

Delegate Pre-Registration Form

Entrance Matting and Matwell Framing Installation CITB approved course

Course content as per the CITB training standard course (4-day duration)

Delegate and company details

Delegate full name:

Delegate mobile or contact number:

Delegate email address:

Company name or trading name:

Company address:

Company telephone number:

Company contact email address:

Signed (company representative or delegate):

Please state preferred month for training:

Delegates experience installing entrance matting and matwell framing

1. How many years have you been installing entrance matting?

2. Have you received any formal training? Yes/No

If yes, please state provider and type of training:

3. Tell us about your experience to date:

- installing matwell frames

- installing rigid matting systems

- fitting textile

- modular matting systems

- with sub floor preparation

4. Any other relevant information



FLOORING SYSTEMS

Please supply details of 3 different reference sites where the delegate has installed entrance matting/frames

Reference 1

Site address:

New build or refurbishment?

Date fitted:

Installation type (e.g. fit matwell and matting):

Matting product type:

Approx size of matwell:

Reference 2

Site address:

New build or refurbishment?

Date fitted:

Installation type (e.g. fit matwell and matting):

Matting product type:

Approx size of matwell:



FLOORING SYSTEMS

Reference 3

Site address:

New build or refurbishment?

Date fitted:

Installation type (e.g. fit matwell and matting):

Matting product type:

Approx size of matwell:

Course details

Courses are held in our manufacturing facility at Telford, Shropshire

Forbo Flooring UK Ltd

Units G1 – G21

Halesfield 19

Telford

Shropshire

TF7 4QT

There is a maximum of 6 delegates per course

Courses are booked on a first come first served basis

Course cost £975.00 + VAT per person (payable in advance to secure booking)

Confirmation of identity is required in the form of a photographic ID card such as a driving licence, Passport or CSCS card etc, delegates are required to supply this proof of identity on day one of the training course.

Customers wishing to claim the CITB grant against this course should state their CITB levy registration number at the time of booking.

Please refer to the Forbo Booking Terms and Conditions for additional information



FLOORING SYSTEMS

Payment details:

Preferred payment method is BACS /online transfer (bank details below)

Barclays Bank

Bothwell Street, GLASGOW

Sort Code 20-33-70

Account 93352773

Account Name- Forbo Flooring UK Limited

If payments are being made by cheque, please send to William Gilfillan at our Kirkcaldy office along with a copy of this form to Forbo Flooring UK Ltd, PO Box 1, Kirkcaldy, KY1 2SB

For either payment option, please send a confirmation email advising that the payment has been made to:

entrancetraining@forbo.com

Use solely of the Administration and Running of the Training Course.

Forbo Flooring UK Limited is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. This statement is included as you are applying for a place on our entrance matting fitting training course. It makes you aware of how and why your personal data will be used, namely for the purposes of the provision and administration of the training course and audits of the training provided, and how long it will usually be retained for.

The data that you provide in this pre-registration form will be used in order to fulfil our contractual obligations to you in (i) providing the course; (ii) for the effective administration of the course, and (iii) to comply with any legal or regulatory requirements. We may share your personal information with CITB and/or CSCS for the purposes of noting your successful completion of the course who are required to take appropriate security measures to protect your personal information.

We will retain your personal information for such period of time as is necessary for audit purposes and the proper administration of the training standard and to communicate with you when necessary for follow up courses required as part of the relevant training standard. Following the expiry of this requirement, we will securely destroy your personal information in accordance with [our data retention policy OR applicable laws and regulations].

Fair processing Notice statement



Fair Processing Notice

The information you provide to the CITB Approved Training Organisation, {insert name}, will be used for administering Training Courses and for purposes connected with the Construction Industry Training Board's ("CITB") role as an Industrial Training Board in accordance with the Industrial Training Act 1982.

Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above. This may include sharing your information on the CITB Construction Training Register as well as with employers, awarding organisations, competency card schemes or training providers.

Further information, including your legal rights and how your information may be used, can be found by:

- viewing the CITB Privacy Notice online at citb.co.uk/privacy;
- asking the Approved Training Organisation for information about how they manage your personal data.