

Developed jointly by ECA and HVCA, this one-day course outlines the basic requirements of UK environmental legislation, provides an update on other significant environmental developments. The course is designed for Managers and Engineers who want to understand the main environmental issues of interest to clients and how these issues can affect site activities.

## INTRODUCTION TO ENVIRONMENTAL ISSUES FOR CONTRACTORS – 1-day course

### Course Content

- Key environmental impacts of relevance to contractors (includes climate change, use of products, waste, nuisance)
- Environmental management.
- Environmental Protection Act, including the Waste 'Duty of Care' and the Hazardous Waste Regulations
- The main drivers for environmental management
- The main elements of the ISO 14001 management system, including the policy.
- Producer Responsibility Regulations

### Delegate rate

ECA/HVCA /NEF members

£125 + VAT@17.5% = £146.88

Non-members:

£187 + VAT@17.5% = £219.73

### Course date

**13th April 2010 – Newbury**

**Objectives: At the end of the course delegates should have the knowledge to:**

- Understand the basic requirements of ISO 14001, the environmental management systems standard
- Understand the main UK environmental legislation that affects M&E contractors.
- Be aware of significant new environmental legislation.

**To make a booking please read the Terms and Conditions and complete the Booking Form provided**

M&E Education and Training provide a suite of short courses within the following categories:

### Sustainability Programme and Technical Programme

All courses offered on an in-company basis and can be provided to meet your specific needs. For more details or to discuss your requirements and arrange a quote please contact m&e education and training using the contact details below:

**M&E Education and Training**, ESCA House, 34 Palace Court, London, W2 4HY Tel: 020 7313 4800

Email: [eandt@eca.co.uk](mailto:eandt@eca.co.uk)      [training.courses@hvca.org.uk](mailto:training.courses@hvca.org.uk)  
[www.eca.co.uk](http://www.eca.co.uk)      [www.hvca.co.uk](http://www.hvca.co.uk)



**INTRODUCTION TO ENVIRONMENTAL ISSUES  
FOR CONTRACTORS – 1-day course**

**Code: EV1-007**

**Date and Venue: 13th April 2010 – Newbury**

Send to:  
**Course Co-Ordinator**  
**ECA Education and Training,**  
Short Courses, Camden House,  
Dudley Road, Off Dudley Road,  
Yarm Road Business Park,  
Darlington, Co. Durham, DL1  
4GG

**DELEGATE NAME**  
Mr/Ms/Dr/Other Forename(s)  Surname

**COMPANY DETAILS**

Mr/Ms/Dr/Other Forename(s)  Surname

Job Title  Organisation

Mailing Address

Country  Postcode

Telephone  Fax  e-mail

**Please complete where applicable:**

(please tick appropriate box):

- I am/ my employer is a member of the Heating & Ventilating Contractors Association (HVCA)  
HVCA membership No .....
- I am/ my employer is a member of the Electrical Contractors Association (ECA)  
ECA membership No .....
- I am/ my employer is a member of the National Energy Foundation  
(NEF membership No).....
- I am not a member of any of the partner organisations and therefore pay the non-member's  
rate for the course

Full payment must be received before a place can be guaranteed. Under UK Excise Regulations, delegates from all countries are required to pay VAT on any course taking place in the UK. The total amount may be paid by (please tick appropriate payment box):

Sterling Cheque or Draft drawn on a bank in the UK. I enclose my remittance, made payable to the Electrical Contractors Association. for the sum of £  See overleaf for BACS payment information

Visa / MasterCard/Euro Card/Diners Club (please circle).

card no

expiry date  valid from  Switch/Maestro/Solo/Delta issue no

3 digit security code  This will be deleted upon authorisation

Authorised code (ECA use only)  Name of cardholder

Full address of cardholder (if different from above)

Signature  Date

## TERMS AND CONDITIONS

### IMPORTANT INFORMATION FOR DELEGATES AND EMPLOYERS

#### 1. How do I pay?

By cheque/postal order. A single cheque/postal order should accompany each booking. Corporate or block bookings for multiple delegates should be accompanied by a single company cheque covering all delegates. Cheques should be made payable to The Electrical Contractors' Association

BACS payments are available for corporate clients only. A BACS remittance advice or similar should accompany each application form

Bank details. National Westminster Bank Plc  
Sort Code: 60-40-04. Account name: The Electrical Contractors' Association. Account number: 10889000

Cleared payment must be received four weeks prior to the start of the course. M&E Education and Training reserves the right to re-allocate course places if fees are not paid on time

In the event of late payment, M&E Education and Training reserves the right to charge interest on all outstanding amounts

**Bookings will not be processed until cleared payment has been received. M&E Education and Training reserves the right to pursue its legal options in the case of default on payment, and to recover reasonable administration costs**

#### 2. What do the course fees include?

Joining instructions and directions to the venue will be dispatched approximately seven days prior to the course start date

Course materials will be provided on the first day of the course

Where applicable, a short end-of-course assessment will be undertaken and a certificate provided on its successful completion. Failure to satisfy the assessment criteria will result in the issue of an attendance-only certificate

External certification fees for awarding bodies and other providers (eg, City & Guilds and IOSH) will be charged at cost, in addition to course fees, and are not refundable

#### 3. What is expected of me?

It is the delegate's responsibility to ensure that the training course is suitable for his/her purpose. The trainer has the right to refuse entry to any delegate who fails to arrive at the correct venue, or on the correct date or time, or who in their opinion is unfit to take the course,

or whose conduct or behaviour is disruptive.

The decision of the trainer on the suitability of a delegate to complete the course shall be final and binding.

#### 4. What happens if I don't turn up?

Any delegate who fails to arrive at the correct venue, or on the correct date and time, will be deemed to have cancelled. Fees already paid will not be refunded and no alternative course dates will be offered

#### 5. Can I rearrange or cancel a booking?

There will be no charge for substituting delegates for the scheduled course by prior arrangement

Cancellations made four weeks (or more) prior to the course start date will attract no penalty, and 100% of course fees will be refunded

Cancellations made between two and four weeks prior to the course start date will attract a refund of 50% of course fees

Cancellations made within two weeks of the course start date will attract no refund

#### 5. What happens if the course is cancelled?

M&E Education and Training reserves the right to:

- (a) alter course content without prior notice;
- (b) alter or cancel published dates, and change venues or lecturers without liability;
- (c) cancel a course at any time without liability – in which circumstances, delegates will be offered an alternative date or a full refund

**The liability of M&E Education and Training, the Electrical Contractors Association (ECA) and the Heating and Ventilating Contractors' Association (HVCA) for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action or proceedings relating to any services or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of the course**

**M&E Education and Training, the ECA and the HVCA are unable to offer refunds for cancellations arising from events that lie outside their control. These include adverse weather conditions, flooding and industrial action**