



AUTUMN 2012 TRAINING COURSE PROGRAMME



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2012 Training Course – Autumn Programme 2012

1. Background Information to Training Course Environment
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ACRONYMS

BFC Solutions Limited, BFC
Continuous Professional Development, CPD
General Staff Training Development, GSTD

BFC Solutions Limited, Consultancy in Sustainability, Renewables, Strategic and Tactical Marketing, Market Research & Feasibility Studies, Carbon Footprint Assessment & Innovative Low Carbon Solutions, SKYPE name **Business Focus Consultancy**

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If you receive this report in error please notify us immediately by telephone on + 44 (0)1823 451378 or by e-mail at bfc-solutions@btinternet.com

Registered Company Number 5392315, BFC Solutions Limited is a completely Independent Private Sector Company

Front Cover, Mr. Mike Pitcher with Mr. Chris Heayns, the MD of award winning eco-holiday development in Taunton, Somerset, <http://www.bfcsolutions.co.uk/millmeadow.htm>

1. Background Information to Training Course Environment

Training Courses in Sustainability, Renewable Energy, Resource Efficiency, Low and Zero Carbon Solutions in the Built Environment

Keeping up with the changes in the sustainability, renewable energy and carbon solutions sector can be time consuming. Many professional bodies require you to undergo Continuous Professional Development to maintain your accreditation.

BFC offer a wide range of training courses to help keep you on top of your CPD and GSTD requirements and up to date with the latest developments in the renewable energy and carbon management markets. The courses are available as standalone half day modules or bundled into a two day programme. All courses can be delivered at your premises in groups of up to 12 people. Other locations throughout the UK are available. We can recommend route maps for areas of specialisation to help you achieve your training and development goals. Training courses include full supporting material, including the prestigious BFC CPD certificate and CPD hours below.



Consultancy in Sustainability, Renewables and Low Carbon Solutions



2. Training Modules Designed for Specific Customer Groups

These training modules are designed to support professionals and aspiring practitioners engaged in the following activities:

- a) Professional Bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- b) Construction Industry, Architects and Developers
- c) Sustainable Agriculture Programmes
- d) Local Authorities, Planning Professionals and Wider Public Sector
- e) Energy Agencies & Energy Services Professionals
- f) SME's and Larger Private Organisations, Cleantech & RE Companies
- g) Business Link and Environmental and Diagnostic Programmes
- h) Anybody Tasked with Reducing the Carbon Footprint of their Organisation
- i) Professionals wanting to Change Direction and Green Their CV
- j) Colleges of Higher Education, Schools, Universities and Students

Key to Acronyms

- ✓ IOD, Institute of Directors
- ✓ RIBA, Royal Institute of British Architects
- ✓ RICS, Royal Institute of Chartered Surveyors
- ✓ IET, the Institution of Engineering and Technology
- ✓ ICE, the Institution of Civil Engineers
- ✓ APM, the association for Project Management
- ✓ CIOB, the Chartered Institute of Building
- ✓ IMechE, the Institution of Mechanical Engineers
- ✓ CIBSE, the Chartered Institution of Building Service Engineers
- ✓ SME's, Small to Medium Size Enterprises

BFC reserves the right to withdraw, change, and modify courses and their content in line with their policy of continuous improvement and market requirements.

Training courses include full supporting material; including certification, number of CPD hours, USB pdf presentation, supporting documentation, relevant templates, material sources, resource acknowledgements and disclaimers.



3. Overview of Autumn 2012 Programme

T1001 - An Introduction to Energy Technologies in a Low Carbon Economy

T1002 - Sustainable Low Carbon Buildings in a Low Carbon Economy

T1003 - State of the Art BIPV Applications & Global PV Exemplars

T1004 - New Energy Technologies – Best Practise, Growth & Innovation

T1005 - Low Carbon ESCo's & Private Wire Systems and Smart Grids

T1006 - Exemplar Large Scale Low Carbon Urban Developments

T1007 - Carbon Foot Printing – A Methodology for Accurate Benchmarking

T1008 - Energy Service Profiling - A Methodology for Low Carbon Energy

T1009 - Heat Pump Applications in Low Carbon Buildings

T1010 - Small, Medium and Large Sized Wind Turbines

T1011 – Small, Medium and Large Sized PV systems

T1012– Low and Zero Carbon Strategic and Tactical Market Planning*

* 2 day workshop based course

Specific Key Interest Areas for Specific Customer Segments in Red

Scalability and materiality are the keys to success for the large scale deployment of low and zero carbon technologies with the potential to mitigate and reduce the affects of Climate Change and rising energy prices. As the late Hermann Scheer, the chief Architect of the German solar revolution and Feed in Tariffs is quoted to have said, “If you have a large problem, you need a big solution”

T1001 - An Introduction to Energy Technologies in a Low Carbon Economy

This entry level course covers a State of the Art review providing insight to best practise sustainable energy based low carbon solutions in the built environment. De-centralised case studies show examples of leadership in applied environmental technology across a number of market sectors; the course will be of particular interest to professionals looking to develop new career opportunities and students.

- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Professionals Wanting to Change Career Direction and Green CV's
- ✓ Colleges of Higher Education, Schools and Universities, Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, & the Princeton Wedges Model
- ✓ Germany, Green Energy European Superpower
- ✓ Overview of Low and Zero Carbon Energy Technologies
- ✓ Energy Efficiency and Energy Pricing, 21C Challenges
- ✓ Woking, UK's leading Authority for Distributed Power & Smart Grids
- ✓ City of the Sun, the World's Largest Carbon Neutral Housing Project
- ✓ Building Passive Haus Low Energy Schools For the Future
- ✓ Large Scales Multi-Megawatt Turbines on Brownfield Site in Bristol
- ✓ Hockerton, UK's First Zero Carbon Housing Project & Community Wind Power
- ✓ Mill Meadow, The UK's 1st Carbon Neutral Project for Eco-Tourism
- ✓ Gazeley Eco-Template, Sustainable Development in Large Buildings



T1002 - Sustainable Low Carbon Buildings in a Low Carbon Economy

This course covers a State of the Art review providing insight to best practise applied to Low Carbon solutions in the built environment; the course covers the importance of energy efficiency, insulation, CHP co-generation, climatic profiling, and large scale development of integrated urban solutions. The course will be of particular interest to the construction industry, architects and developers.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Planning professionals, and Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Colleges of Higher Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, & the Princeton Wedges Model
- ✓ Building Regulations, Planning & the Code for Sustainable Buildings
- ✓ How to Recognise a Good Building & the Carbon Neutral Timetable
- ✓ Climatic Profiling Concepts and Smart Grids in Northern Europe
- ✓ Insulation, Passive Haus & Energy Plus Concepts on Low Energy Building
- ✓ The Reality Check, Design versus Actual Energy Efficiency Performance
- ✓ Best Practice, Low Carbon, Low Energy Concepts in Residential Building
- ✓ Best Practice, Low Carbon & Energy Concepts in Large Industrial Buildings
- ✓ Best Practice, Low Carbon, Low Energy Concepts in Passive Haus Schools



T1003 - State of the Art BIPV Applications & Global PV Exemplars

This course covers a State of the Art review providing insight to best practise Building Integrated Photovoltaic Applications known as BIPV in residential and commercial applications. Be inspired by some of the world's leading architects, go a long way beyond compliance and shift the design paradigm. The course will be of particular interest to the construction industry, architects and developers.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Planning professionals, and Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Business Link Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, & the Princeton Wedges Model
- ✓ Curtain Wall and Atria - An Architectural Perspective
- ✓ Advanced Roof Glazing - An Architectural Perspective
- ✓ The Office of the Future – A new Perspective
- ✓ PV Boulevards, Large Scale Lighting for the Future
- ✓ Advanced Roof Projects Case Studies
- ✓ Advanced Rain Screen Cladding Case Studies
- ✓ Advanced Residential Case Studies



T1004 - New Energy Technologies – Best Practise, Growth & Innovation

This course covers State of the Art thinking and practical applications of technology that will underpin the Green Knowledge economy of the future and meet carbon reduction targets without loss of performance or economic viability. The course argues the Case for Pragmatic Optimism and will be of particular interest to, Economic Planning Professionals and the wider Built Environment Sector.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Planning Professionals, the Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, & the Princeton Wedges Model
- ✓ The Case for Economic Development and the Green Knowledge Economy
- ✓ Drivers for Growth, The Low & Zero Carbon Timetable, EPC's, ROC's, Targets
- ✓ Growth & Innovation, existing & potential markets in the Built Environment
- ✓ Distributed Power Generation and the Working Private Wire urban model
- ✓ Large Scale retrofitting in Urban Environments with Digital Mapping
- ✓ Large Scale Residential Solar combined with Energy Reductions
- ✓ Energy Plus Building's & Low Energy Housing Lessons
- ✓ Large Scale Buildings as Habitats and Power Plants of the Future
- ✓ Brownfield Re-generation, Wind Power and the Hydrogen Economy



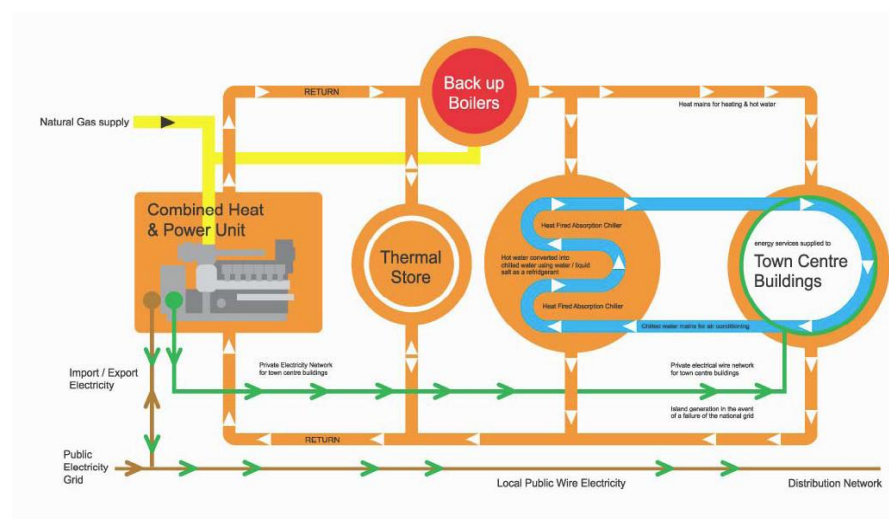
T1005 - Low Carbon ESCo's, Private Wire Systems and Smart Grids

This course covers State of the Art Review for ESCo's (Energy Service Company's) and Private Wire Systems in Urban Environments. ESCo's are examined in terms of their features, benefits and limitations for the delivery of low-carbon de-centralised local power. This course also covers practical applications providing insight to co-generation, hybrid power systems and smart grids. The course will be of particular interest to Local Authorities, and Energy Service Professionals.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Planning Professionals, the Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, and the Princeton Wedges Model
- ✓ EU Policy Developments and the use of Intelligent Energy
- ✓ Maximizing the Value of Green Kilowatt Hours & ESCo's
- ✓ Climatic Profiling Concepts in Northern Europe & Smart Grids
- ✓ PV, CHP, Natural Gas Solutions for Northern Europe
- ✓ Maximizing the Value of Heat, Light & Power ESCo Solutions
- ✓ The Commercial Advantages of ESCo's & De-centralized Power
- ✓ Working, The UK's Leading Authority for Low Carbon ESCo's
- ✓ The Role of Hydrogen in Future Power Systems



T1006 - Exemplar Large Scale Low Carbon Urban Developments

This course covers State of the Art PV Exemplar projects in the UK and Continental Europe for large scale implementation of low and zero carbon urban developments. It will show how the latest technologies can transform the way you work and live in a sustainable community. The course will be of particular interest to the construction industry, architects, and developers, Local Authorities, Planning Professionals and Students.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Planning professionals, and Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech, & RE Companies
- ✓ Business Link Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities, Students

Example of Content

- ✓ Introduction to Low Carbon Concepts and Energy Hierarchies
- ✓ Options for Change, and the Princeton Wedges Model
- ✓ The Need for Inspirational Architecture, Vision and Long Term Planning
- ✓ How Urban Developments Can Be Powered by Natural Energy Flows
- ✓ How to Move From Concept, To Model to Reality
- ✓ An Overview of Healthy Buildings and Sustainable Communities
- ✓ Case study of world's largest carbon neutral project
- ✓ The application of Passive Haus and Energy + Standards in the Urban sector



T1008 - Carbon Foot Printing – A Methodology for Accurate Benchmarking

This course covers State of the Art methodology for Carbon Footprint Assessments in both the public and private sector, there are several worked examples and case studies for workshop exercises, (Software provided in Excel Format) the course will be of particular interest to several segments in the public and private sectors.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Planning Professionals, the Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Anybody Reducing the Carbon Footprint of their Organisation
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ The Success of the Carbon Disclosure Project and Benchmarking
- ✓ Options for Change, and the Princeton Wedges Model
- ✓ The Low and Zero Carbon Timetable in the Built Environment
- ✓ Basic Methodology and Targets, Metric's and Formula's
- ✓ Calculating a local Authority Footprint, Workshop Exercise
- ✓ Calculating a Household & SME Carbon Footprint, Workshop Exercise
- ✓ UK and International Carbon Footprint Assessment Standards



T1008 - Energy Service Profiling - A Methodology for Low Carbon Energy

This course covers State of the Art methodology for Energy Service Profiling, where it is possible to design, calculate and optimize production of heat, cooling & electricity from a planned or existing energy station. Energy profiling is used for schools, offices, commercial, industrial, retail, leisure and housing. The course will be of particular interest to segments with complex multi site power plants.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Sustainable Agriculture Programmes
- ✓ Local Authorities, Planning Professionals, & the Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Anybody Reducing the Carbon Footprint of their Organisation
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, and the Princeton Wedges Model
- ✓ Working with Energy Hierarchies, Be Lean, Be Green, Be Mean
- ✓ Energy Service Profiling Methodologies and Technology Selection
- ✓ Financing and Payback, Voluntary Actions vs. Legal Compliance
- ✓ Best Practice Case Studies



T1009 - State of the Art Heat Pump Applications in Low Carbon Buildings

This course covers State of the Art Review Overview for Heat Pump Applications in the Built Environment. Each generic type of commercially available heat pump is examined to cover features, benefits and limitations. The course will be of particular interest to the Construction Industry, Architects, Developers, SME's and larger Private and Public Sector Organisations, Energy Services Professionals.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Local Authorities, Economic Planning Professionals, & the Wider Public Sector
- ✓ Energy Agencies & Energy Services Professionals
- ✓ SME's and Larger Private Organisations, Cleantech, & RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Introduction to Low Carbon Concepts & Energy Hierarchies
- ✓ Options for Change, and The Princeton Wedges Model
- ✓ EU Policy Developments and the Groundreach Programme
- ✓ What are the Myths about Heat Pumps?
- ✓ Principles of Operation & Economics of Heat Pumps in Buildings
- ✓ Heat Pumps and Low to Zero Carbon Building Solutions
- ✓ Financial Support Schemes for Heat Pump Installations (RHI)
- ✓ Best Practice Case Studies & Planning Considerations



T1010 - State of the Art Small & Medium Sized Wind Turbines (onshore)

This course covers an overview of the current State Of The Art for small and medium sized wind turbines. Each generic type is examined and the features, benefits and limitations considered. There are several worked examples and case studies. The course will be of particular interest to Local Authorities, SME's, Environmental Programmes, and Developers..

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Sustainable Agriculture Programmes
- ✓ Local Authorities, Planning professionals, and Wider Public Sector
- ✓ Energy Agencies and Energy Service Professionals
- ✓ SME's and Larger Private Organisations, Cleantech, RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Principles of Operation of Wind Turbines
- ✓ Comparisons of Different Designs
- ✓ Wind Turbine Market Overview, 5 kW to 2MW
- ✓ The Importance of Choosing a Good Site
- ✓ What are the Myths about Wind Turbines?
- ✓ Case Studies and Paybacks with Feed in Tariffs & ROC's
- ✓ HSE, Planning Constraints and Local Issues
- ✓ Grid Management and Energy Storage Issues



T1011 - State of the Art Small, Medium and Large Sized PV Systems

This course covers an overview of the current State Of The Art for small and medium sized PV systems. Each generic type is examined and the features, benefits and limitations considered. There are several worked examples and case studies. The course will be of particular interest to Local Authorities, SME's, Environmental Programmes, and Energy Service Professionals.

- ✓ Professional bodies: IOD, RIBA, RICS, IET, ICES, APM, CIOB, IMechE
- ✓ Construction Industry, Architects, and Developers
- ✓ Sustainable Agriculture Programmes
- ✓ Local Authorities, Planning professionals, and Wider Public Sector
- ✓ Energy Agencies and Energy Service Professionals
- ✓ SME's and Larger Private Organisations, Cleantech, RE Companies
- ✓ Environmental and Diagnostics Programmes
- ✓ Colleges of Further Education, Schools and Universities and Students

Example of Content

- ✓ Principles of Operation of PV Systems
- ✓ Comparisons of Different Designs
- ✓ PV Market Overview, 1 kW to 35MW
- ✓ The Importance of Choosing a Good Site
- ✓ What are the Myths about PV Systems?
- ✓ Case Studies and Paybacks with Feed in Tariffs, ROC's, PPA's
- ✓ HSE, Planning Constraints and Local Issues
- ✓ Grid Management, Load Profiling and Energy Storage Issues





BFC1012 – Low and Zero Carbon Strategic and Tactical Market Planning

BFC offer a proven business planning process which takes into account real life and contingency factors affecting economic, environmental and social performance for both the public, private sector sectors. All organisations should aspire to develop a sustainable state of the art marketing plan in a low carbon economy. BFC's programme will develop key processes for defining and managing a low carbon offer and a sustainable business model. Designed for Directors and Business Professionals.

Director's Role in Sustainability Strategy and Marketing

This course provides an introduction to the key ideas and processes for creating and managing the organization's overall sustainability and marketing strategies with a focus on Low and Zero Carbon Resource Efficient solutions (LZC). It considers the main approaches to strategic sustainability direction and marketing within the organisation, and will assist you in your role of leading the strategic process. It also identifies and simplifies the critical elements of the LZC strategic process and facilitates their exploration and practice in terms of compliance & voluntary actions.

Who should attend?

Directors and Executives, from all sizes of organisations and industry sectors.

What to expect

- ✓ Gain a clear understanding of the role of the board in the development and implementation and measurement of an LZC strategy
- ✓ The opportunity to examine the issues surrounding strategy and marketing with fellow directors in a risk free environment
- ✓ The opportunity to examine and use a variety of LZC techniques that assist the strategic process
- ✓ An opportunity to examine how your board formulates implements and monitors its Sustainability and Marketing strategies
- ✓ An opportunity to discuss and assess Sustainability and Marketing concepts with directors from other organisations before taking them back and applying them within your own business
- ✓ Provides reference material and real life state of the art examples and post-course e-learning that reinforce the key learning points

<http://www.bfcsolutions.co.uk/Director's%20Role%20in%20Sustainability%20&%20Marketing.pdf>

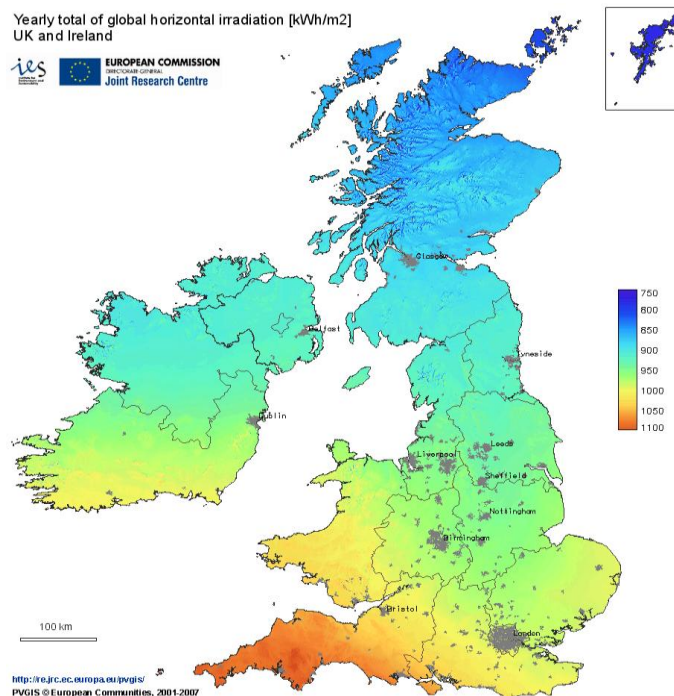
Other material available for CPD includes the following topics; please contact BFC directly if these subjects are of professional interest for delivery.

Carbon Trading, Climate Change levy, Carbon Reduction Commitment, Compliance and Voluntary Actions
Planning, Code for Sustainable Homes, BREEAM, Merton Rule
Funding RE Projects & Financial Engineering
State of the Art Small, Medium Hydro Systems
State of the Art Small, Medium Biomass Systems
State of the Art Small, Medium Thermal Solar Systems

4. Company - Experience - References

BFC Solutions was launched in 2004, followed by incorporation in March 2005

- 1 hour from Bristol, Exeter International Airports
- 2 hours from London by mainline train
- 2 hours from Schiphol, Frankfurt & Madrid
- Full high speed broadband communications





Mr. Michael Pitcher – Managing Director BSc Hons (Bath University)

30 years in the renewable and sustainable energy sector, MD of consultancy for 8 years and senior executive director and sales, marketing professional with a background in high growth, high technology markets, 21 years experience as senior BP Renewables management team member contributing to strategic development and the global commercialisation of Low and Zero Carbon technology. (LZC)

Mr. Mike Pitcher, MD of BFC has over 30 years of specialist experience and expertise as a pioneer and ambassador in the renewable and sustainable energy, this experience has been gained from many iconic UK and mainland European projects.

Mr Pitcher has been developing, marketing and assessing innovative low carbon state of the art solutions in over 100 countries worldwide, during the period with BP Group, BP Solar developed from a start up Venture Company into a \$1bn commercial enterprise now positioned within BP Alternative Energy valued around \$6-8bn.

See Linked In recommendation,

http://www.linkedin.com/profile/edit?id=2442123&trk=tab_pro

Contribution to the Voluntary Sector

In the voluntary sector Mr. Pitcher has contributed by invitation as an adviser to several initiatives including the Devon Sustainable Energy Network (DSEN), and the South West Low Carbon Housing and Fuel Poverty Strategy and Action Plan, and the Taunton Deane Borough Council "Grow and Green" Economic Strategy Plan. Mr Pitcher is also an active member of the Steering Board for the Knowledge Exchange Project (KEG) run by Somerset College for Art and Technology at the Genesis Centre.

BFC have a reputation for innovative, clear business focussed solutions. In today's fast growing LZC markets proven experience and focus are essential to analyze the rhetoric and information overload associated with climate change, renewable energy, carbon offset and sustainability issues.

BFC are in the business of delivering state of the art low and zero carbon solutions for competitive advantage with true triple bottom line sustainability, taking into account economic, environmental and social factors.

As an International Associate consultancy BFC has developed a worldwide network of recognised highly professional expert associates; typically these associates have 20 to 40 year careers with proven peer group leadership qualities and blue-chip auditable track records, they are simply the best in their respective fields.

CPD and Training References on Request



5. Training Course Terms & Conditions

1 Definitions

- 1.1 "Trainer" means BFC Solutions Ltd
- 1.2 "Client" means the organisation to whom the training course is to be delivered.
- 1.3 "Delegate" means an individual attending the training course.

Booking Conditions

- 1.4 The Trainer requires course registration to be confirmed by the Client in writing either as email, fax or letter with a valid purchase order number at least 4 weeks in advance of the course
- 1.5 Essential information and course instructions will be sent to the Client at least 2 weeks before the date of the course.
- 1.6 The training facilities including room and any refreshments are the responsibility of the Client.
- 1.7 The Client may send maximum of 12 Delegates per training course unless previously agreed in writing with the Trainer. Price per Delegate

2 Payment

- 2.1 Payment of the full course fee is required 4 weeks prior to commencement of the course, or on booking, whichever is the latter.
- 2.2 The course fee covers training, course materials, and attendance certificate.
- 2.3 All course fees are subject to the current rate of VAT

3 Cancellation

- 3.1 Cancellation by the Client will be subject to cancellation charges as follows:
 - 3.1.1 More than two weeks prior to commencement of the course: No penalty.
 - 3.1.2 One to two weeks prior to commencement of the course: 50% of course fee.
 - 3.1.3 Less than one week prior to commencement of Course: 100% of course fee.
- 3.2 The Trainer reserves the right to cancel or reschedule a Training Course due to unforeseen circumstances. The Trainer will make every effort to agree with the Client an alternative course date or refund payment in full.

4 Transfers

- 4.1 The Client may substitute Delegates provided they meet the minimum skill level required for the course.

5 Copyright

- 5.1 It is acknowledged that all intellectual property rights, including copyright, remain the sole property of the Trainer and any recordings or copies made of course materials will be an infringement of copyright unless agreed in advance and in

writing by the Trainer.

- 5.2 All information provided by the Trainer is given in best faith and the Trainer will not be held responsible for actions taken by the Client, any other individual or organisation as a result of the information provided during the training course.

BFC Solutions Ltd reserves the right to withdraw, change, and modify courses and their content in line with their policy of continuous improvement and market requirements.

Applicable Law

- 5.3 The laws of England and Wales will apply.

Rates applicable to end December 2012

Standard Training Module Rates: Contact BFC for Price Details Discounts Available for Professional Bodies and Multiple Bookings

Delivery at client nominated location, Travel Expenses at cost and standard travel at HMCR levels or standard rail fare whichever is the lowest.

Standard Disclaimers apply to all course materials and content.

BFC Solutions Limited, all rights reserved, all contents strictly confidential

Registered Company Number 5392315, and Date – 15th August 2012



