



## AIR CONDITIONING BOOKING FORM

Bookings will be made on a 1<sup>st</sup> come 1<sup>st</sup> serve basis.

- Please return this form by fax to Nikki Etherton – 0870 205 2824.
- Include the 'Permission to Use Premises' document if you want the programme to take place on territory or you are happy for external delegates to join a course you are running (maximum of 6 people)\*.
- Use a separate booking form for each programme required.

Tick the appropriate 'Programme Required' box:

Module	1	1a	1a	2, 3 & 4	5 & 6	SCDT
Duration	2 days	1.5 hours	1 day	3 days	2 days	D.O.A
Programme Required						

### Full Names of Candidates:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

### Company Details:

Contact: .....

Name: .....

Address: .....

Postcode: .....

Tel. No: .....

Fax No: .....

***N.B. Any candidate that requires City & Guilds certification for Modules 2-6 must have achieved Module 1. This emphasises that any candidate wishing to participate in Modules 2-6 must have Module 1 as a pre-requisite.***

**\* Costs are based on 6 candidates attending each training course**

Date as Postmarked

Nikki Etherton  
BAGMA  
Entrance B, Level 1  
Salamander Quay West  
Park Lane  
Harefield  
Middx  
UB9 6NZ

Dear Nikki

I hereby give permission for BAGMA to use our premises for training and assessment purposes for the following course(s) (please tick as appropriate):

Air Conditioning

**We can provide the following site / facility requirements (please tick as appropriate):**

- Workshop – suitable, safe area to carry out practical tasks around the machinery. Suitable to hold two types of the same vehicle for practical sessions (room temperature must be 15° or above for A/C testing).
- Quiet classroom with electricity, large enough for 6 delegates and an instructor to carry out small activities (ie board meeting room).
- Sufficient numbers of tables and chairs with ample space for movement and course folders.
- Adequate lighting, heating and ventilation in the room.
- A data projector.
- Screen – Front Projection (a large white wall will be suitable).
- Flip chart easel, plain A1 paper flip chart and marker pens.
- Power – 2 x 13amp sockets and extension leads. Cable walk-over covers or tape to avoid trips and falls.
- 2 types of the same vehicles (ie 2 cars, 2 tractors, etc) with air conditioning (Modules 1, 1a, 2, 3, 4)

Specify vehicle type: .....

2 of the same vehicles with climate control air conditioning (Modules 5 & 6)

Specify vehicle type: .....

Using the service and diagnostics minimum equipment requirements; identify the equipment you do not have in order for the course to be run on site (use sheet provided).

I can confirm that the site is free from hazards that might affect any part of the training and / or assessment.

Contact Name:

Premises Address:

Postcode:

Telephone Number:

Date: