



“IN-HOUSE LUNCH & LEARN”

A CPD PROGRAMME TO HELP ALL EMPLOYEES KEEP UP-TO-DATE

There never seems to be enough time during the day to get everything done. You can't spare people to go to training because there is so much work to be done, but you also can't neglect their training and development. Learn at Lunch (or whatever time that suits you) is a way to get more training done by making the lunch hour multi-tasking.

WORKSHOP CONTENT

Each session is structured as follows:

Question and answer - Each session will have a 5-10 minute revision from the previous workshop to reinforce the previous session. The facilitator will also look to the audience to demonstrate that they are keeping up with news and issue that impact their activities and regulated business

Regulatory and Compliance Update - This part of the session will take up to 15 minutes depending on events and changes since the last meeting. The session will focus on regulatory market issues such as Anti money laundering initiatives and updates.

Specific topic - The final part on specific areas of the regulatory Environment which will be identified during the year.

IN-HOUSE LUNCH & LEARN WORKSHOPS



DATE & TIME

These workshops can be run at any time you want. In the morning, lunch time, after hours; you choose what suits your business and your employees.

COST

£1,500 for a minimum of 6 sessions. This cost includes preparation time, supply of final presentation and delivery.

COST

Your boardroom / training room

FINALLY, ADD AN ON-LINE COMPETENCE TEST

Why not assess your understanding and retention of the workshop subject matter? For an extra £15.00* delegates can elect to take a short on-line competence test based on the workshop topic.

To enrol for your test please contact:
elearning@comsuregroup.com

After enrolment you will be issued an invoice and after the workshop event (usually 2-3 days afterwards) an online email notification will advise you the test is open along with your access passwords. This email will enable you to take a multi-choice test based on the training content / material from the day and if you pass you will be issued a **PASS CERTIFICATE** and a **CPD CERTIFICATE** for 0.5hrs. For more information please contact: elearning@comsuregroup.com

WHY NOT TAKE A SAMPLE TEST?

Go online at www.comsuregroup.com/take-a-test/



*Please note this cost is separate from the training cost and any associated discounts and will be invoiced separately.

BOOKING & INVOICE CONFIRMATION



Senior Management
Advisory



Compliance



Training



Sanctions & PEP
Screening



Due Diligence



Technology

Please return this form by email to training@comsuregroup.com or by post to the address below.

COURSE INFORMATION:

Course name:

Course date:

COMPANY INFORMATION:

Company name:

Person booking this course / key contact: (if not the delegate)

Key contacts telephone number:

Key contacts email address:

Key contact's email:

DELGATES INFORMATION:

Delgates name:

Delegates job title:

Delegates email address:

Delgates name:

Delegates job title:

Delegates email address:

Delgates name:

Delegates job title:

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Please return this form by email to training@comsuregroup.com or by post to the address below.

10% DISCOUNT OFFERED FOR 3 OR MORE PERSONS. PLEASE CONTACT COMSURE AT TRAINING@COMSURE-GROUP.COM. FOR MORE DETAILS PLEASE SEE WORKSHOP OUTLINE OR EMAIL: TRAINING@COMSUREGROUP.COM

BOOKING DETAILS (AND TERMS AND CONDITIONS)

Booking form and payment instruction - Please ensure the details provided in the booking form are clear and concise and ensure you reference your payment with your name & course/test title.

Confirmation: You will receive confirmation from Comsure within 4 working days of registering.

Payment with discounts - Payment associated to a discount offer (e.g. early bird) is due within 4 business days of the booking being received (whether electronically or by any other means) by Comsure. **LATE PAYMENTS & DISCOUNTS** - Where payment is not paid within 4 business days all discounts will be void and full payment will be applicable and must be paid in accordance to the usual payment terms below.

Payment - Outside of above discount terms payment is due within 10 business days OR before the day of the event whichever is the soonest of the booking being received (whether electronically or by any other means) by Comsure.

LATE PAYMENTS - for all late payments Comsure retains the right to charge a minimum administration fee of £40. This minimum is dependent on the size of the delayed payment (debt) and the time to recover it. In addition interest will be charged on the unpaid amount at 8% plus the Bank of England base rate.

Cancellation: A full refund, less 20% per person administrative charge, will be made for cancellations made by letter and received 10 business days before the event. Thereafter, we regret that no refunds can be made. This also applies to delegates who are unable to attend on the day. However, complete substitutions for any of the workshops are welcome.

Other Information: The organisers reserve the right to change the venue, speakers or programme. We also reserve the right to cancel the programme, in which case all fees will be refunded.

COURSE INFORMATION:

Course name:	Company name:
Course date:	In-House Training:

This Form Represents an **Invoice** and **Confirmation** of Payment Method

Invoice Reference:

Payment: (All payments must be made in accordance with the above terms and conditions)

PLEASE NOTE: CREDIT CARD bookings can be made on-line

PLEASE TICK IF PAYING BY CHEQUE.
Please make cheques payable to **COMSURE** and send to:
**Accounts Manager
Comsure
1 Bond Street,
St Helier, JE2 3NP**

PLEASE TICK IF YOU ARE MAKING ELECTRONIC PAYMENT.
Electronic payment can be made directly to Comsure by transferring the full amount (include any charges) to:
**Comsure Compliance Ltd
NATWEST, Jersey Branch
Sort: 60-12-03 A/C: 26400669**
Please quote reference **'YOUR CO NAME + DATE OF COURSE'**

DATA PROTECTION

For details on Comsure's data protection policies please refer to www.comsuregroup.com. If in the meantime you do not wish to receive any further communications from Comsure, please tick here