

UNLIMITED LEARNING PASS

Terms and conditions

The unlimited learning pass allows one delegate to have unlimited access to Institution public, face-to-face training for a fixed period of 12 months. The unlimited learning pass is not transferrable between delegates and the expiry date shall be set 12 months from the date of purchase.

Exclusions

The following courses are excluded from this offer:

- ✓ eLearning
- ✓ IMechE conferences and regional events
- ✓ Courses delivered by Institution of Chemical Engineers or other partners
- ✓ Qualifications (a supplement is required)

For the avoidance of doubt, IMechE Training refers to the following portfolio:
<http://www.imeche.org/training-qualifications/all-training-and-qualifications>

Qualification supplements

The unlimited learning pass can be used to attend the training of any of our face to face qualifications, but a supplement must be paid for the accreditation/exam/qualification on the following programmes:

- ✓ APM Project Management Qualification (PMQ)
- ✓ APM Project Fundamentals Qualification (PFQ)
- ✓ CMI Level 5 Diploma in Management and Leadership
- ✓ CMI Level 5 Award in Coaching and Mentoring
- ✓ CMI Level 3 Certificate in First Line Management
- ✓ Chartered Manager Bootcamp
- ✓ PRINCE2 Foundation
- ✓ Six Sigma Yellow Belt

Registration

The IMechE learning and development team will acknowledge receipt of registration.

Joining instructions for each course will be sent 15 days prior to the course start date. We advise that delegates do not book travel or accommodation until they have received joining instructions as the Institution will not accept liability for any costs

incurred by the delegate.

Please contact us immediately if you do not receive an acknowledgement or joining instructions within the stipulated period.

Cancellations & transfers

All cancellations and transfers, subject to agreement, must be received in writing prior to the commencement of the course.

Cancellations and transfers by the delegate at short notice will be subject to be charged as follows:

- 0 - 14 days before start of course - £250

Cancellation of the entire learning pass is subject to subtraction of the advertised course fee for all courses attended already. Any remaining balance will then be refunded to the original payment method.

Credit card refunds will only be issued to the credit card used in the payment transaction. Credit notes will be issued for invoiced registrations.

If a given course is fully booked, the delegate may transfer onto the next available date even if it is outside of their 12 month period.

Cancellations by the IMechE

The IMechE reserves the right to cancel any course. Upon cancellation of any given course, IMechE will transfer the individual to attend the next available date of that course, even if outside of the 12 month unlimited period.

Delegates with special requirements

The Institution aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual needs that you may have by attaching a note to the registration form.

Course objectives

All courses have additional information available which has not been printed in this brochure. For a copy of the objectives for any course please visit our website or contact us by email training@imeche.org.

Payments

The following payment methods are accepted by the Institution;

Credit/ debit card - These can be processed online or by telephone, please call +44 (0)20 7304 6907. American Express is not accepted by the IMechE.

Purchase order

Email the purchase order to training@imeche.org

Alternatively, post a printed Purchase Order to "IMEchE Training, 1, Birdcage Walk, London SW1H 9JJ, UK"

Please ensure your accounts department includes all of the following in the PO:

1. Purchase Order raised in favour of "Professional Engineering Projects Ltd."
2. Exact title, code (TPD xxxx) and date of the course
3. Name of the person attending the course
4. Membership number if the person is a member

Bank transfer

If you wish to pay by bank transfer, please ensure that:

1. Your bank transfer reference includes the course code (TPD xxx) and name of the person attending
2. Payment is made to our account as follows:

IBAN: GB29NWBK60400526011328

Sort Code: 60-40-05

Account Number: 26011328

Any bank charges incurred – including currency exchange charges - are paid by the sender's bank.

You also send a remittance advice to IMechE Training, 1, Birdcage Walk, London, SW1H 9JJ, UK, indicating the name of the person attending, their IMechE membership number, title, code and date of the course.

General information

The unlimited learning pass include lunch and refreshments. Accommodation is not included.

Only a limited number of Unlimited learning passes is made available each year. The Institution reserves the right not to disclose this number.

Contact

For more information, please contact us at:
training@imeche.org or +44 (0)20 7304 6907