

CCTV Training Booking Form

Introduction and Installation

Site Assessment

No. Attending

No. Attending

Course Date(s):

Course Venue:

Candidate Name(s):

Company:

Address:

Post Code:

Contact Name:

Telephone No:

Fax No:

Account No:

Order No:

An official order must be enclosed confirming the charge of £130.00 per person per day plus VAT. Non account customers must send payment seven days prior to the course date. Please make cheques payable to ADI-GARDINER and mark them for the attention of Yvonne Butterworth at the address below.

Regional Training Dates & Venues 2010

Location	Course	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Bury	Introduction/Intallation			16th					
	Site Assessment			17th					
Birmingham	Introduction/Intallation						15th		
	Site Assessment						16th		
Beckton	Introduction/Intallation	14th							17th
	Site Assessment	15th							18th

Courses to run from 9:00am - 5:00pm with lunch provided

The following training modules have been designed to meet the needs of installation engineers who work within or would like to become involved with the CCTV industry.

CCTV INTRODUCTION / INSTALLATION (£130 + VAT)

This course sets out to provide delegates with a working knowledge of CCTV system requirements combined with the installation & commissioning of CCTV equipment. The objective is to provide participants with an in-depth understanding of CCTV basics and acquire the confidence and expertise to install a CCTV system. Delegates will also learn about fault diagnosis and remedy.

CCTV SITE ASSESSMENT (£130 + VAT)

Designed with project engineers and specifiers in mind, this course illustrates the fundamentals of an effective and efficient site survey. Participants will become competent in structuring visits, knowing the necessary questions to ask and understanding how external factors could affect product specification.

Each course will conclude with an assessment that has been designed to demonstrate the attendees understanding of the overall course content. Certificates will be awarded to those delegates who pass this written assessment.

Additional training dates may be available throughout the year. It is also possible for us to provide bespoke training to suit your requirements. For further information, please contact Yvonne Butterworth on (01706) 510554 or e-mail cctvtraining@adiglobal.com

TERMS AND CONDITIONS

1) Cancellation by Customer

Once confirmation has been sent, the booking is considered firm. In the event that a delegate wishes to cancel a course booking, they may do so without charge provided that written notice is received by ADI Global Distribution at least five working days prior to the start of the course. Delegates will be charged £50.00 per person per day should they cancel a course with less than five working days notice or for non-attendance on the day. Delegates may be substituted without charge at any time up to the start of a course.

2) Cancellation by ADI Global Distribution

We will make every effort to provide training to those customers meeting the guidelines on the date(s) specified. However, occasionally a training course may be cancelled due to unforeseen circumstances. We additionally reserve the right to cancel or to reschedule a planned course where circumstances prevail that conflict with the interest of the company, its employees or its clients. Where cancellation or rescheduling decisions are made, neither ADI Global Distribution nor its employees or agents shall be held liable for any direct or indirect expenses or for any loss of time, earnings or business however these may have been incurred. Every effort will be made to give reasonable notice of a cancellation or postponement. The earliest possible mutually agreeable date and venue shall be offered as an alternative booking in the event of ADI Global Distribution having to cancel or reschedule a planned course.

3) Payment

Customers on account with ADI Global Distribution will be invoiced after the training course date and where possible in the same month. Customers who do not hold an account will be required to forward payment to Yvonne Butterworth seven days prior to the course date.