



**APHC (Training) Ltd. Employer Training Reward Scheme**  
**(APHC Non-member) 2018**

(Please read through the terms and conditions overleaf to confirm eligibility to claim the reward payment. Then complete and return the attached form to reserve the reward payment in line with our terms & conditions).

I wish to apply for a reward payment to the value of up to £150 from APHC (Training) Ltd. for the business detailed below -

**Contact name:** \_\_\_\_\_

**Position in business:** \_\_\_\_\_

**Business name:** \_\_\_\_\_

**Address line 1:** \_\_\_\_\_

**Address line 2:** \_\_\_\_\_

**Town:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Companies house number:** \_\_\_\_\_

*Note: If your business is not registered with Companies House then a copy of a company letterhead must be provided with this form as evidence to confirm that you are operating a plumbing & heating business.*

**Data Privacy**

APHC manages all personal data in accordance with their Data Privacy Notice which can be viewed at [www.aphc.co.uk/data\\_privacy\\_notice.asp](http://www.aphc.co.uk/data_privacy_notice.asp).

I have read and understood how APHC manages personal data. (Please tick to confirm)

I confirm that the aforementioned business is eligible to claim reward payment from APHC (Training) Ltd. and I understand the requirements of the terms and conditions of the training reward scheme and confirm that my application meets the requirements of those terms and conditions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form:

By e-mail to: [info@aphc.co.uk](mailto:info@aphc.co.uk)

By fax: 0121 705 7871

By post: APHC, 12 The Pavilions, Cranmore Drive, Solihull, B90 4SB

# **APHC (Training) Ltd. Employer Training Reward Scheme 2018**

## **Terms & Conditions**

The following outlines the terms and conditions on which a training reward payment can be claimed from APHC (Training) Ltd. –

- 1/ The training reward scheme is only open to plumbing and heating businesses in the UK.
- 2/ Any application for a training reward scheme payment must only be made by the plumbing and heating company directly. APHC (Training) Ltd will reject any applications made directly by training providers or made by training providers on behalf of plumbing and heating businesses.
- 3/ The training reward payment can only be claimed in support of CPD type courses to develop existing qualified operatives in the plumbing and heating workforce. The reward cannot be claimed to support any form of new entrant training. APHC (Training) Ltd. reserves the right to carry out checks with training providers to ensure that any reward payment to be paid are supporting CPD courses to existing workers. In the event that an incorrect claim is made, a reward payment will not be made. In the event that an incorrect a reward payment is claimed APHC (Training) Ltd. reserves the right to seek a full reimbursement from the claimant.
- 4/ APHC (Training) Ltd. has set aside funding for reward payments to companies during 2018 on a quarter by quarter basis. The application will be deferred to the next quarter in 2018 if the allocation has been exceeded (other than the final quarter when it will be rejected). Please note that all training courses eligible for the reward programme must only be taken after the reward has been agreed and confirmed in writing with APHC (Training) Ltd.
- 5/ Each business can claim a reward up to the value of £150 towards the CPD type training of one plumbing & heating operative. If the cost of the course completed is less than the £150 training reward value, then the reward value will be reduced to cover the course cost paid. For 2018, there are only 100 training rewards available in total.
- 6/ Rewards can only be claimed by businesses that APHC (Training) Ltd. has previously confirmed that a reward has been allocated to them. Rewards will only be paid for training completed after the date on which APHC (Training) Ltd. confirms the allocation of a reward payment to the business. All training for rewards agreed during 2018 must be completed by 31<sup>st</sup> December 2018; the final date for claiming the reward payments for 2018 is 28<sup>th</sup> February 2019.
- 7/ Once a reward allocation has been made by APHC (Training) Ltd. to a business, a simple form will be provided on which to claim the reward. This form must be fully completed and provided back to APHC (Training) Ltd. and be accompanied by an invoice for the course from an approved course provider together with a certificate confirming that the training programme has been successfully completed. If the form is incomplete and the invoice or certificate is not provided then APHC will reject the claim for the reward payment.
- 8/ Eligible certificated CPD courses are those completed through a recognised provider such as BPEC, City & Guilds, LOGIC Certification, NICEIC and including all UKAS approved ACS providers. Eligible courses are as follows –
  - Above Ground Sanitation Systems
  - Gas Accredited Certification Scheme
  - Water Regulations
  - Unvented Hot Water Systems
  - Solid Mineral Fuel Systems
  - Oil Firing (OFTEC range of programmes)
  - Defined Scope Electrical Part P
  - Water Disinfection & Risk Assessment
  - Building Regulations Part L1
  - Rainwater Harvesting & Grey Water Recycling
  - Underfloor Heating
  - Domestic Ventilation Systems
  - Renewable Technologies – heat pumps, solar thermal, woody biomass

9/ APHC (Training) Ltd. reserves the right to at all times provide reward payment finance to businesses at its sole discretion.