



TRAINING APPLICATION FORM

Please complete this form and email to: admin@aerospacendt.co.uk
+ 44 (0) 1279 870 276

PART A: CANDIDATE DETAILS

Candidate Full Name: <i>(as you wish to be shown on your certificates)</i>	Joe Andrew Bloggs		
Employer:	AirAviation Airways		
Employer's Address:	Airstream Airways, Hangar 3, Stansted Airport, Bassingbourn Rd, Stansted, Essex CM24 1QW, United Kingdom		
Telephone Number:	++44 (0) 123 456 789	Email Address:	John.smith@airaviationairways.co.uk
Training Proposed by Name & Position:	John Smith – Training Manager	Signature of Proposer:	
All course documentation will be posted to the proposer as listed above			

PART B: TRAINING COURSE REQUEST

NDT Course Method Required:	PT	MT	ET	UT	UTPA	BT	IRT	RT	RTFI	HT	CT	AFD	ETCH	BASIC
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="checkbox"/> Specify: Click or tap here to enter text.														
Location:	AIT Takeley <input checked="" type="checkbox"/>					Other: Click or tap here to enter text.								
Full Training Course:	<input checked="" type="checkbox"/>	5 days Training on a L2 Scheduled Course:				<input type="checkbox"/>	Specialised Level 2 or 3 Training & Examination Preparation				<input type="checkbox"/>	Guided Self-Study		<input type="checkbox"/>
Course Dates:	03-14 July 2017					Total Number of Training Days:				10				
Level:	1 Ltd <input type="checkbox"/>			1 <input type="checkbox"/>			2 <input checked="" type="checkbox"/>			3 <input type="checkbox"/>				
Examination Standard:	PCN Aero <input type="checkbox"/> (Level 2 & 3 only)			NAS 410 <input type="checkbox"/>			EN4179 <input checked="" type="checkbox"/>			SNT- TC-1A <input type="checkbox"/>				

PART C: This section is only applicable to those candidates who require training to EN4179 Company Certification Schemes.
All PCN Aero customer shall proceed to section D

Please review the relevant AIT Course Curriculum which can be downloaded from our company website. By ticking this box, you confirm that the course curriculum meets or exceeds your company requirements. Any additional subject areas required within the training must be stated below.		<input checked="" type="checkbox"/>
Details of Additional Subject Areas if Required:	No additional training outside curriculum required.	Written Practice Page & Reference: Page 16, Rev 5
Specifications required during training:	Airbus & Boeing NTM Generic and HF, LF and rotary chapters	
AN ELECTRONIC COPY OF YOUR COMPANY WRITTEN PRACTICE / PROCEDURE FOR CERTIFICATION OF NDT PERSONNEL MUST BE SUPPLIED TO AIT PRIOR TO CONFIRMATION OF TRAINING		
Company Written Practice current version:	WP Revision / Issue: Rev 5 – AAA WP 01	Our company does not have a Written Practice and we need to discuss its preparation with AIT: <input type="checkbox"/>
Your Company Responsible Level 3's confirmation and approval of the above Training request:	Signature:	Responsible Level 3 Name: Ben Shaw
	OR Email evidence of acceptance from RL3 has been attached <input type="checkbox"/>	Responsible Level 3 email: Ben.shaw@airaviationairways.co.uk

PART D: Medical/Disabilities/Dietary Requests

Special Requirements for Medical/Disabilities/Dietary Requests:	Vegetarian
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PART E: INVOICE & PAYMENT

Does your Purchase Order Number need to be quoted on the invoice?	YES <input checked="" type="checkbox"/>	If Yes: Purchase Order Number please provide a copy to support your application:	P007694		
	NO <input type="checkbox"/>				
How will the invoice be paid:	Credit/Debit Card <input type="checkbox"/> <small>(We do not accept American Express)</small>	Cash <input type="checkbox"/> <small>(Ensure that you have the exact money as we do not hold change)</small>	Cheque <input type="checkbox"/> <small>(UK Only)</small>	BACS <input checked="" type="checkbox"/> <small>(Bank Transfer)</small>	
Company VAT Number (UK & EU Only):	12456798				
Invoice address if different from the company address:	Same as above				
Accounts department email contact:	Jenny Hall – Jenny.hall@airaviationairways.co.uk				
How would you like your training/examinations documents delivered to you? Please select as desired:	Free UK Postal Service <input checked="" type="checkbox"/> <small>No Tracking or Signature. AIT cannot be held responsible for any loss of or damage to documentation.</small>	AIT Courier Charged to You at Cost <input type="checkbox"/> <small>Tracking Available, Unable to deliver to a PO Box as a signature is required.</small>	I Will Arrange Collection of the Documents <input type="checkbox"/>		

All PCN & Overseas candidates attending training at AIT must supply photographic evidence of identification and a copy of their VISA if applicable.

Do you require a Visa sponsor letter?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<i>Hover to See Comment</i>	

Commented [SW1]: For candidates who require Visa Sponsor letters from Aerospace Inspection Training Ltd. The following information must be supplied:
 1. A scanned colour copy of the candidate's passport
 2. The candidate's passport number stated in an email
 3. The candidate's full home address
 4. The candidate's full address while staying in the UK

PART F: TERMS & CONDITIONS

Booking Terms and Conditions

- Confirmation of training and arrival instructions will be issued as soon as possible following receipt of this completed application form.
- AIT must be notified of any disability when submitting this application form.
- An invoice will be issued prior to the course start date unless agreed otherwise and must be paid within 30 days of the invoice date or prior to the course start date, whichever is sooner.
- Training documentation and Result Notices will only be dispatched when the invoice has been paid in full.
- If you are unable to attend the course, cancellation must be made in writing; the following cancellation fees apply:
 - If cancelled between eight and twenty-eight days prior to the course start date, an admin cancellation fee of £50 will be charged
 - If cancelled between seven and fourteen days prior to the course start date, 25% of the fees will be charged
 - If cancelled more than three days but less than seven days prior to the course start date, 50% of the fees will be charged
 - If cancelled three days or less prior to the course start date, 100% of the fees will be charged
 - If cancellation is not made and the candidate is not present on day 1 of the course, 100% of the course fee will be charged
- Providing that notification is made within five UK working days of the course start date, and with the agreement of AIT, candidates may have the option to transfer onto another scheduled course of the same value without penalty charges.
- If the candidate is unable to attend any part of the course due to ill health, no refund will be given.
- AIT will provide a list of local accommodation (Part G) and our agreed discounted rate. Although every effort is made to recommend suitable accommodation, AIT is not responsible for the standard of hotels or other accommodation.
- All bookings for accommodation must be arranged directly with the hotel.
- All payments for accommodation must be arranged directly with the hotel by either the candidate upon arrival, the employer's accounts department or travel agency. AIT will not pay any outstanding invoices.

I confirm that I have read, understood and agree to the Booking Terms & Conditions:

Signature:  Date: 07/07/2017

FOR INTERNAL USE ONLY

ACKNOWLEDGEMENT

Booking for the above course is confirmed Start: _____ End: _____

Confirmation & Arrival instructions emailed to customer.

Signed _____ AIT Centre Administrator Date: _____

AIT Invoice No. _____



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PART G: ACCOMMODATION

Below is a list of some of the accommodation options within the local area.

All customers at Aerospace Inspection Training Ltd. are responsible for enquiring and booking their own accommodation.

Please also view our accommodation documentation as listed on our website:

<http://www.aerospacendt.co.uk/wp-content/uploads/2016/06/STANSTED-ACCOMMODATION-2016-Issue-2-June-2016.pdf>

Accommodation	Distance From AIT (miles)	AIT Discounted Price & Code	Email Phone Number Web Page
HOTELS			
The Saracens Head Hotel	4.3	£60 per Night Including Taxi Reference: "AIT Rate Inc. Taxi" £58 per Night No Taxi Reference: "AIT Rate No Taxi"	info@saracenshead-hotel.co.uk +44 1371 873901 www.saracenshead-hotel.co.uk
Holiday Inn Express London Stansted Airport	5.1	£63 per Night Reference: "ILB48"	reservations.hixstansted@kewgreen.co.uk +44 1279 680015 www.expressstanstedairport.co.uk
Hilton London Stansted Airport	4.5	£85.00 per Night Reference: "CONF16"	+44 1279 680800 www.hilton.com
Ramada London Stansted Airport	3.4	£55.00 per Night Reference: "Aerospace Inspection Training"	+44 1279 213900 www.ramada.co.uk
Great Hallingbury Manor	4.7	£55.00 per Night Reference: "Aerospace Inspection Training"	info@greathallingburymanor.co.uk +44 1279 506 475 www.greathallingbury.co.uk
BED & BREAKFAST			
Dunmow Guest House	3.9	£75 per Night Reference: "DGH - AIT"	enquiries@dunmowguesthouse.co.uk +44 1371 859138 www.dunmowguesthouse.co.uk
Harwood House	3.9	£70 per Night Including Taxi £65 per Night No Taxi Reference: "AIT01"	info@harwoodhousestansted.com +44 1371 874 627 www.harwoodhousestansted.com
The White House	0.2	£50 per Night Reference: "Aerospace Inspection Training"	+44 1279 870 257 http://www.whitehousestansted.co.uk/