

Responsible Recruitment Toolkit Training - Terms and Conditions

Please email info@responsiblerecruitmenttoolkit.org or call +44 (0)1276 919090 if you have any questions related to these terms and conditions.

Definitions:

- *Scheme Owner* means allianceHR Ltd operating in partnership with the Association of Labour Providers Ltd.
- *Delegate(s)* means an individual who has booked, or is in attendance at, a training event.
- *Training event* means a face-to-face workshop or online training.

Booking any Responsible Recruitment Toolkit (RRT) training event is subject to the following terms:

1. Cancellation/refunds, re-booking & transfers
 - 1.1. Up to 14 working days before the training event delegates can choose either to:
 - 1.1.1. Cancel their ticket and receive a full refund (if the ticket(s) were paid for)
 - 1.1.2. Re-book a space on an alternative date on the same training event
 - 1.2. Within 14 working days (but before 1 working day) of the event delegates can transfer the ticket to a colleague (employed within the same business entity).
 - 1.3. Within 1 working day of the event delegates will not be able to receive a refund, rebook or transfer their ticket.
 - 1.4. Delegates must notify the Scheme Owners (please see contact details above) within the timeframes stated above for the terms to apply.
 - 1.5. The Scheme Owners reserve the right to cancel a training event. In such cases delegates will be notified 10 working days before the event where possible, and offered alternative dates to re-book or a full refund (if the ticket(s) were paid for).
2. Booking a free/discounted space as part of the benefits of operating within the supply chain of RRT sponsors
 - 2.1. To qualify for a free or discounted space (as part of the benefits of operating within the supply chain of an RRT Sponsor) on applicable training event, businesses must operate in the supply chain of at least one of the RRT Sponsors and indicate the relevant RRT Sponsor(s) during the booking process. Each business entity is eligible to book either one free space on a one-day workshop or 2 free spaces on a half-day workshop.
 - 2.2. Scheme Owners reserve the right to use data entered when event bookings are made to produce and publish anonymised composite reports.
 - 2.3. By indicating that you operate within an RRT Sponsors' supply chain, you confirm that the Scheme Owners may share your business name with the indicated RRT Sponsors.
3. Data
 - 3.1. By booking training, delegates agree to receive emails from the Scheme Owners and related programmes regarding the event booked, future events and information which may be of interest to you. Users can unsubscribe at any time.
4. [Online training] Accessing online training
 - 4.1. Delegates will receive an email with instruction on how to access the training software approximately 5 working days before the event.
 - 4.2. Delegates booked on online training will not be able to access or view the recording of the training.
5. Training materials
 - 5.1. Delegates attending face-to-face workshops will receive printed training materials on the day. Delegates attending online workshops will receive training materials approximately 5 working days before the event.
6. Registering attendance
 - 6.1. To be registered as attending training delegates must:
 - 6.1.1. For online training - log-in to the training software using your business name/email.
 - 6.1.2. For face-to-face workshops - complete the signing sheet by writing your business email address in the space provided.
 - 6.1.3. Actively attend for the full duration of the event.

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