

# Terms & Conditions – Training Courses

## 1. Cancellation Policy

**1.1 Cancellations received more than six (6) weeks before the scheduled start date of the training course are eligible for a refund, subject to a £100 administration fee. The £100 administration fee will be deducted from the amount refunded.**

**1.2 Cancellations received within six (6) weeks of the scheduled start date of the training course are non-refundable. No refund, whether full or partial, will be issued in these circumstances.**

**1.3 All cancellation requests must be submitted in writing via email to [admin@autismservices.group](mailto:admin@autismservices.group). Verbal requests, including telephone calls or text messages, must be followed up by email to be considered valid.**

## 2. Rescheduling Policy

**2.1 Any request to change or reschedule a training date will incur a £50 administration fee per request.**

**2.2 Requests to change or reschedule training dates will be considered subject to availability and are not guaranteed. Any transfer is only confirmed once the £50 administration fee has been paid.**

**2.3 Where a participant requests a date change within six (6) weeks of the scheduled course start date, Autism Services Group reserves the right to decline the request. If a change is agreed, it remains subject to availability and the £50 administration fee.**

**2.4 All rescheduling requests must be submitted in writing via email to [admin@autismservices.group](mailto:admin@autismservices.group).**

### **3. Scope of Services**

**3.1 Autism Services Group provides professional education and training.**

**Successful completion of any course or training programme does not create an ongoing professional relationship between Autism Services Group and the participant beyond the delivery of that training.**

**3.2 Autism Services Group does not provide employment services, recruitment support, job placement, references for employment, career coaching, interview preparation, or assistance in obtaining paid or voluntary roles.**

**3.3 Autism Services Group does not arrange, facilitate, or guarantee access to supervision, mentoring, clinical supervision, shadowing opportunities, work experience, placements, internships, or observational practice. Participants are solely responsible for independently sourcing any such opportunities where required.**

**3.4 Autism Services Group does not provide consultancy, business mentoring, commercial advice, or support relating to the establishment, operation, management, marketing, regulation, or development of private practices, clinics, or healthcare businesses. Participants are responsible for obtaining independent professional, financial, legal, regulatory, or business advice where appropriate.**

**3.5 It is the sole responsibility of each participant to ensure they meet any professional, regulatory, employment, insurance, registration, competency, supervision, or continuing professional development requirements applicable to their role or intended scope of practice.**

**3.6 Any certificate issued by Autism Services Group confirms attendance or successful completion of the relevant training only. It does not confer professional registration, clinical competence, authorisation to practise, employment status, insurance eligibility, or endorsement by any employer, regulator, or professional body.**

**3.7 Autism Services Group makes no representation or guarantee that completion of any training programme will result in employment, self-employment, career progression, business success, professional registration, accreditation, or acceptance by any employer, organisation, commissioning body, insurer, or regulatory authority.**



**3.8 Following completion of a training programme and the issuing of any applicable certificate, participants remain solely responsible for their own professional practice, decision-making, regulatory compliance, ongoing competence, supervision arrangements, insurance, and business activities. Autism Services Group accepts no responsibility for participants' professional activities, employment, business ventures, or clinical practice undertaken after completion of training.**

**3.9 By booking a training course, participants acknowledge that Autism Services Group's obligations are limited to the provision of the training purchased and any associated course materials or certification where applicable.**

## **4. Payment Policy**

**4.1 Full payment is required at the time of booking.**

**4.2 A booking will not be confirmed, nor a place secured, until payment has been received in full.**

**4.3 All payments are processed securely through our third-party payment provider, Stripe.**

## **5. Clinical Governance, Professional Standards & Safeguarding**

**5.1 Autism Services Group is committed to maintaining high standards of clinical governance, professional conduct, safeguarding, quality assurance, and continuous improvement across all training services delivered.**

**5.2 All training content is developed and delivered in accordance with current best practice, relevant legislation, and recognised professional guidance applicable at the time of delivery.**

**5.3 Participants are responsible for ensuring that any advice, strategies, or recommendations discussed during training are implemented appropriately within the**



context of their own professional responsibilities, organisational policies, and regulatory requirements.

**5.4** Training delivered by Autism Services Group is provided solely for educational and professional development purposes. It does not constitute individual clinical, medical, legal, financial, regulatory, business, employment, or therapeutic advice unless explicitly agreed otherwise in writing.

**5.5** Autism Services Group reserves the right to refuse attendance, remove participants, or terminate access to training where behaviour is considered unsafe, discriminatory, disruptive, abusive, or inconsistent with safeguarding or professional standards. No refund will be issued in such circumstances.

**5.6** Any concerns, complaints, safeguarding issues, or incidents arising during training should be reported to Autism Services Group as soon as reasonably practicable via [admin@autismservices.group](mailto:admin@autismservices.group). All concerns will be managed in accordance with organisational policies and procedures.

**5.7** Participants must maintain the confidentiality of any case examples, sensitive information, or personal information discussed during training sessions and must comply with all applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**5.8** Autism Services Group may issue certificates of attendance or completion where applicable. It remains the participant's responsibility to ensure that any training undertaken meets the requirements of their employer, professional body, insurer, or regulatory authority.

## **6. General Terms**

**6.1** Autism Services Group reserves the right to cancel or reschedule any training session due to unforeseen circumstances, including but not limited to trainer illness, venue issues, low enrolment, or events beyond its reasonable control. Where this occurs, participants will be offered either a transfer to an alternative training date or a full refund.



**6.2** Autism Services Group reserves the right to make reasonable amendments to training content, course materials, trainers, venues, timings, or methods of delivery where necessary to maintain the quality and continuity of training.

**6.3** By booking and submitting payment, participants confirm that they have read, understood, and agree to be bound by these Terms & Conditions.

**6.4** Autism Services Group reserves the right to amend these Terms & Conditions at any time. The version in force at the time of booking shall apply to that booking unless otherwise required by law.

**6.5** These Terms & Conditions shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising in connection with these Terms & Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.