



CILT Skillnet Terms & Conditions

CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills. Therefore, the fees for this course/seminar have been reduced for network members.

Please note that from time to time Skillnet Ireland or a third party may carry out a quality assurance assessment on randomly selected courses, if you are contacted please take the time to answer the questions that you are asked regarding the training and CILT Skillnet.

General conditions to apply for training at a reduced rate:

- Your company/ business must be a member of the network (CILT Skillnet) to gain funding.
- Membership of CILT Skillnet is free.
- Your company/business must be registered in the Republic of Ireland.
- To gain the reduced training grant from CILT Skillnet you must be either employed or self-employed.
- Acceptance onto a course is not guaranteed and is at the discretion of the CILT Skillnet management team.
- Once you have been accepted onto the course you will be invoice via email (postal invoices will only be issue on request).
- Course fees must be paid in full and in advance of the course commencing unless prior agreement has been reached with CILT Skillnet management team.
- All fees must be paid directly to the network (CILT Skillnet) (the reduced fee advertised by the network/invoiced, is paid directly by the member company to the network and in-turn the network (CILT) pays the trainer/college the full cost. The network will never pay the grant aided amount directly to the member-company or trainee, the grant will always be in the form of a reduced training cost.
- Refunds will only be issued if notice of non-attendance is given in writing a least 15 working days prior to the commencement of the course or if the course is cancelled.
- Course schedules are subject to demand and in exceptional circumstances courses can be postponed or cancelled.
- CILT Skillnet reserves the right to alter the contents of any course/event or the programme specialists and / or the venue(s) due to circumstances beyond its control.
- Fees can be paid by cheque, bank transfer, bank draft, debit or credit card (payment details will be included on your invoice).
- Payment by card can be made over the phone.
- CILT Skillnet is funded on an annual basis, funding for longer term courses (covering 2 or more calendar years) cannot be guaranteed however we fully envisage gaining funding into the future. If there is any change to the CILT Skillnet funding circumstances, you will be notified in advance.
- Additionally, as a condition of the funding you are required to complete the presented documentation. Failure to complete all the required documentation will deem the funding void and the member company will be liable for the full fee without the grant aid.
- Please sign in on the sign in sheet daily.
- As a condition of the funding, all trainees are required to the complete a Trainee Profile Form either online when registering, or when presented to them on the day of training.
- At the end of the course please complete the reaction to learning form or online evaluation form that will be emailed to you.
- If you do not wish to complete the paperwork and still wish to attend the course you will be charged the full course price without CILT Skillnet grant aid (prices advertised are inclusive of CILT Skillnet grant aid).
- If contacted by Skillnet or a third party completing a quality assurance assessment regarding the course you have attended with CILT Skillnet please complete the survey or take the call. (Please note CILT Skillnet, Skillnet Ireland or a third party acting behalf of Skillnet Ireland will NEVER ask for personal information on these calls/emails such as PPS numbers, bank details, etc (if this

information is requested please do not give out your personal information and contact us immediately).