



# Noise Assessment Competency

## Programme outline

Designed with a non-mathematical approach this programme covers:

- The effects of noise induced hearing loss
- How the ear works
- Units of measurement and units of noise
- Sound propagation
- Sound absorption and insulation
- Noise management programmes
- Attenuation techniques
- Noise surveys
- Noise measurement practical
- Noise control including: diagnostics and ranking  
mechanical noise control  
aerodynamic noise control  
vibration isolation and damping case studies

### Certification:

On successful completion of this assessed course, a certificate will be issued.

## Who should attend?

Safety practitioners, engineers, and managers who need to be able to devise and implement effective and practical noise management programmes to meet the requirements of the Noise at Work

## Follow on programmes

- Hand Arm Vibration Assessment and Control

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<b>Dates</b>	20-24 Apr, 26-30 Oct
<b>Duration</b>	5 days
<b>Venue</b>	Woodland Grange
<b>Cost</b>	£970+ VAT (non-residential) £1445+ VAT (residential)

For further information contact our HS&E enquiry line:

**01926 310 565**

Please complete the details below and return to Woodland Grange, Old Milverton Lane, Leamington Spa, CV32 6RN Tel 01926 310565 Fax 01926 452904		<b>Course Title Noise Assessment Competency</b>	
<b>PLEASE COMPLETE ALL BOXES BY PRINTING CLEARLY. FAILURE TO DO SO MAY DELAY YOUR BOOKING</b>			
Course Date		Delegate Name Mr/Mrs/Miss/Ms/Dr	
		Job Title	
Delegates Tel No		Delegates Fax No	
Delegates Email Address		Where would you like Joining Instructions and Confirmation to be sent to? <input type="checkbox"/> DELEGATE <b>OR</b> <input type="checkbox"/> CONTACT (please tick one)	
Delegate Contact Address		Contacts Name, Address, Telephone and Email	
Post code: <input type="text"/>		Post code: <input type="text"/>	
Accommodation Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Accounts contact name and phone number: Mr/Mrs/Miss/Ms/Dr	
Invoice Address (required)			
Purchase Order Number:		We enclose a cheque for £	
		Cardholder's Name:	
Credit cards details: <input type="text"/>		3 Digit Security Code: <input type="text"/>	
Expiry Date: <input type="text"/>		Card Type: <input type="text"/>	
Print Name:		Authorised Signature:	

**Bookings can only be accepted with completed payment details**

## Course administration and booking procedure

### Course and accommodation bookings

Course and accommodation bookings may be made by either completing a booking form or by telephoning the centre to make a reservation. A booking is only regarded as definite when a completed booking form, purchase order or written confirmation has been received by the Centre. Course reservations can only be held provisionally up to 21 days before a course is scheduled to run by which time they must be confirmed or they shall lapse.

### Joining instructions

Course joining instructions including a 'How to find us' map will be forwarded at least two weeks before the course commences or the date on which a course booking is made if later.

### Accommodation

Delegates requiring overnight accommodation will be booked into our residential facility. We reserve the right to outsource to preferred suppliers depending on availability. The centre will arrange accommodation on receipt of written confirmation that accommodation is required. Limited disabled facilities are available.

### Course and accommodation fees

VAT at the current rate is excluded from the course and accommodation fees shown in this brochure. Non-residential course fees cover lunch, refreshments and all training materials. Residential fees also include evening meal, bed and breakfast from dinner the day prior to the date of the course until lunch on the last day of the course. Full details are provided in the course joining instructions. Payment in full is required 10 working days before the commencement of the course. We reserve the right to exclude you from the course if payment is not received on time. All payments must be made in pounds sterling. Every effort will be made to maintain fees as shown but we reserve the right to change them where necessary.

### Transfers

Substitutes for the original nominees may be made at any time. However if you wish to transfer to another course your request must be received in writing stating the date and name of the course you wish to transfer to. Course transfers incur the following charges based on time of receipt by us of a written request to transfer prior to the course commencement date.

Period	Transfers
15 days or more	No charge
8 - 14 days	25%
7 days or less	50% fee

### Cancellations

If you wish to cancel a booking you must notify us in writing up to 16 **working days** before the date of commencement of the course. If full payment has been made a credit note will be raised. A refund can be arranged on written request. If payment has not been made the booking will be cancelled. If you notify us that you wish to cancel the booking less than 16 working days prior to the commencement date of the course you will incur the following charges:

Period	Cancellations
15 - 21 days	25% fee
8 - 14 days	50% fee
7 days or less	Full fee

## Terms and conditions - accommodation

### Cancellations and transfers

Substitutes may be made at any time. Cancellation charges will be applied to accommodation reservations in accordance with the course cancellation policy.

Accounts and any extras must be settled on departure. If you wish the account to be forwarded to your company for payment, please confirm this in writing or provide a purchase order prior to your arrival. The account must be settled within 7 days of receipt. Please note that a cancellation charge will be payable in the case of non-arrivals or if short notice of cancellation is given. If we are unable to satisfy all or some of your accommodation requirements for the duration of the course we will use our reasonable endeavours to secure a suitable alternative on your behalf.

## Change to or cancellation of courses

Course contents, prices and dates are, to the best of our knowledge, correct at the time of going to press. It may be necessary for reasons beyond our control to change the content, timing or price of a course. In the event of a course being cancelled we will make a full refund but hereby disclaim any further liability.