



# Searchlight Academy

*2018 - 2019 Programme of Workshops*

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## Searchlight Academy Programme 2018 / 2019

The following pages list forthcoming training workshops across the UK, which:

- Help staff achieve excellence
- Address key technical and business issues
- Help ensure staff competency
- Fill gaps to help you maximize staff potential
- Qualify for CII CPD where appropriate

They cover:

- Technical Insurance (*pages 5-9*)
- Regulation and Compliance (*page 10*)
- Management Skills (*page 11*)
- Business Skills (*page 12*)
- Financial Skills (*page 12*)
- Sales and Negotiation Skills (*page 12*)
- Training Skills (*page 12*)

All the course outlines can be found on our website, [www.searchlightsolutions.co.uk](http://www.searchlightsolutions.co.uk) and places can be booked online, by email [brokeracademy@ssluk.net](mailto:brokeracademy@ssluk.net) or by telephone **01372 361177**.

### Can't find the course you're looking for?

We are continually updating and adding to the programme. So if there are additional topics you would like to see in the programme, please let us know. We will add these to the current schedule. In addition, all of our standard courses can also be run in-house or we can develop and deliver bespoke courses tailored to your needs. Contact us for more information at [training@ssluk.net](mailto:training@ssluk.net) or on **01372 361177**.

### Hosting Option

If you need to stretch your training budget and have 4 or more delegates that need to attend the same workshop, why not **host the workshop** and receive a discount – phone us for more information.

Please note: Our workshops are occasionally subject to date/venue changes – we will let you know if this is the case as soon as possible.

## New for 2018

We have introduced a number of topical new workshops for 2018 and now offer a more comprehensive programme than ever before, including....

### CII GENERAL INSURANCE AND FINANCIAL PLANNING COURSES SUPPORT AND REVISION PROGRAMME

*Searchlight is able to provide CII exam study and revision for ALL CII subjects, including Financial Services*

*Our coursework sessions provide support for the coursework and revision courses offer valuable support in the weeks leading up to the exam.*

*Candidates sitting CII exams after attending a revision course have a higher success rate ( of up to 48% ) than those who did not attend a course.\**

*We constantly improve our programme in line with the needs of insurance and financial planning professionals and so please contact us for how we can assist your firm achieve better exam results by emailing [training@ssluk.net](mailto:training@ssluk.net) or calling one of our experts on 01372 361177*

*\*CII statistics - 2016*

### Our Loyalty Scheme

To ensure that your training is as cost effective as possible, we are continuing to offer our popular Loyalty Scheme. To take advantage of our specially discounted rates, simply pay a lump sum “up front” and we will **reduce the cost of all open market training booked**, as below:

Cost	Discount*
£1000	10%
£5000	20%
£10000	30%

*\*Discount applies to all open market courses and is valid for 12 months or until all the budget is used, whichever is first.*

**As always, we welcome your feedback. Please let us know if you can't find the course you are looking for in your region or if you have any particular requirements and we will do our very best to help.**

## 2018 Programme Details

Technical Insurance	Region	Date	Cost (ex VAT)
<a href="#">Application of Insurance Principles</a>	London	07-Jun-18	£205.00
	London	11-Sep-18	£205.00
	London	26-Feb-19	£205.00
<a href="#">Aviation Insurance - Introduction</a>	London	24-Apr-18	£205.00
	London	20-Aug-18	£205.00
<a href="#">Binding Authority Management</a>	London	30-May-18	£205.00
	London	19-Feb-19	£205.00
<a href="#">Business Interruption and How to Calculate Gross Profit (SearchBite) 2 hour session</a>	London	13-Jun-18	£160.00
<a href="#">Business Interruption Insurance - Introduction</a>	London	23-May-18	£205.00
	Bristol	11-Jul-18	£160.00
	London	10-Oct-18	£205.00
<a href="#">Business Interruption Insurance - Intermediate</a>	Bristol	24-May-18	£170.00
	London	27-Jun-18	£210.00
	Leeds	05-Jul-18	£170.00
	London	14-Nov-18	£210.00
<a href="#">Business Interruption Insurance - Advanced</a>	London	12-Apr-18	£235.00
	Birmingham	19-Apr-18	£200.00
	Manchester	11-Sep-18	£200.00
	London	19-Sep-18	£235.00
<a href="#">Claims - Intermediate</a>	London	28-Jun-18	£210.00
<a href="#">Captive Insurance Companies</a>	London	17-Apr-18	£205.00
	London	18-Sep-18	£205.00
<a href="#">Commercial Claims Handling – Intermediate</a>	Birmingham	03-May-18	£170.00
	London	21-Mar-18	£210.00
<a href="#">Commercial Insurance - Introduction</a>	Leeds	14-Mar-18	£160.00
	London	08-May-18	£205.00
	Bristol	24-May-18	£170.00
	Birmingham	05-Jun-18	£170.00
	London	21-Feb-19	£205.00
<a href="#">Commercial Insurance - Intermediate</a>	London	05-Apr-18	£210.00
	London	29-May-18	£210.00

<a href="#">Commercial Property Insurance - Introduction</a>	Leicester	26-Apr-18	£160.00
	Birmingham	19-Jun-18	£160.00
	Newcastle	15-Aug-18	£160.00
<a href="#">Commercial Property Insurance - Intermediate</a>	Norwich	18-Jul-18	£170.00
	Bristol	07-Aug-18	£170.00
	London	18-Sep-18	£210.00
<a href="#">Commercial Property Insurance - Advanced</a>	Leicester	16-May-18	£200.00
	London	13-Sep-18	£235.00
	London	13-Mar-19	£235.00
<a href="#">Construction Insurance - Introduction</a>	London	26-Jul-18	£205.00
	London	11-Oct-18	£205.00
	London	13-Feb-19	£205.00
<a href="#">Contingency Insurance</a>	London	24-Jul-18	£235.00
<a href="#">Contractors Insurance - Advanced</a>	London	27-Mar-18	£235.00
	London	27-Jun-18	£235.00
<a href="#">Contract Works Insurance - Introduction</a>	Bristol	22-May-18	£160.00
<a href="#">Contract Works Insurance - Intermediate</a>	London	27-Mar-18	£210.00
	Leeds	03-Apr-18	£170.00
	Ipswich	11-Jul-18	£170.00
	Norwich	09-Aug-18	£170.00
	Newcastle	27-Sep-18	£170.00
	London	17-Oct-18	£210.00
	Norwich	12-Feb-19	£170.00
<a href="#">Contract Works Insurance (Contractors All Risks) – Intermediate</a>	London	12-Sep-18	£210.00
<a href="#">Contractors Liability Insurance - Intermediate</a>	London	22-Mar-18	£210.00
	London	01-Nov-18	£210.00
<a href="#">Contractors Liability Insurance - Advanced</a>	Bristol	24-Apr-18	£200.00
<a href="#">Cyber Risks Insurance – Introduction</a>	Manchester	11-Jul-18	£160.00
	London	01-Aug-18	£205.00
	London	16-Jan-19	£205.00
<a href="#">Cyber Risks Insurance - Intermediate</a>	London	04-Apr-18	£210.00
	Leeds	08-Aug-18	£170.00

	London	16-Oct-18	£210.00
<a href="#">Cyber Risks Insurance – Advanced</a>	Manchester	23-Jan-19	£200.00
	London	19-Jul-18	£235.00
	London	12-Mar-19	£235.00
<a href="#">Cyber Risk Insurance (understanding the relationship between the cover and Professional Indemnity) and Crime Insurance</a>	Manchester	19-Mar-18	£160.00
	Norwich	16-Apr-18	£160.00
	Manchester	14-Jun-18	£160.00
	London	19-Jun-18	£205.00
	Leicester	20-Sep-18	£160.00
	London	06-Feb-19	£205.00
<a href="#">Directors and Officers Liability Insurance - Introduction</a>	London	09-May-18	£205.00
	London	21-Jun-18	£205.00
	Bristol	09-Aug-18	£160.00
	Manchester	06-Sep-18	£160.00
<a href="#">Directors and Officers Liability Insurance – Intermediate</a>	London	10-May-18	£210.00
	Ipswich	13-Jun-18	£170.00
	Manchester	12-Sep-18	£170.00
	London	20-Sep-18	£210.00
<a href="#">Directors and Officers Liability Insurance - Advanced</a>	London	03-Jul-18	£235.00
	Norwich	21-Aug-18	£200.00
<a href="#">Environmental Impairment Insurance</a>	Leicester	05-Jul-18	£160.00
<a href="#">Farming Insurance - Intermediate</a>	Leeds	05-Apr-18	£170.00
<a href="#">High Net Worth Insurance – Introduction/Intermediate</a>	Leeds	13-Sep-18	£160.00
	London	19-Sep-18	£205.00
<a href="#">High Net Worth Insurance (including Mid Net Worth)</a>	Leicester	27-Apr-18	£160.00
<a href="#">High Net Worth Insurance – Advanced</a>	Bristol	22-May-18	£200.00
	London	18-Sep-18	£235.00
	London	05-Feb-19	£235.00
<a href="#">Household and High Network Insurance - Introduction</a>	Leicester	23-May-18	£160.00
<a href="#">Household Insurance - Introduction</a>	Leicester	16-May-18	£160.00
	London	24-May-18	£205.00
<a href="#">Household Insurance – Intermediate</a>	Leicester	22-May-18	£170.00

<a href="#">Introduction to Insurance</a>	Birmingham	22-Mar-18	£160.00
	Manchester	19-Apr-18	£160.00
	London	07-Jun-18	£205.00
	Bristol	20-Jun-18	£160.00
	Newcastle	23-Aug-18	£160.00
	London	01-Nov-18	£205.00
	London	20-Feb-19	£205.00

<a href="#">Introduction to Insurance Basics (3 day programme)</a> <i>*Now with added online programme*</i>	London	24-Apr-18 - 26-Apr-18	£595.00
	London	02-Oct-18 to 04-Oct-18	£595.00

\*Now also available: [Online Insurance Basics Programme](#) – to complement the face to face programme. This can be used as a supplement/follow-on to the face-to-face training to ensure your new starter’s learning is embedded or as a separate stand-alone online learning.

Contact us today for details: [training@ssluk.net](mailto:training@ssluk.net) or 01372 361177

<a href="#">Introduction to Underwriting</a>	London	15-Mar-18	£205.00
	London	07-Jun-18	£205.00

<a href="#">Liabilities (Understanding the relationship between PI, D&amp;O and General Liabilities and recognising gaps in cover)</a>	London	10-Apr-18	£205.00
	London	10-Jul-18	£205.00
	Leeds	12-Jul-18	£160.00
	London	18-Oct-18	£205.00

<a href="#">Liability Insurance – Introduction</a>	London	10-May-18	£205.00
	London	13-Sep-18	£205.00

<a href="#">Liability Insurance – Intermediate</a>	Bristol	03-May-18	£170.00
	Leeds	16-May-18	£170.00
	London	06-Jun-18	£210.00
	London	09-Oct -18	£210.00

<a href="#">Liability Insurance - Advanced</a>	Manchester	09-May-18	£200.00
	London	12-Jul-18	£235.00

<a href="#">Liability Insurance Claims - Introduction</a>	London	17-May-18	£205.00
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<a href="#">Lloyd’s and London Market – Introduction</a>	London	26-Jun-18	£205.00
	London	04-Sep-18	£205.00

<a href="#">Marine Cargo and Goods in Transit Insurance – Introduction</a>	London	19-Apr-18	£205.00
	London	09-May-18	£205.00

<a href="#">Marine Cargo and Goods in Transit Insurance - Intermediate</a>	London	07-Jun-18	£210.00
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<a href="#">Marine Cargo and Goods in Transit Insurance - Advanced</a>	London	26-Sep-18	£235.00
<a href="#">Motor Fleet Insurance - Introduction</a>	London	04-Jul-18	£205.00
<a href="#">Motor Fleet Insurance - Intermediate</a>	London	02-May-18	£210.00
<a href="#">Motor Fleet Insurance – Advanced</a>	Leicester	17-Apr-18	£200.00
<a href="#">Motor Insurance - Introduction</a>	Birmingham	27-Apr-18	£160.00
	London	12-Jul-18	£205.00
<a href="#">Motor Insurance - Intermediate</a>	Leicester	04-Sep-18	£170.00
<a href="#">Motor Trade Insurance - Introduction</a>	London	21-Sep-18	£205.00
<a href="#">Motor Trade Insurance – Intermediate</a>	Leicester	28-Mar-18	£170.00
	Manchester	25-Apr-18	£170.00
	London	27-Sep-18	£210.00
	London	24-Jan-19	£210.00
	Leicester	27-Feb-19	£170.00
<a href="#">Motor Trade Insurance - Advanced</a>	Leicester	12-Apr-18	£200.00
<a href="#">PL Products and Financial Loss - Advanced</a>	London	10-Apr-18	£235.00
<a href="#">Personal Injury Claims</a>	London	15-May-18	£205.00
<a href="#">Personal Lines Insurance - Introduction</a>	London	06-Sep-18	£205.00
<a href="#">Political Risks Insurance</a>	Birmingham	19-Apr-18	£200.00
	London	12-Jun-18	£235.00
	Leeds	14-Jun-18	£200.00
<a href="#">Professional Indemnity Insurance Claims</a>	London	03-Jul-18	£205.00
<a href="#">Professional Indemnity Insurance – Introduction</a>	Bristol	20-Apr-18	£160.00
	Manchester	15-Aug-18	£160.00
	London	30-Oct-18	£205.00
<a href="#">Professional Indemnity Insurance – Intermediate</a>	London	26-Apr-18	£210.00
	London	15-May-18	£210.00

	Leeds	13-Jun-18	£170.00
	London	16-Aug-18	£210.00
	Leeds	06-Sep-18	£170.00
<a href="#">Professional Indemnity Insurance – Advanced</a>	London	27-Sep-18	£235.00
<a href="#">Property Owners Insurance - Intermediate</a>	Leeds	06-Sep-18	£170.00
Public and Products Liability Insurance – Intermediate	London	30-Jul-18	£210.00
<a href="#">Reinsurance – Intermediate</a>	London	20-Mar-18	£210.00
	London	17-Aug-18	£210.00
	London	31-Oct-18	£210.00
<a href="#">Residential Property Owners Insurance - Introduction</a>	London	10-May-18	£205.00
<a href="#">Residential Property Owners Insurance - Intermediate</a>	London	29-Jun-18	£210.00
<a href="#">Residential Property Owners Insurance - Advanced</a>	London	19-Jul-18	£235.00
<a href="#">Risk Management</a>	London	04-Jun-18	£205.00
	London	26-Sep-18	£205.00
<a href="#">Risk Surveying for the Non Surveyor</a>	Manchester	15-May-18	£160.00
<a href="#">Trade Credit Insurance - Intro/Interm</a>	London	24-Jul-18	£205.00
	London	15-Jan-19	£210.00
<b>Regulation and Compliance</b>	<b>Region</b>	<b>Date</b>	<b>Cost (ex VAT)</b>
<a href="#">Anti Bribery and Corruption – a.m. only</a>	London	20-Apr-18	£195.00
<a href="#">Conduct Risk and Treating Customers Fairly</a>	London	14-Jun-18	£250.00
<a href="#">Extending the Senior Managers &amp; Certification Regime (SMRC) - a.m. only</a>	London	22-May-18	£195.00
	London	21-Jun-18	£195.00
<a href="#">Financial Promotions</a>	London	11-Apr-18	£195.00
<a href="#">General Insurance Data Protection Regulation (GDPR) a.m. only</a>	Leeds	13-Mar-18	£180.00
	London	18-Apr-18	£195.00
	Birmingham	24-Apr-18	£180.00
	London	02-May-18	£195.00
<a href="#">Handling Clients Assets and Money (General Insurance)</a>	London	19-Jun-18	£250.00

<a href="#">How to carry out a Compliance Audit - a.m. only</a>	London	18-May-18	£195.00
<a href="#">Implementing the Insurance Distribution Directive (IDD) a.m. only</a>	London	23-May-18	£195.00
<a href="#">Introduction to Compliance</a>	London	24-Apr-18	£250.00
<a href="#">Introduction to FCA Regulation and Compliance</a>	London	14-Aug-18	£250.00
<a href="#">Introduction to Financial Crime</a>	London	12-Mar-18	£250.00
<a href="#">Managing Conflicts of Interest - a.m. only</a>	London	13-Jun-18	£195.00
<a href="#">Managing Insurance Conduct Risk - a.m. only</a>	London	20-Jun-18	£195.00
<a href="#">Role of the Compliance Officer - half day</a>	London	25-Jul-18	£195.00
<a href="#">Roles Within Compliance - half day</a>	London	14-Jun-18	£195.00

Alternatively, why not ask us for a **no-obligation half day MOT review** to identify key areas requiring improvement? As members of the Association of Professional Compliance Consultants you can be sure to receive quality advice from a professional consultant.

Management Skills	Region	Date	Cost (ex VAT)
<a href="#"><u>Essentials of Management – Day 1</u></a> <i>Attend Day 2 one month after Day 1</i>	London	05-Apr-18	£205.00
	Leicester	01-May-18	£160.00
	London	06-Sep-18	£205.00
	London	06-Nov-18	£205.00
<a href="#"><u>Essentials of Management - Day 2</u></a>	London	17-May-18	£205.00
	Leicester	26-Jun-18	£160.00
	London	11-Oct-18	£205.00
	London	06-Dec-18	£205.00
<a href="#"><u>Essentials of Management - Day 3 - (Optional)</u></a>	London	04-Jul-18	£205.00
	London	07-Nov-18	£205.00
<a href="#"><u>ILM – 6 Day Endorsed Programme in Management and Leadership</u></a>			
Day 1	London	18-Apr-18	£1800.00
Day 2	London	23-May-18	
Day 3	London	20-Jun-18	
Day 4	London	18-Jul-18	
Day 5	London	19-Sep-18	
Day 6	London	18-Oct-18	
<a href="#"><u>Introduction to Management</u></a>	London	16-May-18	£205.00
	Leicester	14-Aug-18	£160.00
<a href="#"><u>Performance Appraisals</u></a>	London	17-May-18	£205.00

<b>Business Skills</b>	<b>Region</b>	<b>Date</b>	<b>Cost (ex VAT)</b>
<a href="#">Customer Care Skills</a>	London	10-Apr-18	£205.00
<a href="#">Mentoring Skills - a.m. only</a>	Leeds	20-Mar-18	£135.00
<a href="#">Minute Taking</a>	London	05-Sep-18	£205.00
<a href="#">Personal Assertiveness and Effectiveness</a>	London	19-Jul-18	£205.00
<a href="#">Personal Organisation</a>	London	14-May-18	£205.00
<a href="#">Time Management</a>	London	11-May-18	£205.00
<a href="#">Train The Trainer</a>	London	24-May-18	£205.00
<b>Financial Skills</b>	<b>Region</b>	<b>Date</b>	<b>Cost (ex VAT)</b>
<a href="#">Finance for Non Financial Managers</a>	London	22-Jun-18	£235.00
<a href="#">Financial Institutions Insurance</a>	London	13-Sep-18	£235.00
<a href="#">Understanding your clients' financials</a>	London	17-Apr-18	£235.00
<a href="#">Understanding Insurance Accounting</a>	London	28-Mar-18	£235.00
<b>Sales and Marketing Skills</b>	<b>Region</b>	<b>Date</b>	<b>Cost (ex VAT)</b>
<a href="#">Negotiation Skills</a>	London	17-Jul-18	£205.00
	Bristol	25-Jul-18	£160.00
<a href="#">2 Day Sales Skills for Account Executives</a>	London	26-Apr-18 & 27-Apr-18	£410.00
<a href="#">Sales Skills Refresher</a>	London	10-May-18	£205.00
<a href="#">Successful Telesales Skills</a>	London	11-May-18	£205.00

<b>Exam Learning/Revision</b>	<b>Region</b>	<b>Date</b>	<b>Cost (ex VAT)</b>
<a href="#">Award in London Market Insurance (ALMI) - LM2</a>	London	14-May-18	£205.00
<a href="#">CII Diploma: MO5 Insurance Law – mixed assessment</a>	London	24-Apr-18 & 10-May-18	£235.00 per day or £450.00 for both days
<b>Training Skills</b>	<b>Region</b>	<b>Date</b>	<b>Cost (ex VAT)</b>
<a href="#">A Guide to Training Needs Analysis</a>	London	31-May-18	£235.00

## Why not try one of our Consultancy Services?

### Compliance Consultancy

We help insurance firms of all types and sizes achieve FCA authorization, manage their regulatory obligations and empower their staff with focused compliance training.

Our compliance consultants are subject matter experts able to assist clients in a broad range of subjects. As **members of the Association of Professional Compliance Consultants** you can be sure Searchlight adheres to the strictest Professional Standards and only uses proven, experienced and qualified consultants.

### L & D Consultancy

Whether it's introducing a Competency Framework or undertaking a TNA, Searchlight can help.

Various generic competency frameworks exist. However, these need to be tailored to suit the way you will use them and for the specific activities of your firm and the tasks that make up individual roles.

Searchlight can help you gain a better understanding of competency frameworks and help you to determine the right approach for your business.

Our TNA Service is suitable for all firms that need a complete and detailed assessment of their organisation's training needs. It provides you with a comprehensive analysis and recommendation and comes with a model training and development plan.

### Training Management (SmartSource, as we call it)

This is our tailored service which can relieve you of the headache and hassle of the whole training cycle, allowing you to concentrate as your core business activity.

Searchlight can manage the whole of the training management and administration process, starting with a strategic review and analysis; we evaluate your training requirements and compile the training plan. We agree this with you and then undertake the management, administration and record keeping of the whole training process.

So why not let Searchlight ensure your staff is competent to satisfy the regulatory requirements whilst embedding talent management as part of the fabric of your business.

**Contact us for more information and a no obligation review ....  
on 01372 361177 or email [training@ssluk.net](mailto:training@ssluk.net)**

# Appendix: Terms and Conditions

## SEARCHLIGHT SOLUTIONS LIMITED ("the COMPANY") CONDITIONS OF SALE FOR OPEN MARKET TRAINING

### 1. DEFINITIONS

In these conditions, except where the context otherwise requires, the following words shall have the meanings set opposite each respectively:

The "Buyer" – the person, firm or company with whom the Company contracts;

The "Contract" – the contract made or to be made between the Company and the Buyer;

The "Services" – the provision of services (including but not limited to training services) in accordance with the Contract.

### 2. PAYMENT

The workshop fees must be paid in full at the time of the booking. The Company reserves the right to re-allocate the course place to another delegate if the fees are not paid on time. Failure to receive the course fees in adherence with these terms means that the Company reserves the right to request payment on the day of the training.

### 3. LATE PAYMENT

In the event of late payment, the Company reserves the right to charge interest on all outstanding amounts at the rate of 2% per calendar month or part thereof from the last date that payment was due to the date that payment is made.

### 4. FEES

All fees will be confirmed to the Buyer before confirmation of the booking is made.

### 5. TRANSFERRING PLACES/CANCELLATION OF BOOKING

Should the Buyer wish to cancel the booking, transfer the booking to an alternative course or replace the delegate, please contact the Company as soon as possible on 01372 361177 or email [training@ssluk.net](mailto:training@ssluk.net). A £35 + VAT administration charge per delegate per day will apply to any changes made.

The refunding of any fees paid or due for the course will be subject to the charges laid out in the table below. Please note this does not affect the Buyer's statutory rights.

Notice given (Number of Working Days)	Charge (Percentage of course fees)
1 to 5	100%
6 to 10	50%
11 to 20	25% (subject to a £35 + Vat minimum charge)
21+	£35 (+ VAT) administration charge per delegate place

### 6. CANCELLATION OF TRAINING BY THE COMPANY AND CHANGES TO CONTENT

The Company will use all reasonable endeavours to deliver courses in accordance with the information provided. However the Company reserves the right to cancel courses in appropriate circumstances. These normally occur only when there are insufficient delegates to make the course viable. However there may be other instances beyond the Company's control, which make it necessary for a course to be cancelled at any time. In all these cases, the Company will use its reasonable endeavours to provide a suitable alternative course and to minimise inconvenience to delegates. If a course is cancelled by the Company, any fees paid to the Company will be refunded in full unless a suitable alternative course has been provided. Please note the Buyer is advised not to book any transport tickets or hotel accommodation until receiving confirmation that the course is proceeding (which will be with the issuing of the full Joining Instructions) as the Company is unable to reimburse these if the course is cancelled.

The course content is continuously updated and improved and the Company reserves the right to alter any of the content without prior notice.

### 7. CHANGE OF TRAINER

Whilst every reasonable effort will be made to use the services of a requested or nominated trainer, the Company reserves the right to substitute an alternative trainer at its sole discretion.

### 8. COPYRIGHT AND CONFIDENTIALITY

All content and material relating to the Company training is confidential and all materials are copyrighted. By requesting us to undertake training for you the Buyer undertakes to use the materials for their own purposes only and not to sell, lend or give them to anyone else. Any form of copying of materials is prohibited. The recording (audio or visual) of any Company training courses is prohibited. Any person who attempts to record any presentation will be considered in breach of copyright.

### 9. COURSE NOTES AND TRAINING

The notes and training for the courses cannot be relied upon for legal interpretation. Neither the Company, its agents, employees, trainers or consultants can accept responsibility for delegates' actions, or those of other people reading the course notes or interpreting the training in litigation, nor responsibility for any loss incurred as a result of relying on the training or the training notes

### 10. GOVERNING LAW AND JURISDICTION

This contract shall in all respects be governed by and construed in accordance with English law, and the Company and the buyer shall submit to the exclusive jurisdiction of the English Court



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