

2Build a Profile – Terms of Professional Development

By booking 2Build a Profile Professional Development you are agreeing to abide by the terms and conditions that appear below.

THE TERMS AND CONDITIONS

These terms and conditions are in addition to the general terms and conditions of 2Build a Profile use:

1. 2Simple's 2Build a Profile Professional Development is a paid for service and we'll do our best to provide you with a truly excellent service.
2. If you have a valid credit or voucher for 2Build a Profile Professional Development, we are very happy to accept them. Please ensure you mention the credit or voucher at the time of booking. Only one of these vouchers or credits can be used per training session booked.
3. We won't ordinarily share training sessions between more than one organisation, but in certain circumstances this can be agreed in advance with us, if sufficient notice is given.
4. The contents of 2Build a Profile Professional Development materials are covered by our copyright. Please don't share them without our permission.
5. Professional development sessions are to be taken as a single session on a single day (e.g. if a 2 hour twilight session has been booked this session cannot be split over two days with an hour per day). If you choose to use less than the time you've booked for the training session we can't give a refund for the unused time.
6. We'll do our very best to make sure that we deliver the professional development at a time and place convenient to you, but we do reserve the right to postpone or cancel training with 10 working days' notice. We won't do this unless we absolutely have to.
7. We'll do our best to provide you with the consultant of your choice, subject to availability, but we reserve the right to change the consultant delivering the session up to and including the day the session is to be delivered.
8. If you need to cancel or rebook a training session please give us as much notice as possible, and at the very least more than 5 working days. If you can't give us this much notice we will have to charge you the full fee. (This is because we are unlikely to be able to rebook a training slot at such short notice).
9. You're responsible for ensuring that there is operational internet for the purposes of the training sessions, as this is essential for them to run properly. "Operational internet" includes ensuring that any firewalls on the premises or similar software are correctly configured to permit access to www.2buildaprofile.com . If our consultant is unable to deliver a training session due to technical difficulties at the school or institution, including internet access difficulties, we can't refund any fee paid.
10. **Limitation of liability.** We'll do our very best to meet all your agreed professional development objectives for the session, but our financial liability arising out of any training session or its booking will be limited to the amount you have paid us for the professional development session.

These terms last updated 11th December 2015