



## Online Learning

CIBSE currently offer 13 online courses, each consisting of 7 hours' worth of content, knowledge test quizzes, supporting materials, including glossary of terms. Content is SCORM compliant and fully reportable. L&D Managers are able to manage and track learner's progress. As well as create learning plans and select programs of learning.

**The development of these units has been kindly supported by:**

**AECOM, Arup, Hoare Lea, Crown House, Laing  
O'Rourke & NG Bailey**

Further supported by: **Atkins, SPIE, URS & WSP**

Corporate rates are available. Contact the Training Team at [onlinelearning@cibse.org](mailto:onlinelearning@cibse.org) for further information.

Course	Number of modules
<u>Cable Sizing</u>	
<u>Introduction to Mechanical &amp; Electrical Building Services</u>	
<u>Hot and Chilled Water Pipework Systems</u>	
<u>Low Voltage Distribution</u>	
<u>Heating System Design</u>	
<u>Lighting Design</u>	
<u>Ventilation Design</u>	
<u>High Voltage Distribution</u>	
<u>Air Distribution</u>	
<u>Air-conditioning Systems</u>	
<u>Electrical Commissioning and Testing</u>	
<u>Commissioning and Testing of Mechanical Services</u>	
<u>Drainage</u>	

Once we have processed your booking you will receive an email confirming how to log in to access your online learning



Delegate Details			
First Name		Surname	
Job Title			
Organisation			
Email			
Telephone			
Address			
Town / County		Postcode	

Payment Details																			
Course Fee's	£300 + VAT - (£360 inc VAT)																		
Payment Method Please tick box	Credit Card	BACs	Invoice																
For payment by card please complete the below details																			
Debit / Credit Card No.																			
Valid From			Expiry Date			Security Code													
Cardholders Name																			
Card Address																			
																		Postcode	
Cardholders Signature																			
<p style="text-align: center;">For invoicing please fill out details below</p> <p style="text-align: center; color: red;">Due to high levels of non-payment we do not invoice unless by prior arrangement, if you would like us to invoice you please contact us to discuss on 020 8772 3672 or <a href="mailto:training@cibse.org">training@cibse.org</a></p>																			
PO Number																			
Invoice Address																			
																		Postcode	



### Returning Completed Booking Forms

**Email** [onlinelearning@cibse.org](mailto:onlinelearning@cibse.org)

**Post** CIBSE, 222 Balham High Road, London SW12 9BS

Please contact us to inform us of any special requirements you may have (dietary/access/learning)

#### Booking Conditions

**Refunds Policy** While we are happy to renew subscriptions, we do not offer refunds for accounts that have been partially used in any way. We highly recommend that you view the sample courses and view the course outlines (provided in the course list) before placing an order. By doing so, you can make sure that the course that you want to buy meets your expectations. CIBSE must receive all requests for refunds, replacements, and adjustments via email or an online request within 7 days after purchase. Refunds, replacements, adjustments will be considered for: - Accounts that have not been utilised whatsoever, therefore if you have already used your account then you will not be entitled to a refund.- Technical problems resulting in you not being able to view courseware. CIBSE must receive written notification of the problem and be given the opportunity to fix the problem in order for a refund, replacement or adjustment to be considered.

**Financial** Quotes prices and issues invoices in UK pounds (GBP), US dollars (USD), Euros (EUR) or Australian dollar (AUD) only. The client must pay in the currency shown on the invoice.

Currency conversion charges from any other currency to that of the invoice is the responsibility of the client.

Any sales taxes relevant to the country where the course takes place will be added to the course fees in accordance with that country's tax regulations. The client must pay in full or provide a purchase order before the start of any training event or shipment of any product or course materials. With purchase orders CIBSE will raise an invoice for the course fees and any certification / exam fees before the start of the training. In the case of PO's the client must pay any invoice within 30 days of the date on the invoice. Online payment is the preferred method of payment. Recognised credit cards are Visa/Mastercard/Maestro. Course fees include the licensing of training materials to a limited period of time to and appropriately qualified course content. Each license is valid to one person only and cannot be exchanged or shared.

CIBSE reserve the right to review the pricing and take appropriate action when changes to course or exam specification occur beyond our control. All discounts, whether advertised or stated in correspondence, are mutually exclusive i.e. only one discount can be applied to any one booking. Late payment may incur penalty charges including removal of any discounts.

CIBSE reserves the right to charge interest on late payments of invoices.

**Bulk Order Credits** Bulk order credits are subject to the same terms herein and should be used within 12 months of purchasing, unless otherwise agreed in writing.

Full terms and conditions are available [onlinelearning.CIBSE.org](http://onlinelearning.CIBSE.org)