

## 1. APPLICATIONS & SUPPORT DOCUMENTS

**DOWNLOAD** the relevant application form from our website, along with eligibility documents.

**Complete and return within 7 days** to;

SCAN: Email [info@trainingprestige.co.uk](mailto:info@trainingprestige.co.uk)

or

POST: Address: - S3 Buffalo court, Kansas Avenue, Salford, Manchester M50 2QL

Drop in to the office and complete with us in person

## 2. BEFORE YOUR TRAINING;

For **MOT Test Centre Management training** and **MOT Tester training**, candidates will need to create an MOT testing service account **before** your first training or exam. You may be asked for your new username when you arrive. **To create your account** visit [www.gov.uk/mot-testing-service](http://www.gov.uk/mot-testing-service) -click the 'Start now' button and then the 'create an account' link at the bottom of the 'Sign in' page.

We also advise that candidates familiarise themselves with the relevant documents;

MOT TESTER TRAINING 1&2 –

<https://www.gov.uk/government/publications/mot-inspection-manual-for-class-1-and-2-vehicles>

MOT TESTER TRAINING 4&7 –

<https://www.gov.uk/government/publications/mot-inspection-manual-for-class-3-4-5-and-7-vehicles>

MOT TEST CENTRE MANAGEMENT –

<https://www.gov.uk/government/publications/mot-testing-guide>

## 3. ON THE DAY OF YOUR TRAINING;

- Bring any/all **original** application documents i.e. applications, certificates, etc, Please hand in all documents and sign in at the front desk when you arrive, thank you. (ALL TRAINING)
- It is at the trainer's discretion to turn you away if you arrive more than 30 minutes late for your training.
- Bring your **driving licence** to the training. Failure to provide a driving license for eligibility may result in you being turned away from the training. (MOT TESTERS & IMI ACCREDITATION ONLY)
- Photo I.D may be asked for at other training. Please be sure to carry it with you. (ALL TRAINING)
- You may be required to wear PPE for a period of your training, please be sure to have your **BOOTS & OVER ALLS** with you throughout (MOT TESTERS, IMI ACCREDITATION, HYBRID & REFRIGERANT HANDLING ONLY)
- Refreshments and lunch will be provided. Be sure to notify us of any allergies or dietary requirements **BEFORE** the date of your training. (ALL TRAINING)
- Please note all other special requirements will need to be requested prior to your course taking place. (ALL TRAINING)

4. TRAINING FEES & CHARGES (INC VAT);

TRAINING		PAYMENTS RECEIVED 14, OR MORE, DAYS PRIOR TO TRAINING (INC VAT)			Surcharges
IMI Accreditation (Light Vehicle Inspection Technician)	1 day	£834 (£100 deposit)			<p>All training to the left is subject to a one time, late payment surcharge of £100 per training. This surcharge will be added to the bill of any persons who fails to complete payment 14 days in advance.</p> <p>This surcharge does not apply to prearranged payment plans or to those customers with accounts.</p> <p><i>You will find full terms and conditions below.</i></p>
IMI Accreditation (Light Vehicle Inspection Technician)	2 day	£934 (£100 deposit)			
IMI Accreditation (Light Vehicle Inspection Technician) Training & assessment	5 day	£1740 (£500) deposit			
MOT Tester Training Class 1 & 2	3 day	£714 (£100 deposit)			
MOT Tester Training Class 4 & 7	5 day	£834 (£100 deposit)	Flexi £1074 (£100 deposit)		
MOT Test Centre Management	2 day	£350 <i>no vat</i> (£100 deposit)	Flexi £594 (£100 deposit)		
Refrigerant Handling	1 day	£234 (£100) deposit			
Hybrid Vehicle Training	Half day Level 1 - £120 (£50 deposit)	1 day Level 2 - £420 (£100 deposit)	2 day Level 3 - £588 (£100 deposit)		
CPD (3-4 hours) Per class set (£20 deposit)	Assessment only £51.84	Training & assessment @ Prestige Training £86.40	Training & assessment - In company £144 (pp)	E-Learning Training & assessment £132	
VT8 DEMO	From £250		Refresher Training from	From £150	
<p>The training fees include:</p> <ul style="list-style-type: none"> <li>■ Application, checks &amp; registration</li> <li>■ Theory and practical training</li> <li>■ Initial Assessment/s</li> <li>■ All training material and support documents</li> <li>■ Lunch &amp; refreshments</li> </ul>		<p>Chargeable fees not included</p> <ul style="list-style-type: none"> <li>■ Re-tests for online assessment/s*</li> <li>■ Practical re-tests*</li> <li>■ Changes to personal details after registration</li> <li>■ Changes to certificate/s once issued</li> <li>■ Certificate re-issues</li> </ul>			

\*Re-tests, fees and limits are subject to individual training. Re-tests cannot be taken within 48 hours of a referral.

## 5. WHERE YOU WILL FIND US;



### PRESTIGE TRAINING LTD

S3 BUFFALO COURT  
KANSAS AVENUE  
SALFORD  
M50 2QL

Turn in from South Langworthy Road, onto Kansas Avenue  
- facing the Future Skills building.

Follow the road to the end, at the T-junction turn left. Drive  
through the gates and keep right.

Parking is FREE.

## 6. FULL TERMS AND CONDITIONS – BOOKINGS, PAYMENTS POSTPONEMENTS & CANCELLATIONS

- i) Deposits may vary dependant on the training and are non refundable.
- ii) A minimum deposit must be paid at the point of booking.
- iii) Transferring of a deposit can be made more than 14 days in advance and can only be transferred to another date. The transferring of a deposit to another candidate is at the discretion of Prestige Training.  
*Continued...*
- iv) Applications and eligibility documents must be completed in full and returned within the following 7 days of booking.
- v) At the discretion of Prestige Training, failure to supply completed applications & documents within 7day means any/all bookings may be subject to cancellation.
- vi) Prestige Training ltd reserves the right to reject, at any time, any application or eligibility documents that are believed to be falsified.
- vii) Prestige Training ltd may complete eligibility checks regarding license status and/or assess level 3 certificates. Prestige Training ltd is not obliged to investigate candidate experience or similar
- viii) Application forms act as a self declaration, Prestige Training ltd may require a separate signed declaration for individual situations.
- ix) Prestige Training ltd is obliged to share candidate documents with the qualification's awarding body and the DVSA if requested.
- x) It is the responsibility of the candidate to ensure all details supplied as part of their application are correct, honest and up to date at all times. Fees are applicable to registration errors and out of date information when given by the candidate.  
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Upon receipt of a payment;
- xi) A text/email is released. This will confirm the date, time of the first scheduled training, links to our address and all required instructions.
- xii) Invoices are sent electronically and subject to VAT.
- xiii) Balance payments are due no later than 14 days prior to training, this will reflect in the due date of the invoice.
- xiv) Failure to make payment 14 days in advance will result in a surcharge of £100 per training.
- xv) Prestige Training retains the right to cancel/replace any booking where payment isn't received 14 days in advance and where all requested documents have not been returned. This is at the discretion of Prestige Training ltd. Deposits will not be refunded and candidates may still be liable for the full costs of the training.
- xvi) Full payment is required when making a booking within 14 days of the training start date. This will not include the surcharge, is non-refundable and cannot be rescheduled. (see xxi below)
- xvii) When making a booking within 14 days of the training start date, where only a deposit is paid, the £100 surcharge will be added.
- xviii) Full payment, of candidates who fail to attend the training, will be retained by Prestige Training ltd.
- xix) Payment plans can and must be prearranged and will require a co- signed agreement.  
*Continued...*
- xx) Booking cancellations or postponements may be made 14 days of more prior to the training.
- xxi) Full payment for training, that is cancelled or postponed within 14 days prior to the start date, will be retained by Prestige Training ltd.
- xxii) Candidates may lose discounts gained through a promotional or discretional offer if training is rescheduled for a time that is not included in the original offer.
- xxiii) Prestige Training ltd reserves the right to cancel or amend training up to 7 days prior to the start date, where absolutely necessary. Prestige Training will do its best to honour its commitments to you. In the event that training is postponed you will be offered another mutually convenient date or a full refund.
- xxiv) Prestige Training will not be liable for any losses experienced as a result of an amendment or cancellation.  
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- xxv) Violent and/or intimidating behaviour towards staff, candidates and visitors will not be tolerated. Training will be terminated with immediate effect.
- xxvi) Intoxication of candidates will not be tolerated. Training will be terminated with immediate effect.
- xxvii) Clients with accounts may still be subject to the above terms & conditions based upon individual agreements.
- xxviii) Any and all candidates who fail to complete payment via the above terms & conditions will have further action taken against them.

THE ABOVE TERMS AND CONDITIONS ARE AUTOMATICALLY APPLIED AND ACCEPTED BY THE CANDIDATE OR THEIR EMPLOYER UPON THE POINT OF BOOKING.

PLEASE CALL OUR OFFICE, 0161 848 9853, WITH ANY ENQUIRIES.