

CANIS

Training Courses – Booking Form & Contract

**FINEST GROOMING,
THERAPEUTIC CANINE MASSAGE
and GROOMING TRAINING**

Canis, Osney Cottage, Osney Hill Farm, Witney,
Tel 01993 702558
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www.canisgrooming.co.uk

Your Name (as you wish it to appear on your C&G certificate)			
Your Address			
Your Daytime Phone		Your Mobile Phone	
Your Email address			
Your date of birth			
If you have previously taken any C&G courses, then please give your student registration number		What is your nationality?	
Emergency Contact Name and Telephone Number (eg, next of kin)			
What size grooming tunic do you require?	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge		
So that we have the right scissors available for your needs, are you left handed or right handed?	<input type="checkbox"/> I am left-handed <input type="checkbox"/> I am right-handed		
Do you have any barriers to learning? Or any kind of injury or disability? If so, please advise			

MANDATORY – 8 DAYS SALON WORK EXPERIENCE (56 hours) & PET FIRST AID COURSE - BEFORE YOU START ANY CITY & GUILDS TRAINING COURSE WITH US:

When booking your course dates, we need to ensure that your work experience dates have been scheduled with us and that you have completed them before you start your course. You will work with our grooming team to become familiar with the equipment and the salon practices before you commence training and by doing this you will achieve a much higher level of success and confidence from your training which you will then be able to take forward into your professional practice. This additional experience is especially important if you are intending to take the City & Guilds qualification. During this work experience period, you will be able to undertake a pet first aid course on-site – this will count towards your guided learning hours, and you will also receive a certificate. Please indicate your preferred days/dates so that we can ensure that you have completed your work experience before you start your course work with us.

Work experience dates

.....

Preferred Training Start date/days

.....

***STANDALONE ASSESSMENTS for City & Guilds qualifications – this is available subject to certain conditions and we will need to meet you for an Initial Assessment Day, and we will also need to see your documentation, before accepting you for standalone assessment if we do not already know you. Level 3 Diploma Students may require a longer period of time than 15 days in order to achieve the criteria for this qualification. Candidates should be aware that there is a significant theory component associated with these qualifications, and we will cover the theory through tutorials which we will run on the second Friday of each month. Candidates will also need to set aside time to carry out research to prepare assignments and revise to ensure readiness for any exams:**

Tick	Standalone Assessments – available Wednesdays and Thursdays only	Total
	Initial Assessment for External Candidates who wish to undergo Standalone Assessments at Level 2 and 3 – fee £50.00 (please advise re your preferred dates for this)	
	Level 2 7763-02 Certificate for Dog Grooming Assistants – <input type="checkbox"/> I have worked in the dog grooming industry for more than 6 months, and I can provide a portfolio of evidence to show my work, along with testimonials from my employer/clients, a training hours log, along with certificates from other grooming related courses/training that I have participated in. I will bring my own handtools Practical assessments will take 5 days on-site, and the fee will include registration, course notes, tutorials and assignment briefings, portfolio, learner guide, the Evolve online examination, certification. Assessment fee £795	
	Level 3 7863-03 Diploma for Professional Dog Grooming Stylists – reduced learning hours pathway – <input type="checkbox"/> I hold the City & Guilds Level 2 7763-02 qualification, and I have worked in the dog grooming industry for more 1 year. I can provide a portfolio of evidence to show my work, along with a CV, testimonials from my employer/clients, a training hours log, along with certificates from other grooming related courses/training that I have participated in. I will bring my own handtools. Practical assessment will take place over <u>a minimum of 15 days</u> , and will include registration, course notes, tutorials and assignment briefing, portfolio, learner guide, external written exams (Bedford – June/November), certification. Assessment fee £1,850+	
	Total of fees	

I wish to book a **LONG TRAINING COURSE** which includes City & Guilds Training & Assessment as follows:

Tick	Course Type – available Tuesdays to Saturdays	Total
	Level 2 Certificate for Dog Grooming Assistants 7763-02– 20 days inclusive of C&G Registration and Assessment, Evolve online exam, includes an equipment pack – we offer 196 hours of contact time in the salon - £2,950.00	
	Level 3 Diploma in Dog Grooming – 7863-03 – 40 days – for those with the L2 qualification already - inclusive of C&G Registration and Assessment, enrolment for written exams, course notes, tutorials – bring your own basic equipment – minimum 336 hours contact time in our salon - £4,500.00	
	Level 3 Diploma 7863-03 – Retake of Practical Grooming Assessments - £75.00 per dog	
	Day Rate for Refresher Training - £160.00	
	Level 3 Diploma 7763-03 – Module 10 – Handstrip – ½ day - £150.00 We can provide a dog, or you can bring your own dog for this assessment – available to candidates who hold the 7763-03 introductory certificate - assessment available until August 2020	
	Equipment Pack: for Right Handed Students - £225.00	
	Supplement for Left-Handed Groomers on Level 2 course – left-handed scissors are a lot more expensive than right-handed scissors, so we are obliged to charge you more – please add £150.00	
	My preferred course dates are: _____	
	Total for intensive courses	£ _____

Training without Qualification:

Tick	Course Type – available Tuesdays to Saturdays	Total
	20 days Introduction to Dog Grooming for a Living – £2,200 Basic equipment pack included. Students can opt to take the Level 2 assessments before the end of this course if they wish to do so, with the addition of the standalone assessment fee	
	30 days Introduction to Dog Grooming for a Living - £3,300 Basic equipment pack included. Students can opt to take the Level 2 assessments before the end of this course if they wish to do so, with the addition of the standalone assessment fee	
	Total course fees	

I wish to book a SHORT Grooming Course –

Tick	Course Type – available on Saturdays only	Total
	Taster Day at £95.00 – if you book a course of 20+ days, with us, then we will refund this fee against your course fees	
	Learn to Groom your own Small Dog at £75.00 and I will be bringing my own dog along for half a day. Please note that some breeds are complex and additional training may be required: My dog's breed is: _____	
	Learn to Groom your own Medium to Large or Handstrip Dog at £125.00 and I will be bringing my own dog along for a full day.	

	Please note that some breeds are complex and additional training may be required: My dog's breed is: _____	
	My preferred course dates are: _____	
	Total fees for one day courses	£ _____

Basic Equipment for 20 day Level 2 course 7763-02:

We provide - a small slicker brush, 7" comb, thinning scissors, curved foot scissors, 8" straight scissors, 8" curved scissors, nail clippers, breed guide book, grooming tunic. Students enrolling for other courses need to bring their own equipment as it is assumed that they are already grooming.

Deposit & Final Payment: *50% of the total fee is payable when booking your place* –this is non-refundable. Once we have received your booking form, we will send you an invoice for payment, and payment should be made within 7 days. Your course dates once confirmed by receipt of your payment cannot be changed, and should you for any reason not be able to attend, then the course fee is forfeit. The outstanding balance of fees must be paid 30 days before the start of the course, or if you are starting your course in less than 30 days from the date of booking, then the full fee is payable to confirm your booking. Cheques are payable to **Canis**, and BACS payment is available on request – details supplied with your invoice. Card payments can be accepted, but will need to be made in person, and we will surcharge all fees by 3% to cover our processing charges.

Your chosen course dates – please let us know your preferred dates, and we will get back to you with confirmation of availability – we will reserve your place for 7 days whilst awaiting your payment. If you need to split the training days into blocks, then please let us know and we will try to make this possible for you.

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TRAINING CONTRACT

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CONFIRMATION OF PLACE/DATES: It is necessary for the deposit to be received within 7 days of the invoice date to hold the course. If the deposit is not received within this time, **Canis** cannot guarantee that your place will be held. If the remaining payments are not received by the required dates as shown on the invoice, **Canis** cannot guarantee that your course will be held.

To avoid disappointment please ensure that all payments are made on time.

TOOLS: It is really important that you use scissors appropriate to either right-handed or left-handedness – right handed scissors will not work for a left-handed person.

Introductory or Level 2 students (20 day courses) will have basic tools provided within the course fee, but for 25+ days, then these students should already have their own equipment which they should bring with them. Any additional tools and equipment will be supplied eg clippers and blades. All tools and protective equipment are provided for students attending short courses such as Taster Days and Learn to Groom your own Dog, though we are more than happy to order up grooming kits and tunics if required. We hold some items of equipment in stock for student purchase. If you are booking the Learn to Groom your own Dog, then we expect to bring your own dog.

DAMAGE: If you damage or break any of our equipment, then we will expect you to pay for the replacement of that item, and payment will be required on the same day.

HOURS: The training hours are 9.00am – 5pm with a flexible lunch break to fit in around the grooming stages of dogs e.g. a dog cannot be left in the middle of drying because it is lunch time. In this situation, the drying stage would be completed before lunch is taken. Please bring your own lunch. We provide tea, coffee, and squash free of charge on all courses, and there are usually biscuits in the tin in the kitchen!

COURSEWORK/ASSIGNMENTS: it is important that you allow time to research your written assignments and that you submit them by the agreed dates. You will be given a briefing before you start work on these, and you should make notes of during the briefing so that you can produce the best quality work which will enable you to achieve good grades. If you are unclear about what is required, then it is your responsibility to ask for further guidance. Course notes are provided, and these are comprehensive: please ensure that you study them and revise from them.

FAILED ASSESSMENTS: additional training time may be required to ensure that practical grooming assessment criteria are met: additional charges may apply.

SMOKING: Our premises are non-smoking. Smoking is not permitted within the studio or in the garden area of the business unit.

MOBILE PHONES: These should be switched off whilst in the grooming studio. Please feel free to respond to your communications during the lunch or other breaks in the lounge or in the kitchen area. We have WiFi available on site.

SAFETY: It is expected that you will consider the safety and well-being of all animals and people in the salon at all times, and that you will follow our procedures which have been sent to you.

COMPLAINTS, GRIEVANCE AND APPEALS PROCEDURE: Any grievance you may have should be discussed with the tutor immediately so that the issue can be resolved as quickly as possible. Appeals against an assessment decision need to be raised at time with Judy Chappell, who will fill out appeals documentation for submission to the Pet Industry Federation, and if the issue is not resolved by PIF, then the appeal can be escalated to City & Guilds.

EXTREME WEATHER: In extreme weather conditions **Canis** may decide to close and will endeavour to re-arrange the dates missed but cannot guarantee how long after your course booking this will be. If the studio is open and you do not attend, then you will forfeit any days not attended. We will communicate our plans to you clearly based on local weather advice.

TUTOR ABSENCE: If the tutor is unavailable for any reason, course dates will be rearranged, but **Canis** cannot guarantee how long after your course this will be. If this is not satisfactory then a refund will be made, but only on receipt of a written request.

PARKING, ARRIVAL & TRANSPORT: please drive slowly through the yard at all times, and park in the allocated spaces for **Canis**. If you are a 15+ day student, then please park in the overflow carpark which is adjacent to the main yard and accessed through the next gateway along. If you are bringing your own dog with you, please use a lead in the yard, and come straight into **Canis** and take your dog into our garden at the back of the building, don't exercise your dog in the yard out of respect for our neighbours – we have poo bags for your use if they are required. Exiting the yard - the right-hand turn out of the yard should be taken with care, as there is a hill and dip on the right hand side, and a bend on the left hand side. There are bus stops on both sides of the road outside the yard.

STUDENT ILLNESS or ABSENCE: Please note that any days lost through student illness or absence are non-redeemable – we will not be able to rebook them to a future date.

ACCEPTANCE OF CONTRACT: receipt of the first payment will be taken as acceptance of this contract. If any payment was made at the time of booking before receipt of this contract and you do not accept the terms, a refund will be made if requested within 7 days of the invoice date.

