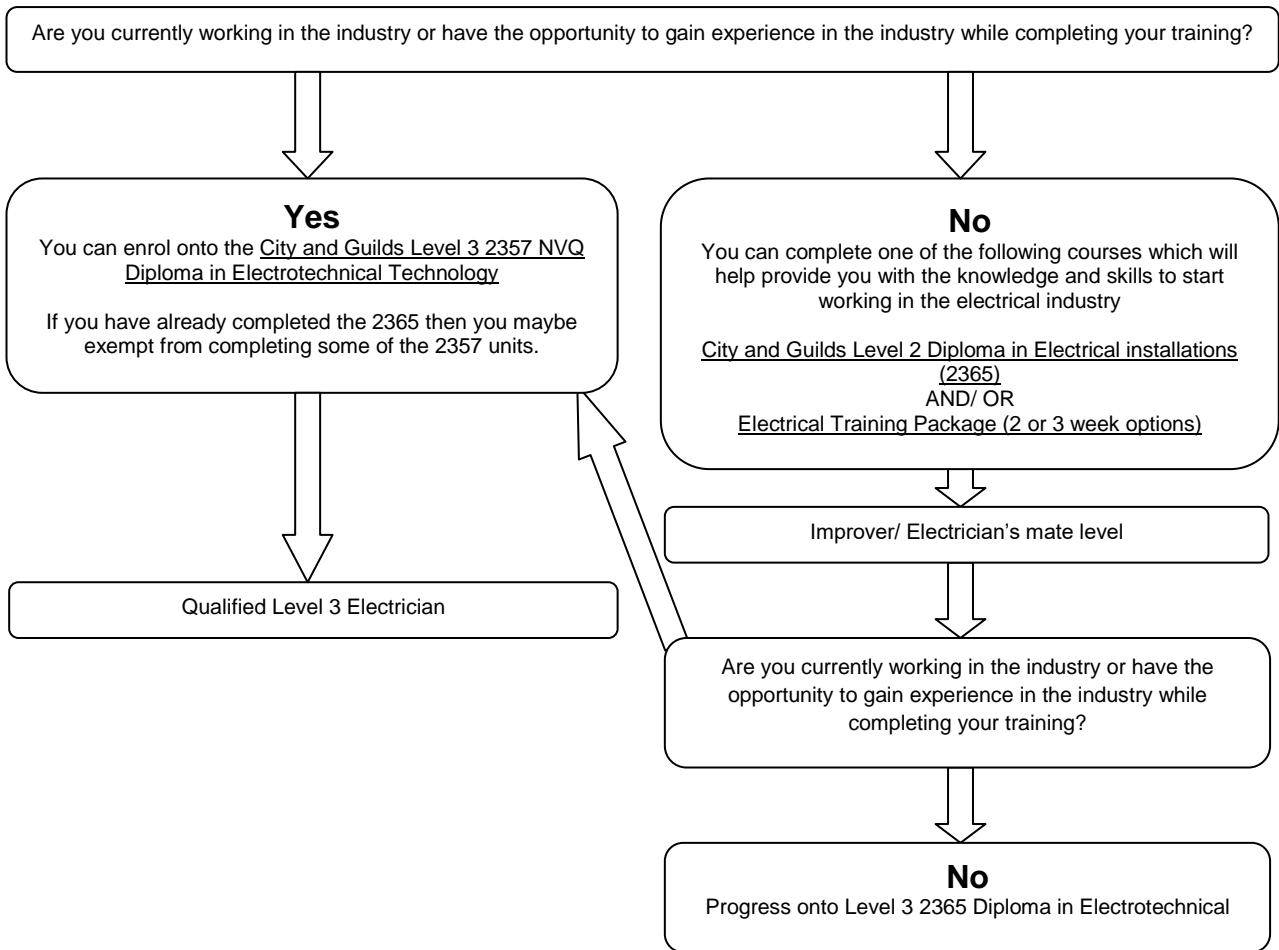
Looking to retrain as a 'Qualified Plumber'?



Looking to retrain as a 'qualified Site Carpenter'?



Looking to retrain as a 'Qualified Electrician'?





Level 2 Diploma in Plumbing Studies (6035-02)

Who is it suitable for?

For candidates who want to start a career in plumbing. Successful completion of the qualification will mean that candidates are at an 'Improver/Plumber's Mate' level.

What's involved?

The course is structured to suit a wide range of learners with hands on workshop activities and complementary classroom delivery. Candidates will learn, develop and practise the skills required for employment and career progression within the plumbing industry.

To achieve the qualification, candidates must complete the following mandatory units:

- Health and safety in building services engineering
- Electrical principles and processes for building services engineering
- Scientific principles for domestic, industrial and commercial plumbing
- Common plumbing processes
- Cold water systems
- Domestic hot water systems
- Sanitation
- Central heating systems
- Drainage systems
- Understand how to communicate with others within building services engineering

Where might it lead?

Candidates can progress into employment, an apprenticeship or continue onto the Level 3 Diploma in Plumbing Studies. If employment in the industry is secured, then learners can progress onto the Level 2 NVQ Diploma in Domestic Plumbing and Heating.

It should be noted that achievement of the 6035 does not mean you are fully qualified. Completion of a 6189 NVQ is required.

Course duration

Approximately 6 weeks full time equivalent.
(Please speak with an advisor for current attendance options)

Delivery method

A mixture of prior home study, classroom revision and workshop practical training and assessments.

Assessment methods

Online multiple choice tests, practical and written assessments.

Entry requirements

No formal entry requirements.

Must be aged 16 or over.

How much does it cost?

£3000+ VAT



Level 2 NVQ Diploma in Domestic Plumbing and Heating (6189-11)

Who is it suitable for?

This qualification is suitable for candidates already working within the plumbing industry who want to gain a recognised qualification.

What's involved?

Candidates will complete on-line exams in:

- Health and Safety
- Basic Principles and Processes
- Cold and Hot water system installations
- Central Heating pipe work installations
- Above ground drainage
- Rainwater Systems
- The maintenance procedures of all of the above systems

Candidates will also undertake Practical assessment tasks in the following:

- Copper tube bending and the different methods of jointing.
- Low Carbon Steel pipe bending and jointing.
- Plastic pressure pipe for hot, cold and central heating systems installation and jointing.
- Above ground Drainage methods of jointing.
- Rainwater systems. (Guttering and downpipe)
- Installation of a Cold Water Storage system and a conventional Copper Hot Water Cylinder.
- A Bathroom suite Installation complete with all hot, cold and waste pipe work.
- Maintenance procedures for the common terminal fittings.

Where might it lead?

On completion of this qualification candidates may enter employment as a Plumber or progress on to the Level 3 NVQ Diploma in Plumbing and Heating. Alternatively candidates may choose to specialise in gas, oil or renewable technology by completing further training.

Course duration

Approximately 6 weeks full time equivalent at PGL to complete the college based assessments. The time it takes to complete the workplace portfolio will vary per candidate.

(Please speak with an advisor for current attendance options)

Delivery method

A mixture of prior home study, classroom revision and workshop practical training and assessments.

Development of a portfolio in a working environment

Assessment methods

Units will be assessed via online multiple choice tests, practical and written assessments, NVQ portfolio internally assessed and externally verified and formal observations in the workplace

Entry requirements

Must be working within the plumbing industry

How much does it cost?

£3833.33+VAT

If the 6035-02 or 6129 qualification has been achieved then a reduced rate of £1250 is payable.



Level 3 Diploma in Plumbing Studies (6035-03)

Who is it suitable for?

For candidates who want to work as plumbers in the building services engineering sector but do not currently have a work placement in the industry.

Suitable for candidates who have previously completed a Level 2 Plumbing qualification.

What's involved?

This is a qualification that tests both practical and knowledge based skills in a college based environment.

The units that will be studied are;

- Health and safety in building services engineering
- Understand the fundamental principles and requirements of environmental technology systems
- Plumbing system installation planning
- Complex cold water systems
- Domestic hot water
- Sanitation and drainage systems
- Central heating systems
- Domestic gas principles
- Career awareness in building services engineering

Where might it lead?

When you have successfully completed this qualification you will be at an **Improver/Plumber's Mate level**.

In order to fully qualify as a Plumber you will need to fully meet the performance criteria as laid down in the National Occupational Standards put together by Summit Skills, the Sector Skills Council. This is covered in the **City and Guilds 6189 Level 3 NVQ Diploma in Plumbing and Heating**.

Course duration

Approximately 9 weeks full time equivalent.
(Please speak with an advisor for current attendance options)

Delivery method

A mixture of prior home study, classroom revision and workshop practical training and assessments.

Assessment methods

Online multiple choice tests, practical and written assessments.

Entry requirements

Candidates must be able to demonstrate prior plumbing knowledge and experience, such as completion of the 6035-02 qualification.

How much does it cost?

£3000+ VAT



Level 3 NVQ Diploma in Domestic Plumbing and Heating (6189-31) Environmental Pathway (6189-33) Gas Pathway

Who is it suitable for?

This qualification is suitable for candidates already working within the plumbing industry who want to gain a recognised qualification. Candidates should have previously completed a level 2 plumbing qualification.

Successful completion of this level 3 qualification reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that have a measure of complexity.

What's involved?

Candidates will complete the following mandatory units along with 4 units from their chosen Environmental pathway option.

Mandatory units include:

- Understand how to organise resources within BSE
- Understand and apply domestic cold water system installation, commissioning, service and maintenance Techniques.
- Understand and apply domestic hot water system installation, commissioning, service and maintenance techniques.
- Understand and apply domestic central heating system installation, commissioning, service and maintenance techniques.
- Understand and carry out electrical work on domestic Plumbing and heating systems and components.
- Understand and apply domestic sanitation system installation, commissioning, service and maintenance techniques
- Install, commission, service and maintain domestic plumbing and heating systems

Where might it lead?

On completion of this qualification candidates may progress into employment as a qualified Plumber.

Course duration

Approximately 9 weeks full time equivalent at PGL to complete the college based assessments. The time it takes to complete the workplace portfolio will vary per candidate.

(Please speak with an advisor for current attendance options)

Delivery method

A mixture of prior home study, classroom revision and workshop practical training and assessments.

Development of a portfolio in a working environment

Assessment methods

Practical assessments, written assignments, online exams, workplace assessments, documented evidence of 'real life' jobs and witness testimonials.

Entry requirements

Must be working within the plumbing industry.

Must have prior knowledge and experience of plumbing, ideally with a Level 2 qualification or 6035 Level 3 Diploma.

How much does it cost?

£3833.33+VAT

If the 6035-03 or 6129 qualification has been achieved then a reduced rate of £1250 is payable



Experienced Worker Level 2 NVQ Diploma in Domestic Plumbing and Heating (6189)

This qualification is only available to candidates who can provide documented evidence of plumbing experience for at least the last 3 years. This route enables experienced workers with an opportunity to achieve the recognised qualification.

What's involved?

City & Guilds has developed a process to assist experienced workers currently working in the industry. This enables the candidate to achieve the practical element of the combination unit(s) by submitting evidence of work activities from his/her workplace. Any learning outcomes not covered by this process will still need to be achieved using other assessment methods required for the qualification. All the Performance and Knowledge Unit assessments will still need to be completed.

Candidates will complete on-line exams is:

- Health and Safety
- Basic Principles and Processes
- Cold and Hot water system installations
- Central Heating pipe work installations
- Above ground drainage
- Rainwater Systems
- The maintenance procedures of all of the above systems

Candidates will also complete an 'Experienced Worker Route Template' and complete the 'Candidate Workplace Logbook'.

Where might it lead?

On completion of this qualification candidates may enter employment as a Plumber or progress on to the Level 3 NVQ Diploma in Plumbing and Heating. Alternatively candidates may choose to specialise in gas, oil or renewable technology by completing further training.

Course duration

Approximately 2-6months.

Delivery method

Candidates complete the 'Experienced Worker Route Template', come into centre for online tests and complete the logbook within the workplace.

Assessment methods

NVQ portfolio internally assessed and externally verified.

Formal observation in the workplace

Online multiple- choice exams

Entry requirements

Candidates must have been working in the industry for a minimum of 3 years and be able to provide documented evidence.

How much does it cost?

£1944



Level 2 Diploma in Electrical Installations

Who is it suitable for?

For candidates who want to start their career in the electrical industry.

Successful completion of the qualification will mean that candidates are at an 'Improver/Electrician's Mate' level

What's involved?

This is a qualification that tests both practical and knowledge based skills in a realistic working environment.

The units that will be studied are;

- Health and safety in building services engineering
- Principles of electrical science
- Electrical installations technology
- Installation of wiring systems and enclosures
- Understand how to communicate with others within a building services engineering.

Where might it lead?

When candidates have successfully completed this qualification they will be at an **Improver/Electrician's Mate** level.

In order to fully qualify as an Electrician, candidates will need to fully meet the performance criteria as laid down in the National Occupational Standards put together by Summit Skills, the Sector Skills Council. This is covered in the Level 3 NVQ Diploma in Electrotechnical Technology.

Course duration

Approximately 6 weeks full time equivalent.
(Please speak with an advisor for current attendance options)

Delivery method

Home study
Classroom revision
Workshop practical training

Assessment methods

Online multiple choice tests, practical and written assessments.

Entry requirements

There are no formal entry requirements.

Candidates must be aged 16 or over.

How much does it cost?

£3000+VAT



Level 3 Diploma in Electrical Installations

Who is it suitable for?

For candidates who want to work as electricians in the building services engineering sector.

Suitable for candidates who have previously completed the Level 2 Diploma in Electrical Installations or equivalent qualification.

What's involved?

This is a qualification that tests both practical and knowledge based skills in a realistic working environment.

The units that will be studied are;

- ❖ Health and safety in building services engineering
- ❖ Understand the fundamental principles and requirements of environmental technology systems
- ❖ Principles of electrical science
- ❖ Electrical installations: fault diagnosis and rectification
- ❖ Electrical Installations: inspection, testing and commissioning
- ❖ Electrical systems design
- ❖ Career awareness in building services engineering

Where might it lead?

When candidates have successfully completed this qualification they will be at an **Improver/Electrician's Mate** level.

In order to fully qualify as an Electrician, candidates will need to fully meet the performance criteria as laid down in the National Occupational Standards put together by Summit Skills, the Sector Skills Council. This is covered in the City and Guilds 2357 Level 3 NVQ Diploma in Electrotechnical Technology.

Course duration

Approximately 6 weeks full time equivalent.
(Please speak with an advisor for current attendance options)

Delivery method

Home study
Classroom revision
Workshop practical training

Assessment methods

Online multiple choice tests, practical and written assessments.

Entry requirements

Candidates should have previously completed the Level 2 Diploma in Electrical Installations qualification or equivalent.

Candidates must be aged 16 or over.

How much does it cost?

£3000+VAT



Level 3 NVQ Diploma in Electrotechnical Technology

Who is it suitable for?

This qualification is only available to candidates already working within the electrical industry, who want to gain a recognised qualification.

What's involved?

The qualification covers the following areas: Health and Safety legislation, Environmental legislation, Practices and procedures for overseeing and organising the work environment. Principles of planning and selection for the installation of electrotechnical equipment and systems. Practices and procedures for the preparation and installation of wiring systems and electrotechnical equipment. Cable termination. Inspection and testing. Fault finding and Electrical principles

This NVQ Diploma qualification includes the Diploma and NVQ. If a candidate has already completed the Level 3 Diploma then they will only be required to complete the remaining NVQ units to gain the full Level 3 NVQ Diploma.

The qualification is work based. Candidates build up a portfolio of evidence and have observations from our assessors.

Where might it lead?

On completion of this qualification candidates may progress into employment as a qualified Electrician.

Course duration

We would estimate a minimum of 12 months
The time it takes to complete the workplace portfolio will vary per candidate.

(Please speak with an advisor for current attendance options)

Delivery method

Homestudy, with revision days and assessments at PGL Training.

Assessment methods

NVQ portfolio internally assessed and externally verified.

Formal observation in the workplace

Entry requirements

Must be working within the electrical industry with a qualified supervisor.

How much does it cost?

£3833.33+VAT.

(If the Level 3 diploma has been achieved before then a reduced rate of £1250 is payable. The AM2 assessment: £950.40



Experienced Worker

L2 NVQ Diploma in Wood Occupations - Site Carpentry

EWPA (Experienced worker practical assessment)

EWPA offers experienced learners a way of achieving a qualification.

Who is it suitable for?

The criteria for all EWPA candidates include:

- Experienced in your trade
- Having sufficient experience of the your trade for the NVQ so that planning your working day, problem solving and decision making and working to deadlines etc are a usual day-to-day activity
- An ability to cope with the demands of a practical assessment process
- An ability to work safely at all times
- An ability to discuss your work activities with others

What's involved?

The assessment method combines the use of witness testimonies, employer endorsement, practical assessment, professional discussion and questions and answers to ensure learners meet the standards of the NVQ units:

Conforming to General Health, Safety and Welfare in the Workplace

Conforming to Productive Working Practices in the Workplace

Erecting Structural Carcassing Components in the Workplace

Installing First Fixing Components in the Workplace

Installing Second Fixing Components in the Workplace

Maintaining Non-structural Carpentry Work in the Workplace

Moving, Handling and Storing Resources in the Workplace

Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace

Where might it lead?

On completion of this qualification candidates can apply for an Experienced Worker CSCS card.

Course duration

1 or 2 days a week in centre.

Delivery/ Assessment method

Centre based practical assessments, witness testimonies and professional discussion.

Entry requirements

It is available to very experienced workers who do not require any further training. 3 years experience in the trade.

Must hold a current health and Safety Qualification

How much does it cost?

£960



Level 2 Diploma in Site Carpentry

Who is it suitable for?

This qualification is for candidates who want to learn the skills and knowledge to start work as a site carpenter in the construction sector.

What's involved?

Candidates will attend PGL to carry out practical and theory training and complete a range of practical assessments, written assignments and multiple choice tests in the following units:

- Health, safety and welfare in construction
- Principles of building construction, information and communication
- Carry out first fix flooring and roofing
- Carry out first fix frames, partitions and stairs
- Carry out second fixing operations
- Carry out carpentry maintenance
- Set up and operate a circular saw

Where might it lead?

It allows candidates to progress into employment or to the following City & Guilds qualification:

- Level 2 NVQ Diploma in Wood Occupations

Course duration

12-18 months
1 day a week

Delivery method

Classroom and workshop training

Assessment method

Centre based practical assessments, written assessments and online multiple choice exams.

Entry requirements

Candidates must be aged 16 or over.

How much does it cost?

£3000+VAT



Level 2 NVQ Diploma in Wood Occupations - Site Carpentry

Who is it suitable for?

This qualification is assessment only and therefore only suitable for candidates who are working in the construction industry and either have previous experience or have completed the Level 2 Diploma in Site Carpentry. This qualification will give the candidate industry recognition as a qualified Site Carpenter.

What's involved?

Learners must achieve a total of 62 credits. 10 credits must be achieved from the mandatory units and a minimum of 52 credits from the optional units available.

Mandatory units

- Conforming to general health, safety and welfare in the workplace
- Conforming to productive working practices in the workplace
- Moving, handling and storing resources in the workplace

Optional units

- Erecting structural carcassing components in the workplace (20)
- Installing first fixing components in the workplace (18)
- Installing second fixing components in the workplace (23)
- Maintaining non-structural carpentry work in the workplace (14)
- Setting up and using transportable cutting and shaping machines in the workplace (24)

Where might it lead?

It allows candidates to progress into employment or onto the Level 3 NVQ Diploma in Wood Occupations. Candidates who follow the Site Carpentry pathway can have a varied career working on new builds, refurbishments or in specialist areas.

Course duration

The duration depends on the individual. We would estimate a minimum of 6 months

Delivery method

This course is work based.

The candidate will arrange for a PGL assessor to attend their place of work on numerous occasions to undertake assessments.

Assessment method

Direct evidence produced through normal performance in the workplace. This includes naturally occurring documentary evidence, direct observation of activities and witness testimony as relevant.

The learner will complete a portfolio documenting all of their evidence towards the units.

Entry requirements

Candidates must be working within the industry and either have previous experience or have completed the Level 2 Diploma in Site Carpentry

Candidates must be aged 16 or over.

How much does it cost?

£3833.33+VAT.

(If the Level 3 diploma has been achieved before then a reduced rate of £1250 is payable

Progression routes

Once you have qualified in your chosen career there are many more qualifications you can complete to broaden your knowledge, skills and workload. At PGL we offer a vast array of courses that you may be interested in completing, including renewable technology installation and maintenance courses, gas and oil.

Further help and support

PGL Training are able to offer all of our learners free support and training with CV writing, job searching and interview techniques.

We deliver certificated courses in English, Mathematics and ICT for those who have not achieved a qualification before or are looking to refresh their knowledge.

Please get in contact to find out more information about the training available.

Finance

Information on financial assistance available to support your learning, please visit the following government websites:

www.gov.uk/browse/education/student-finance

www.gov.uk/advanced-learning-loans

Government Funded Training

Many of the courses mentioned above can be funded or part funded by the Skills Funding Agency depending on your individual situation. Please enquire with us to find out whether you would be eligible for any funding.

24+ Advanced Learning Loans

You can [apply for a 24+ Advanced Learning Loan](#) to help with the costs of a college or training course if you're 24 or older.

The course must have started on or after 1 August 2013 and be [eligible](#) - ie a Level 3 course

Loans have to be paid back. [Repayments](#) don't start until April 2016 and you won't have to pay anything back until you earn more than £21,000 a year.

The loan doesn't depend on your income and there are no credit checks. You can get independent money advice from the [Money Advice Service](#).

Unfortunately not all courses are available on the loan system, please contact us for the latest information.

Other courses available at PGL Training

Apprenticeships

A combination of work based and college based training over a period of 1-3 years, depending on the qualification. Government funding maybe available to cover the full or partial cost of the course. Employers grants may also be available to help support the apprenticeship. Grants and funding are subject to eligibility.

Apprentices need to be employed under a 'contract of employment', in a job role suitable for the apprenticeship framework.

- Plumbing and Heating
- Electrotechnical
- Site Carpentry
- Green Deal Assessor
- Maintenance Operations
- Business and Administration
- Customer Service
- Team Leading
- Warehousing and Storage

Gas and Oil

- Domestic/ Natural Gas-
- Commercial Gas
- LPG
- Basic Gas Safety (Domestic) Installation and Maintenance- GGFO
- Oil

Renewable Technologies and Plumbing

- Green Deal Assessor Training
- F-Gas
- Ground and Air Source Heat Pumps
- Solar Thermal Hot Water
- Solar PV Systems
- Daikin Altherma: High and Low Temperature Split Systems (SE15)
- Daikin Altherma: High Temperature Split Systems (SE18)
- Daikin Altherma: Low Temperature Split Systems (SE11)
- Daikin Altherma Monoblocs (SE23)
- Rainwater and Greywater Harvesting
- Unvented Hot Water Systems
- Water regulations advisory scheme (WRAS)
- Energy Efficiency for Domestic Heating (Part L)
- Boiler fault finding and electrics

Electrical

- Level 3 Award in the Initial Verification and Certification of Electrical Installations (QCF) (2394)
- Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations (QCF) (2395)
- 17th Edition IEE Wiring Regulations (2382)
- Portable Appliance Testing (PAT)
- Basic Electrical Awareness

Service Sector

We offer a range of City and Guilds and ILM qualifications suitable for a broad range of job roles within the service industries. Funding or learning loans maybe available to help finance the course.

- Level 2 NVQ Certificate in Business and Administration
- Level 3 NVQ Diploma in Business and Administration
- Level 2 NVQ Certificate in Customer Service
- Level 3 NVQ Diploma in Customer Service
- Level 2 NVQ Certificate in Team Leading
- Level 2 NVQ in Warehousing and Storage
- Level 3 NVQ in Warehousing and Storage

Booking and payment

Terms and Conditions



The terms and conditions below apply to all fee-paying customers. The terms and conditions will vary for candidates on funded courses and those being financed by 24+ Advanced Learning Loans. Please contact PGL TRAINING directly for further information.

Bookings and payment

A minimum payment is required at the time of booking to secure a candidate's place on a course. The minimum payments are as follows:

- Courses under £500 : full payment required on booking
- Courses between £500-£1000: £100 minimum deposit on booking
- Courses over £1000: £500 minimum deposit on booking

Payment can be made by Maestro, MasterCard, Visa, cash or cheque. Payment can be made over the telephone using a debit or credit card. An additional fee of 2.5% is chargeable on credit card payments. For bookings made by organisations, an official order or other written document is acceptable for us to invoice in lieu of payment.

The full balance is due no later than 1 week before the course commencement. If a candidate fails to clear balance payments, exams will not be booked and assessment papers will be held in the training centre. These will not be processed through the certification process until all outstanding balances are paid.

Once the minimum payment has been received PGL TRAINING will send out in the post a confirmation letter including; payment receipt, invoice for remaining balance, centre location and directions, login details to online learning website (Moodle) and details of any recommended books. Letters will be sent out within 7 days of bookings being made.

Cancellations/ Transfers

Places on PGL TRAINING courses are limited so we therefore operate a cancellation policy regarding refunds.

Once you have received confirmation in writing of your place on the training course you will be liable for the whole fee unless we receive written notification of cancellation. Please note that receipt of notification of cancellation will be confirmed - if you do not receive confirmation of cancellation please try to contact us again.

- For bookings cancelled two or more weeks before a course is due to start, 100% per cent of course fees paid will be refunded to the applicant.
- For bookings cancelled within 2 weeks of the due course date (and up to 48hrs before the course start) , the deposit payment will become non-returnable but the remaining balance will be refunded to the applicant.
- No refund will be made for bookings cancelled less than 48hrs before the event, except in exceptional circumstances and then only at the discretion of the Managing Director.
- No refund of course fees will be given after course commencement.
- No refund will be made for non-attendance on the course.

Where candidates wish to change the date of a course, PGL TRAINING will do it's utmost to accommodate this. All change of bookings requests must be in writing. All deposit payments will become non-returnable once the change has been confirmed (unless the course is cancelled by PGL TRAINING, see below).

Course changes by us

PGL TRAINING reserve the right to cancel or amend course dates without prior notification. In the event of cancellation of a course by PGL TRAINING, we will endeavour to inform all participants one week before the course is due to take place, although please be aware that this is not always possible. All course fees paid will be reimbursed in full, but we are unable to reimburse any other costs that may have been incurred, including travel, accommodation etc.

Where dates are varied by PGL TRAINING, course participants may request a full refund if the new dates are not convenient.

Pre-requisites

It is the candidate's responsibility to ensure they have all of the pre-requisite requirements that are set out in the course prospectus and PGL TRAINING website. Pre-requisites will be confirmed in the confirmation letter. Failure to provide evidence of the requirements may result in not being able to start or complete the course. PGL TRAINING reserves the right to withdraw or refuse a place if the pre-requisites have not been met. Additional charges may be incurred where candidates require extra assessments or training to meet the course requirements. Please contact PGL TRAINING with any queries prior to the course commencing.

Training materials

PGL TRAINING will supply candidates with the necessary tools and literature required to complete the booked courses. All materials must remain on PGL TRAINING premises and not be removed. Some trade related qualifications require candidates to purchase/have access to their own personal books, this is the stipulation of the industry (competent person schemes) not PGL TRAINING. If books are required then candidates will be advised at the time of booking.

Liabilities

PGL TRAINING accepts no responsibility for loss or damage to personal property or vehicle whilst attending the training centre. Candidates will be held responsible for any damage, repair or replacements costs to PGL Training company property which may be caused as a direct result of mis-use or unreasonable behaviour.

Privacy

Any personal information supplied by you will be held in the strictest confidence. The information you have supplied will be used only to process the booking and for our internal mailing list. If you do not want to receive any correspondence about future courses, special offers and industry changes then please tick the box at the end of the enrolment form.

We also occasionally take photos of participants for publicity, including on our own website, if you do not wish to be photographed, please tick the box at the end of the enrolment form.

Prospectus disclaimer

Although reasonable steps are taken by PGL to provide the courses and services described, PGL cannot guarantee the provision of any course. Any course may be altered or withdrawn owing to circumstances beyond PGL's control. Such circumstances include (but are not limited to) lack of demand, departure of key personnel, change in Government policy, withdrawal / reduction of funding or change of Law.



www.pgltraining.com

EXETER

**01392 437373 enquiries@pgltraining.com
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TAUNTON

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