

**BUILDING CONTRACTORS TRAINING GROUP**

**Terms and Conditions**

Membership of the Building Contractors Training Group (BCTG) allows member access to competitively priced training and fully funded or discounted training, where available, via the CITB Supported Funding initiative. Member companies must comply with the following:

1. 75% of member companies must be Construction Industry Training Board (CITB) registered. New members must provide their CITB registration number when joining, if appropriate.
2. Only CITB registered companies will be able to access free/discounted training through the CITB Supported Funding initiative. Non CITB registered companies can still access a training place but at the full price.
3. An annual general meeting is held in spring and an ordinary general meeting in autumn every year. We ask for representation from each member company to attend at least one of these meetings which will be a pre-requisite to access any free or discounted training through the Supported Funding initiative.
4. Annual membership fee of £50 to be paid in accordance with terms on invoice. If the membership is not paid promptly then the company may not benefit from discounted or funded training places and may be removed from the members list at a later date.
5. Payment for all training attended to be paid in accordance with terms on invoice i.e. 30 days. Reminder letters will be sent out by Treasurer/Bookkeeper at 30, 60 and 90 day periods. Failure to pay an invoice may result in membership being withdrawn. (Note that any training certificates or associated scheme cards will not be issued until full payment of the invoice is received)
6. For member companies to take advantage of any free training places from the CITB Supported Funding initiative there must be no overdue invoices outstanding against the member company.
7. Sufficient cancellation notice must be given for course bookings or charges will be incurred as follows:

More than 7 days notice – no charge

3 - 5 days notice – 50% of the cost

Less than 3 days notice – full cost of the course will be charged.

1. Failure to attend free courses with no notification being given will result in the member company not being able to access any future free training places for the rest of the year.

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