

ABB University UK

# Joining Instructions 2014

ABB Site



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## NOTES FOR PERSONS ATTENDING COURSES

We look forward to welcoming you to your course at ABB University UK Training Centre. Please read these notes and tell us of any special requirements, to help your course run as smoothly as possible.

### When You Arrive

**Please report to the Security Office to sign in**, collect relevant Visitor Pass and Car Pass (if required.) Follow signs to the ABB Reception to await your Instructor.

### Course Times

Start: 0900hrs

Mon-Thur Finish: 1600hrs      Friday Finish: 1200hrs      unless otherwise notified.

Lunch break is approx 30 minutes.

On each day after the course, and whilst the instructor is still in the building, the equipment will be available for revision and practice if required.

### Administrative Arrangements

Necessary writing materials and documentation for the course will be provided. Writing materials and a program of events will be handed out on arrival. Handouts and books will be given out during the course at appropriate times.

Refreshments will be provided on course days and a buffet lunch.

Courses will not normally be interrupted for messages unless they are urgent. A telephone for outgoing calls is available.

### What will it be like?

We like our students to feel relaxed and comfortable. Courses are participative and often contain a large proportion of practical exercises where students are free to work at their own pace. There is ample time for questions and discussion, and students are encouraged to relate their course to their own experiences. If you experience any particular difficulties during the course, please let the instructor know as soon as possible. We hope that the time you spend with us will be both informative and enjoyable.

We welcome any constructive comments that help us to improve courses in the future.

The dress code is Smart/Casual Workwear.

### Health And Safety

All visitors must display their pass at all times.

10mph speed limit and a reverse parking policy is in place on the ABB site.

Smoking is not permitted within the building. Smoking is only permitted in designated smoking areas on site if you wish to smoke in your breaks.

In the event of a Fire, an alarm bell will sound. Proceed to the nearest Muster Point and await further instructions.

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## Medical Conditions and Disabilities

Whilst attending your ABB University Course, please bring with you any medication or medical equipment you require. If you have any medical condition or disability ABB should be made aware of please detail below. Please be assured any details submitted will be kept under strict confidence.

## Dietary Preferences

We have a variety of nationalities of different faiths booking onto our training courses and we are eager to provide appropriate food and drinks for all delegates. Course delegates are provided each day with a buffet lunch.

Please indicate in the table below any dietary preferences (for religious or dietary reasons) for each of the delegates you have booked onto the training course, these comments will then be passed onto our catering company and we will do our best to accommodate.

Delagate Name	Medical Condition	Dietary Preference

## Contact

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## CONDITIONS OF CONTRACT - EDUCATION SERVICES

The terms and conditions upon which ABB Automation LTD whose registered office is at Daresbury Park, Warrington WA4 4BT England. ("the Company") will provide education courses ("course(s)") to the customer ("the Purchaser") shall be as follows:

<p><b>1. GENERAL:</b> The acceptance of the Company's quotation includes the acceptance of these terms and conditions which override and exclude any other terms stipulated or incorporated or referred to by the Purchaser. No modification of these terms shall be effective unless made by an express written agreement between the Company and the Purchaser.</p> <p><b>2. THE COURSE FEE:</b> The course fee will be that prevailing at the date of quotation, unless advised otherwise. Details of fees and items included will be given separately, but in general will include cost of registration and the cost of standard tuition. Excluded from the course fee are any hotel or other living accommodation, travelling expenses to and from the course location and the cost of any non-ABB textbooks or other technical literature unless subject to any special prior written agreement.</p> <p><b>3. VARIATIONS:</b> If the Purchaser shall require any alterations to the services provided pursuant to the quotation, the Company shall be entitled to adjust the contract price and terms of payment to take into account the revised circumstances.</p> <p><b>4. VALIDITY:</b> Unless previously withdrawn, the Company's quotation is open for acceptance within the period stated therein, or, when no period is so stated, within thirty days only after its date. Where quotations include for subsequent or repeat courses, unless otherwise stated such prices are valid for courses carried out within one year of the expiry of the validity of the quotation.</p> <p><b>5. TERMS OF PAYMENT:</b> <b>FULL FEES MUST BE PAID BEFORE THE COURSE START DATE. DETAILS OF CURRENT COURSE FEES ARE PUBLISHED SEPARATELY. VAT WILL BE ADDED TO ALL FEES AT THE PERTAINING RATE WHERE THE COURSE IS CARRIED OUT WITHIN THE UNITED KINGDOM.</b> <b>A STUDENT WILL NOT BE ADMITTED TO A COURSE UNLESS THE COURSE FEE HAS BEEN PAID IN FULL.</b></p> <p><b>6. BASIS OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>(i). An application for places on a course signed by and on behalf of the customer must be received by the Company not later than 7 days before the date on which the course is scheduled to start. The customer must specify which course is required and must give the full name(s) of the student(s) nominated there-for. Where a course is already fully subscribed an alternative will be offered wherever possible.</li> <li>(ii). Unless and until an application has been accepted in writing by a person authorised by the Company, then the Company will not admit the student to the course. Acceptance may be by letter, telex or fax.</li> <li>(iii). Unless subject to prior agreement, fees shall be paid for the course in sterling by telegraphic transfer to the Company's bank account, or by sterling cheque to be received prior to the commencement of the course.</li> </ul> <p><b>7. CANCELLATIONS AND TRANSFERS:</b></p> <ul style="list-style-type: none"> <li>(i). By the Purchaser: Cancellations of confirmed bookings will only be accepted if confirmed in writing or by telex/fax. Where a cancellation is made not less than 7 days before the course commences, there will be a charge of 20% of the course fee to cover administration costs. Later cancellations cannot be accepted and the full fee will be charged. A transfer to a subsequent course will normally be free of charge except where a transfer is arranged but subsequently the booking is completely cancelled in which case the aforementioned cancellation conditions will apply.</li> <li>(ii). By the Company: The Company reserves the right at its discretion to cancel or postpone a course and to refund in full any fees paid.</li> <li>(iii). In any quotation submitted by the Company, should the purchaser cancel or postpone a course, then, notwithstanding any cancellation charges previously applied, the Company reserves the right to review and adjust the quoted prices to reflect the current rates at the time the Purchaser wishes to reinstate the cancelled or postponed course.</li> </ul> <p><b>8. REGISTRATION:</b> Registration forms are provided with the Technical Training brochure. Further forms are available from the Education Administrator. Provisional bookings may be made by telephone, FAX, e-mail or letter.</p> <p><b>9. ACCOMMODATION:</b> Unless subject to special prior agreement, accommodation is not provided and all hotel charges including any cancellation or non-arrival charges are the responsibility of the Purchaser or the student as the case may be.</p>	<p><b>10. LOCATION OF COURSES:</b> Unless otherwise arranged the courses are held at the Company's premises. Prices quoted are for courses held at the Company premises or in the immediate vicinity thereof at the Company's discretion, unless otherwise stated. If the Purchaser requires a course to be held at an alternative location, the Company reserves the right to review the quoted price and amend as appropriate. Under such circumstances, all travelling and subsistence for the Company's training personnel will be charged in accordance with the Company's published procedures.</p> <p><b>11. SCOPE OF COURSES:</b></p> <ul style="list-style-type: none"> <li>(i). The Company will make every reasonable endeavour to cover the subject of the course within the limits of any published syllabus or prospectus. It cannot guarantee to include any particular aspect of the subject, nor treat any item in a specified degree of detail.</li> <li>(ii). The Company endeavours to ensure that all information given is accurate and up-to-date but can accept no liability for any error or omission, or for any damage arising therefrom.</li> </ul> <p><b>12. STANDARDS:</b> The Company conducts no aptitude tests for students at the start of a course, although, for certain courses, the satisfactory completion of a lead-in course may be required. Pre-requisites are detailed individually for each course (where applicable). Students should be fluent in written and spoken English for all courses, as this is the language of tuition.</p> <p><b>13. ATTENDANCE CERTIFICATES:</b> The Company gives no award for merit other than a certificate of attendance and satisfactory completion.</p> <p><b>14. DOCUMENTATION - COPYRIGHT:</b> The copyright in all course documents and lecture notes vests in the Company, and no such documentation may be disclosed, copied or published without the prior written consent of the Company. Courses may not be videotaped.</p> <p><b>15. SECURITY:</b> Students shall not enter any rooms, workshops, stores or other parts of the Company's premises other than those designated for the course, unless accompanied by a duly authorised Company representative. Students shall not remain on or enter into the Company's premises except during the authorised course hours.</p> <p><b>16. EQUIPMENT:</b> If materials or equipment owned by the Company, and required for the delivery of the course, are transported to premises controlled by the Purchaser, whilst title shall at all times remain with the Company, risk shall reside with the Purchaser whilst the goods are in the custody of the Purchaser or Purchaser's agent.</p> <p><b>17. HEALTH AND SAFETY AT WORK ACT:</b> Courses provided by the Company will not incorporate any instruction or procedure knowingly contravening the Health and Safety at Work Act. Should the Purchaser, due to his particular circumstances, identify any such potential contravention, he should notify the Company immediately. Should any such notice be given, the Company undertakes to review the course content and modify as necessary to ensure that no contravention takes place.</p> <p><b>18. COMPANY'S LIABILITY FOR LOSS, DAMAGE OR INJURY:</b></p> <ul style="list-style-type: none"> <li>(i). The Company will not accept any liability for any damage or injury sustained to course participants or their property or damage or injury sustained to third party's property by course participants unless or to such extent that any such damage or injury was caused wholly or directly by the Company's negligence. Any such liability shall specifically exclude any claim for consequential loss or loss of profit, and any liability, except for injury and or death, shall be limited to an amount equal to the refund of the course fee.</li> <li>(ii). The Company accepts no liability for supervision and safeguarding of property (including motor vehicles) brought by students to its site which items are at the risk of the Purchaser or student, as the case may be.</li> </ul> <p><b>19. STATUTORY AND OTHER REGULATIONS:</b> If the cost to the Company of performing its obligations under this contract shall be increased or reduced by reason of the making or amendment of any law after the date of quotation, the amount of such increase or reduction shall be added or deducted from the course fee as the case may be.</p> <p><b>20. LEGAL CONSTRUCTION:</b> This contract shall in all respects be construed and interpreted in conformity with English Law and shall be subject to the exclusive jurisdiction of the English courts.</p> <p><b>21. INDEMNITY:</b> The Purchaser agrees to indemnify and hold harmless the Company in respect of the death of or injury to any of the personnel of the Purchaser, or the loss of or damage to the property of any such personnel arising or occurring during the attendance by any such personnel at a course provided by the Company.</p>
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