



# Training Delegate Information

Thank you for booking your Professional Development training course with Quadra Solutions. Our dedicated training centre in Darwen is fully authorised to deliver Autodesk, CADSTAR and IPC training and all of our trainers undergo extensive product training and examination to ensure the best possible service.

If you have any questions, please contact us by email, [training@quadrasol.co.uk](mailto:training@quadrasol.co.uk). If you have any medical or access requirements, please let us know, ASAP.

## Your Training Course

### Location:

Quadra Solutions Training Centre,  
Unit 7 Dalton Court,  
Commercial Road,  
Darwen,  
Lancashire,  
BB3 0DG  
(Junction 4, M65 Motorway Services)

### Time:

9:00am – 4:30pm

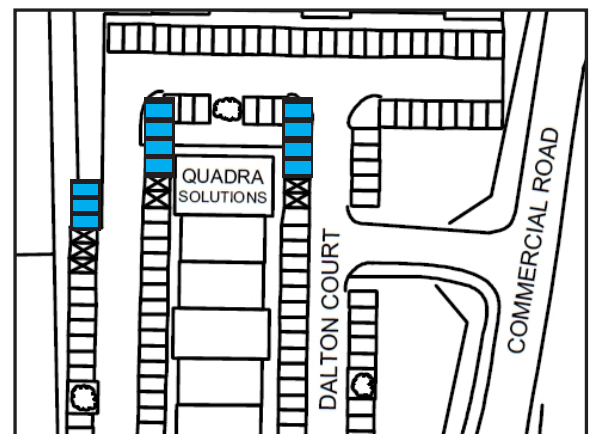
### Lunch:

Approx. 12noon.

## Access & Parking

When you arrive at Dalton Court please **press 7** on the gate keypad to dial the Training Centre for access.

Quadra has allocated parking spaces highlighted on the map to the right and signposted on site. Should these spaces be full, please park in a space around the back of the building. Please consider car sharing with colleagues where possible, as parking spaces are limited.



## Accommodation

There are a number of local hotels to suit a range of budgets. If you would like recommendations, please contact us at [training@quadrasol.co.uk](mailto:training@quadrasol.co.uk). The closest hotel to the training centre is approx. 5 mins walk away along with a number of coffee shops and eateries; Travelodge Blackburn M65 – Junction 4 M65 Motorway, Darwen, Lancashire, BB3 0AT.



# On-site Training

If your training course is taking place on-site rather than at Quadra's training centre, the following will apply;

## Quadra will provide:

- PAT tested laptops for training
- Training materials.

## The Venue should provide:

- A room large enough to comfortably accommodate the number of trainees
- A high quality projector screen and projection unit. (If you require information on the standard appropriate for this training please contact us.)
- Wi-Fi Access
- Sufficient electrical points.

## Before the training commences please advise Quadra on:

- Site access requirements (identification/visitor passes etc.)
- Parking and loading situations
- Any social distancing requirements our team must adhere to
- Lunch - Quadra will not provide lunch.
- Supplies - Quadra will not provide pens and paper.



# Terms & Conditions

A copy of Quadra Solutions Limited standard terms and conditions can be found on our website ([www.quadrasol.co.uk/terms-conditions](http://www.quadrasol.co.uk/terms-conditions)) or supplied on request.

## Payment

All IPC CID courses must be paid for in full before the courseware will be issued. We recommend payment be made at least 4 weeks in advance of the course start date to allow for the suggested self-study period to be completed.

## Courseware

Relevant courseware must be purchased with training (1 set per delegate). Courseware is non-refundable.

## Transfers / Rescheduling

Requests by customer to transfer or change course dates (within 2 weeks of start date) cannot always be granted and will incur an admin fee of £150 per delegate per change. The change will not be confirmed until admin fee has been paid. Any training (including rescheduled dates) must be taken within 12 months of order, or Quadra will cancel this from our system and no refund will be offered.

## Cancellation Policy

Customers cancelling confirmed training dates will incur the following costs with the following notice periods, prior to the start date:

- More than 2 weeks notice – no cost
- Between 1 and 2 weeks notice – 50% of course fee
- Less than 1 weeks notice – 100% of course fee

Scheduled training costs are kept to a minimum, to promote attendance & affordability. Subsequently we require a minimum of 2 confirmed delegates to proceed. If this criteria is not likely to be met in the 2 weeks leading up to the training, we will contact you to advise of an amended date.

## Cancellation by Quadra Solutions

In the unlikely event that Quadra solutions has to cancel a scheduled training course, alternative dates will be offered. If for any reason delegates are unable to attend new dates, a full refund will be given.