

The IMA endeavors to raise the standards of training to money advice workers. It achieves this by:

- Carrying out regular analysis of training needs
- Employing trainers who are specialists in their field
- Using the agreed wiseradviser standards
- Encouraging all trainees to complete an evaluation
- Undertaking to follow up evaluations

Course Materials

Detailed handouts are provided for each course. The course materials can be made available in large print if requested. Requests should be made on the booking form.

Access to Training

The Institute endeavors to ensure that all our training locations are accessible. We welcome carers, helpers and assistants. Please inform us if you will be accompanied. Where it is practicable, we will try to meet special needs if you give us sufficient notice. Where we are unable to do so we will inform you.

Training Venues

The Institute uses a variety of venues across the country. We try to ensure they are fully accessible to those with mobility difficulties and are accessible by public transport. Most will also have parking nearby. If you require disabled parking—please check availability with the Training Manager.

In-house Training

The institutes training courses can be provided 'in-house' to meet the needs of your organisation. This can prove a cost effective way of training a group of people who all require a particular course.

We also provide a range of courses in addition to those detailed in this programme. Please contact the training Manager for further details.

Equal Opportunities

The Institute is committed to actively opposing all forms of discrimination on the grounds of gender, race, sexuality, disability, age, religious or political beliefs. We also seek to oppose any developments in the credit industry which we perceive to be discriminatory. The IMA's policy statement on Equal Opportunities is available on request.

Accreditation

Most of the Institutes' courses are accredited by the Law Society. If you wish to claim CPD hours, please tick the relevant box on the booking form.

CPD charges

IMA Members £25.00

Non Members £35.00

Booking Terms and Conditions

By signing this form, you / your organisation are agreeing to and will comply with the IMA payment terms and conditions.

1. All course fees are payable in advance of the course.
2. We only accept cancellations in writing, by fax or email (but not by phone) up to two weeks before the date of the course. A £25 administration fee will be payable.
3. Where payment does not accompany the booking, an invoice will be issued and must be paid within 28 days.
4. Cancellation for whatever reason during the two weeks prior to the commencement of the course will result in the full fee being payable if the delegates agency is unable to nominate a substitute. Payments should be made within 28 days of the date on the invoice.
5. We can accept delegate replacements but an administration charge of £10 is made for any changes to the original booking.
6. If we cancel the course we will refund any payment made.
7. Where a course is over-subscribed a limit of two delegates from one agency may be imposed.
8. The booking form constitutes a legally binding agreement.

Please Note

The IMA reserves the right at any time, without prior notice to change the venue of any course and/or the tutor from that described in the published literature. The IMA also reserves the right at its absolute discretion and without liability to cancel any advertised course because of insufficient delegates in which event all monies paid will be refunded.

How To Book

There are 3 ways to send us your completed booking form:

By Post:

IMA Training
Stringer House
34 Lupton Street
Leeds LS10 2QW

By fax:

0845 094 2175

By email: If authorised signatures can be scanned in electronically the form can be emailed to:
training@i-m-a.org.uk

All bookings will be acknowledged within two weeks of receipt. If you do not receive acknowledgement within this time please contact the bookings administrator.

Final confirmation that the course is running will be sent three weeks before the date of the course along with printed directions or web site address where a map can be downloaded.

Book early to avoid disappointment



TRAINING PROGRAMME

Booking Form

TO BE COMPLETED BY THE PERSON ATTENDING THE TRAINING COURSE

First Name

Surname

Organisation

Contact Address

Postcode

Course Title

Date

Location

AUTHORISATION

All bookings must be authorised by you line manager, where applicable

Line Managers Name

Signed

Date

PAYMENT

Cheque: I enclose a cheque for £75 / £140
 Cheques should be made payable to:-
Institute of Money Advisers

Invoice: please invoice for £85 / £150

Invoice details / Address (if different)

Purchase Order No.

IMA Membership Number

Telephone

Fax

Email

Continuing Professional Development Record

If you would like to claim CPD hours through attending this course please tick this box

CPD Charges: IMA Member £25.00 Non Member £35.00

We try to ensure that all the locations we use are fully accessible training is a positive experience please tell us if you have any particular requirement. We will inform you immediately if we are unable to assist.

Data Protection Act 1998

The IMA may use this data to inform you of its services which we believe will be relevant to you. Please tick the box below if you do not wish to be contacted for this purpose. We will not pass your details on to third parties and it will be stored in line with the Data Protection Act 1998

Terms and Conditions

I confirm that I have read and agree to the IMA training terms and conditions.

Signed

Date

Please return this completed form to the following:

Post: IMA Training
Stringer House
34 Lupton Street
Leeds LS10 2QW

Fax: 0845 094 2175

Assuring Quality in the Money Advice Profession