

## PRICE CODES

Our course information sheets mostly show a 'Price Code'. This code relates to one of the prices shown below. Please read the following notes carefully :

- An 'in house' course is where we come to you and deliver the training. The price includes all training materials, the trainer's travel and subsistence and access to our free aftercare service. It does not include delegate refreshments or the provision of a training room – you provide these.
- An 'open' course is one that we arrange at a public venue. Delegates may come from a variety of organisations, including the public sector, private sector and delegates who are undertaking training of their own volition. The price includes all training materials, delegate refreshments during the event and access to our free aftercare service. You are responsible for your own travel, accommodation and subsistence (if appropriate).
- Those courses that form part of a BTEC qualification may be taken with or without BTEC registration. If you choose to register for a BTEC, you will have to pay a registration fee. Please ask us for details of these when booking.
- You are only eligible for the PS&C discounted price if you work for a Public Body (normally a government department or a local authority) or a registered charity, in the United Kingdom. There is a 30% discount available, shown below.

Price Code	In House (cost for up to 12 delegates)		Open (Public) Course (cost per delegate)	
	Standard Price	PS & C Discounted Price	Standard Price	PS & C Discounted Price
<b>A</b>	£1,271	£890	£211	£148
<b>B</b>	£1,907	£1,335	£319	£223
<b>C</b>	£2,226	£1,558	£371	£260
<b>D</b>	£2,543	£1,780	£424	£297
<b>E</b>	£2,861	£2,003	£477	£334
<b>F</b>	£3,179	£2,225	£530	£371
<b>G</b>	£3,497	£2,448	£583	£408
<b>H</b>	£3,814	£2,670	£636	£445
<b>I</b>	£5,086	£3,560	£847	£593
<b>J</b>	£1,271	£4,675	£211	£845

The above prices do not include VAT, which is charged at the standard rate.