



Terms and conditions
Breast Cancer Care, Train the Trainer: Breast Health Promotion Course

Thank you for your interest in our Train the Trainer: Breast Health Promotion course. Please see below the terms and conditions for this course. Please read all of the information carefully.

Course fees

Standard course fees are **£120 per person***. All full day training courses are delivered by two trainers.

Course fees can be paid by cheque made payable to Breast Cancer Care or we can invoice you for the payment. There is an option to by credit or debit card, please call 0207 9603522 so a member of our team can take the payment.

Monitoring and evaluation process

Breast Cancer Care asks all participants to take part in a year long monitoring and evaluation process on completion of the course. This monitoring and evaluation process allows us to demonstrate the effectiveness of our course.

- Participants are asked to complete **monthly monitoring forms for the first 3 months** following the course. These forms are for participants to tell us how many people they have spoken to about breast awareness so that we can record the total number of people we reach with the breast awareness message through our courses.
- Participants are then asked to complete monitoring forms on a **quarterly basis for a further 9 months** (three in total – month 6, month 9 and month 12).
- In addition participants are asked to complete a questionnaire at the start of the course and at one and six months after the course. This questionnaire allows us to measure how confident participants feel about delivering different aspects of the breast awareness message following the training.

Please note-

All trainees who complete and return their **1 month questionnaire and first 3 monthly monitoring forms** will receive a certificate of completion for the course

Post-course support

All trainees who complete the course will have access to the BHP team's online resource, which includes exercises and information that can be used to support the delivery of the breast awareness message.

- **Please note: We ask that all trainees cite Breast Cancer Care when using our resources.**

All trainees may contact the BHP team at any time for further support, help or advice in organising events and cascading the breast awareness message.

Cancellation process

In order to deliver Train the Trainer Breast Cancer Care needs to guarantee a minimum number of participants attend each course. This is to ensure it is financially effective.

- Please note: Breast Cancer Care reserves the right to cancel or postpone any open course up to 7 working days prior to the course date. In cases of cancellation any course fees paid will be returned.
- All cancellations by trainees must be made in writing up to 7 working days before training and posted to the BHP Team:

Breast Health Promotion Team,
Breast Cancer Care,
5 – 13 Great Suffolk Street,
London, SE1 0NS

Alternatively cancellations can be emailed to **bhp@breastcancercare.org.uk**.

- Any course payments submitted by the trainee will be returned by the BHP Team.
- Any cancellation made within 7 working days of the date of training will incur the full cost. If the fee has not been received, an invoice will be sent to the applicant for the full sum.
- Depending on the nature of the cancellation, there may be reason to either reclaim a deposit or not incur charges. This will be at the discretion of the UK Breast Health Promotion Manager.
- Participants may nominate another person to attend in their place, in lieu of cancellation. Any proposed change must be notified to the BHP Team within 7 working days using the contact details above. A new application form will then be sent to the nominated person for completion prior to the course. Nominated persons must be of the same or similar role.
- Participants may also nominate another person to attend in their place in lieu of a last minute cancellation – i.e. on the day of training. Nominated persons must be of the same or similar role and will be required to fill in an application form on the day of training.

Please tick below to confirm you have read and agreed all terms and conditions and return it to the trainer:

I confirm I have read all terms and condition

Signature/Name:

Date: