



Guild of
Architectural
Ironmongers

2023/24

GAI
EDUCATION
PROSPECTUS

“

GAI members represent the very best in our sector, delivering professionalism, quality and expertise. Education sits at the heart of this, with our members sharing our commitment to consistently invest in the skills required to drive competency, enterprise, productivity and growth.

”

Kaz Spiewakowski
President of the GAI

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Course Descriptions

Further Development

“

As our industry changes and innovates at an ever-increasing rate, so too does the GAI education programme. Our courses constantly evolve to reflect the many new and revised products, solutions, standards and regulations that those working in the sector need to know and understand.

“However, my own mentor once told me that no one can expect to become an expert in their field after just three years of study. The real experts, he said, are those who realise that expertise is earned continually and incrementally through a lifetime of learning and experience.

“The courses contained in this prospectus provide an essential platform for building and demonstrating professional competence. But it is perhaps in the section on continuing professional development (CPD) that you will find the real secret to your future success – seeing each course as a stepping stone to lifelong learning, rather than simply as an end in itself.

”

Rachel Tipton

DipGAI, MGAI, RegAI, Chair of the GAI Education Committee

INTRODUCTION

The Guild of Architectural Ironmongers (GAI) is the leading provider of education, technical and professional support to the architectural ironmongery industry.

We are the only trade body in the UK that represents the interests of the architectural ironmongery (AI) industry. We are internationally recognised and respected as the authority on architectural ironmongery, following British and European Standards and Legislation.

We pride ourselves on supporting and developing the industry in three main areas:

EDUCATION

- Our training courses range from learning the basics of architectural ironmongery, door systems, access control to specifying it with a solid knowledge of standards, regulations and legislation.
- We educate to a comprehensive standard, achieving a fully qualified architectural ironmongery professional status.
- A dedicated CPD programme, committed to maintaining a high level of knowledge, keeping fully up-to-date with the latest legislation, industry standards and products.
- We also provide bespoke training courses to our members.

TECHNICAL

- Our technical information service is the only specialist service of its kind within the industry.
- We provide GAI members with technical advice on issues relating to legislation, regulations and governing standards.
- We provide Guides to Standards, Technical Briefings and RIBA approved CPDs.
- We have a catalogue of Specifiers Guides and BIM product data templates.

COMMUNITY

- Our community of like-minded members and learners is supported by networking, learning and development opportunities.
- We represent the industry at a local, national and international level.
- GAI Community Hubs and committees help members to develop their networks and careers, and to influence their sector.
- GAI members receive regular communications and publications including the Architectural Ironmongery Journal (AIJ).

GAI

EDUCATION OVERVIEW

Develop your company and your staff with GAI's internationally renowned and respected education programme. We've been supporting learners to develop a career in the architectural ironmongery industry for more than fifty years.

Our courses are:

- Fully accessible to everyone.
- Globally recognised, with 46% of learners outside the UK.
- Fully flexible, you can study at your own pace, in your own way and carry on with your everyday job.
- Suitable for all levels and roles within the industry, with programmes on offer from Foundation to Diploma and CPD.

Learners who complete GAI courses find that they are:

- Fully competent and knowledgeable in the field(s) of architectural ironmongery, door systems, electric hardware and access control or standards and legislation (dependant upon route taken at Stage 3).
- Able to discuss confidently the specification requirements for any project with a client, an architect, a building or joinery contractor, a building manager or an end user.
- Highly regarded with an international qualification teaching to BS and EN Standards.
- Qualified to a high standard with a qualification that is recognised by all employers within the industry.
- Able to make well informed decisions when working with different products and materials.
- Educated with a qualification that is recognised worldwide.

Who are the GAI Education courses for?

Anyone working in the architectural ironmongery, doorsets and access control industry - we have a course for you.

COURSE PROGRAMMES AND EDUCATION SUPPORT

An online training resource for today's architectural ironmonger, door manufacturer or access control provider to learn and develop their skills.

Progress through each course to build your knowledge and skills and gain an industry recognised qualification. Whether you're just starting out in the industry and are looking to gain a basic knowledge of the trade, or want to take your skills to the next level, there's a course for you.

Our courses

- Foundation in Hardware
- Certificate in Architectural Hardware (Stage 1 & 2)
- GAI Diploma in Scheduling
- GAI Diploma in Electric Hardware and Access Control
- GAI Diploma in Door Systems
- GAI Certificate in Standards and Regulations

Further development:

- CPD Programme

Education support

You're not alone when you study with us. We're here to support you throughout your studies and to offer guidance on your next step.

Further benefits:

The Learning Hub

Get answers to all of your questions about the course syllabus from GAI's Education team, and talk to other learners, with our online network and forums. The hub provides video presentations, relevant industry articles, a resource library and FAQs – everything you'll need in one area.

Learner face-to-face training

We provide online training courses in the form of a webinar across the world to help you prepare for your Stage 2 Certificate in Architectural Hardware and GAI Diploma examinations. Here, you'll get the chance to ask any questions, contribute to discussions and go through elements of the course and examination with a professional.

Bespoke in-house training:

Tailor-made in-house training courses to help your company develop and learn together. We can provide training in a classroom environment, company's premises, one to one or online.

Contact us with your requirements on +44 (0)20 3370 8542 to discuss further.

Direct helpline

Learners will have direct access to the education team and committee, where all module queries will be answered.

COMPLIMENTARY STUDENT MEMBERSHIP TO THE GUILD OF ARCHITECTURAL IRONMONGERS

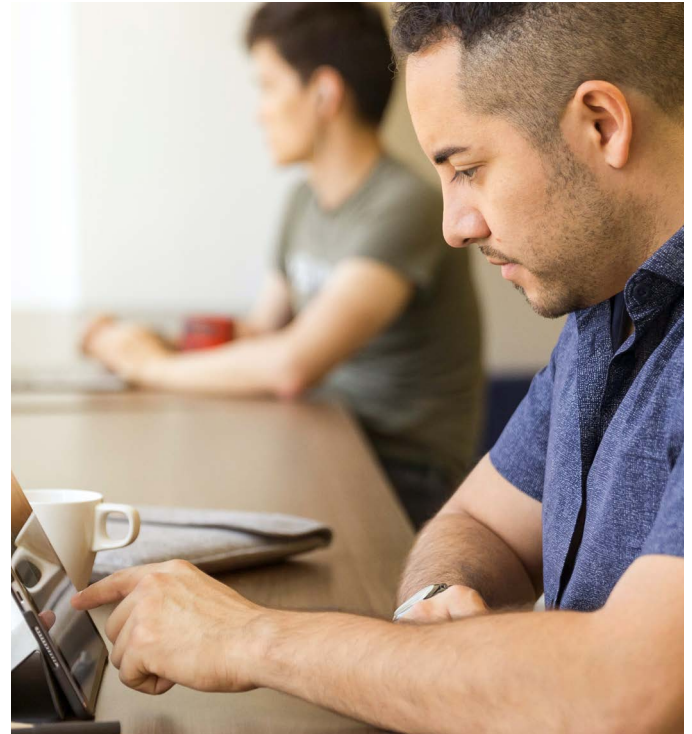
Everyone studying for GAI certificate and diploma qualifications is awarded a complimentary student membership. By becoming a student member of the Guild of Architectural Ironmongers (GAI), you join a group of highly respected individuals across the world, dedicated to continuing professional development.

The GAI is committed to promoting the work of members and the importance of the architectural ironmonger in the built environment.

With hubs across the UK, Republic of Ireland, Hong Kong and Dubai, student members are welcome to attend any of events, meetings and presentations, worldwide, all aimed at supporting your development and allowing you to connect with a network of members.

Benefits for all members

- Affiliation to your local GAI Community Hub (where available) to give you the chance to broaden your networks, connect with industry peers and learn more about the latest developments in AI.
- Gain instant recognition and credibility in the industry.
- Invitations to regional and national events to expand your expertise and connect with other members.
- Receive your personal copy of the quarterly journal, AIJ, keeping you up to date with industry news and views.
- A chance to be nominated for the GAI Community Awards, rewarding excellence amongst the membership.



GAI COMMUNITY HUBS

Community makes a key contribution to the Guild's strength and success.

Our Community Hubs have been designed and developed to help those working in architectural ironmongery to take an active role in the sector and to develop themselves, their networks and their industry.

There are regular Community Hub meetings throughout the UK, Republic of Ireland, Hong Kong and the GCC region.

Each meeting typically includes a CPD seminar delivered by a technical expert, covering a range of topics from access control and pocket door systems to fire door regulation and social media.

Hubs also organise presentations from companies outside of the architectural ironmongery sector such as test facilities, building control and door manufacturers, to help ironmongers have a well-rounded knowledge of the whole industry.

GAI student members are encouraged to visit as many Hub meetings as they are able, to gain an insight into the GAI and its work, to build their own networks, and to benefit from the broadest possible education.

Visit www.gai.org.uk/community for details.



AWARDS

Our education and professional awards recognise the achievements of the individual and celebrates the continual progress of the GAI's education programme.

GAI EDUCATION AWARDS

The GAI Education Awards lunch recognises the outstanding educational achievements of the door hardware industry's rising stars. All new Diploma holders are invited to the annual GAI Education Awards held in November.

GAI DIPLOMA MEDALS*

For each GAI Diploma course, Bronze, Silver and Gold medals are awarded to the top 3 learners of the final year. The winners join a long line of esteemed members in the industry and receive a cash prize:

GOLD MEDAL
£400
cash award

SILVER MEDAL
£300
cash award

BRONZE MEDAL
£200
cash award

CERTIFICATE IN ARCHITECTURAL HARDWARE AWARDS*

The Certificate in Architectural Hardware prizes are awarded to the top 3 learners with combined results of Stage 1 and 2 with a cash prize:

FIRST
£400
cash award

SECOND
£300
cash award

THIRD
£200
cash award

*Excluding students who are taking bridging courses.

All medal and prize winners have a complimentary seat at the GAI Education Awards lunch.

COURSE PROGRESSION

INTRODUCTORY

Foundation in Hardware

BUILDING SKILLS

Certificate in Architectural Hardware

RAISING THE STANDARD

Diploma in
Scheduling

Diploma in Electric
Hardware & Access
Control

Diploma in Door
Systems

Certificate in
Standards and
Regulations

PROFESSIONAL
COMPETENCE

GAI Registered Professional
RegAI/RegDS/RegAC

GAI Certified Professional
CertSRA

01 INTRODUCTORY

The Foundation in Hardware teaches the basics of architectural ironmongery, access control, and standards. A flexible course completed within a six-month period, ideal as an induction tool or for anyone starting in the industry

02 BUILDING SKILLS

The Certificate in Architectural Hardware (CiAH) is a two-stage self-led online course which can be taken across 1 or 2 years. It provides a logical next step for those completing the Foundation qualification, but is equally suited as a starting point for those in the industry looking to develop their career. Allows the learner to make informed decisions when working with particular products and materials, as well as have a broad understanding of relevant best practices and industry standards.

03 RAISING THE STANDARD

The GAI's Stage 3 diploma and certificate qualifications are the most widely recognised in the industry, building expertise and a deeper knowledge across all aspects of the architectural ironmongery industry: **Scheduling; Door Systems; Electric Hardware & Access Control; and Standards & Regulations**. Completion of CiAH or DipGAI* is a requirement of entry into all Stage 3 courses. Each course is typically completed over 80 hours**, with learners able to tackle multiple courses consecutively or concurrently (by individual arrangement).

04 PROFESSIONAL COMPETENCE

The GAI's **CPD programme** enables those who have attained a Stage 3 GAI qualification to establish and maintain their Registered or Certified professional status – RegAI, RegDS, RegAC or CertSRA. This represents the highest possible standard, indicating a professional who is fully up-to-date with the latest industry standards, regulation, legislation, and best practice.

* Learners completing CiAH or DipGAI before Summer 2021 are required to complete a bridging course in order to access the three new Stage 3 qualifications – DipAC, DipDS and CertSRA. The bridging course can be completed in advance of, or concurrently with, the Stage 3 course.

** The Certificate in Standards and Regulations (CertSRA) must also be renewed annually through a GAI CPD programme and online examination.

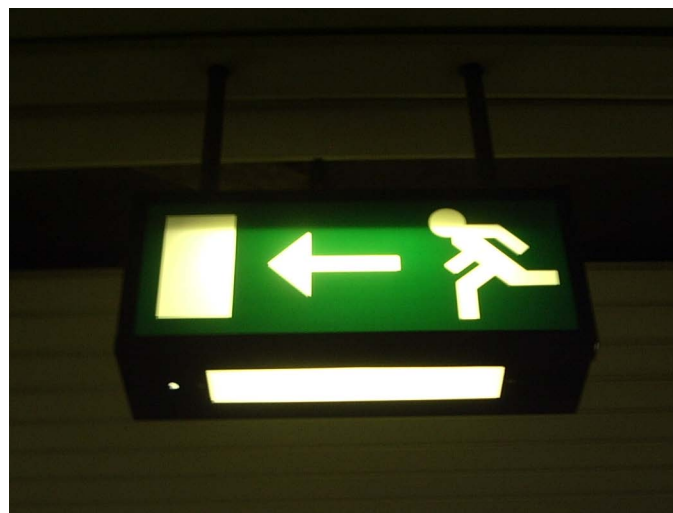
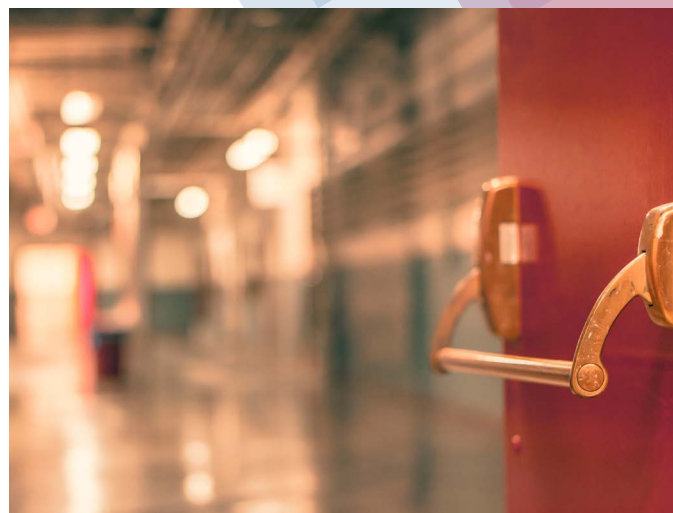
FOUNDATION IN HARDWARE

UPDATED FOR 2023

The first step in your career.

The Foundation in Hardware course provides an introduction to the basics of architectural ironmongery products and features 12 modules as follows:

- An introduction to hardware
- Handing of hardware
- Hinges
- Door closing devices
- Locks and latches
- Door furniture
- Door bolts
- Fire and escape doors
- Escape hardware
- Signage
- Basics of access control
- Standards



Study time

On average learners are expected to dedicate 40 hours of study time. Enrol on this course at any time but once enrolled you have six months to complete. Visit www.gai.org.uk/foundation

“ The Foundation in Hardware course is the perfect introduction into the world of architectural ironmongery which can be quite a minefield. The course is split up into easy chunks with useful videos with self-tests at the end so you can take your time to really digest all the information. I would highly recommend this course for anyone who wants to further their knowledge within the hardware industry while being able to do so at their own pace. ”

Charlotte Mintram, Kingfisher plc

Assessment

- Self-test questions at the end of each section to prepare for the final examination.
- Repeat the test as many times as you like until you pass with 80%+.

Features and benefits

- Gain a qualification recognised by employers within the industry.
- Online course and examination – learn at home, work or overseas.
- Enrol online at anytime throughout the year.
- 6 months validity from date of enrolment.
- Print your personalised Certificate of Competence as evidence of your new found knowledge.
- Pay online to start your learning experience today or contact GAI Head Office to organise an invoice if preferred.
- Discounts of up to 20% for companies purchasing multiple learning licences for use over a 12-month period.

SUITABLE FOR

- Those who aren't involved in the detail of architectural ironmongery in their day-to-day job but want to gain a basic understanding of the industry.
- Locksmiths.
- Builders merchants' staff from sales or trade counters.
- Back of house staff at AI companies, anyone new to the industry, and many others.

Additional Training

In-house training for Foundation in Hardware can be provided. Contact education@gai.org.uk to find out more.

CERTIFICATE IN ARCHITECTURAL HARDWARE (CiAH)

The Certificate in Architectural Hardware, provides a good footing into ironmongery, covering various subjects detailed below. Learners who complete the Certificate in Architectural Hardware find that they are fully competent in making informed decisions when working with particular products and materials, as well as having an understanding of best practices and industry standards.

Gain a thorough understanding of the what, how and when of ironmongery with this two year, self-led, online course (Stage 1 and 2) with an examination at a local PearsonVue test centre.

Stage 1 of the CiAH

In the Certificate in Architectural Hardware Stage 1 you will explore:

14 modules arranged into 5 learning blocks. Learners are free to choose the order they complete these modules, although they are best followed in sequence. The modules at Stage 1 focus on products.

BLOCK 1

- Handling of hardware
- Hinges
- Metal, metal finishes and plastics

BLOCK 2

- Timber doors and frames
- Seal
- Steel doors and frames

BLOCK 3

- Door closing devices - Part 1
- Locks and latches - Part 1

BLOCK 4

- Fixing and fastenings
- Hardware - Part 1
- Bolts
- Basic scheduling

BLOCK 5

- Electric hardware and access control
- Standards and regulation.

Study time

On average learners are expected to dedicate 70 hours of study time over a one year period, depending on each individual learner. Learners who sign up for the Certificate in Architectural Hardware are expected to complete the full course over a two year period, or some learners may choose to "Fast Track" and complete both Stages 1 and 2 in a one year period.

“ I decided to enrol for the GAI diploma after working within the ironmongery industry for over 10 years, with my knowledge predominantly of working with panic hardware and lock cases. The diploma has been extremely beneficial in building my understanding of how products are used, and the variations required for different scenarios. It has enabled me to develop my technical knowledge of products and give further understanding to the many standards.

Hanna Rose DipGAI, Sales Executive, Hoppe (UK) Ltd ”

Assessment:

- Each learner will answer a set of compulsory coursework questions at the end of each block, the total of which will form 30% of the overall mark.
- Resit the coursework questions as many times as you like until the coursework deadline and only the final attempt will be recorded as your achievement.
- Sit a final exam which will make up 70% of your overall mark. To pass the course you must achieve a 50% mark or above.

Features and benefits:

- Gain a qualification recognised by employers within the industry.
- Online course with examination at a local PearsonVue test centre.
- Complete the course (Stage 1 and 2) in two years, or in a single year (Fast Track) with added time and commitment on your part.
- Pay online to start your learning experience today.
- Course is run to an academic year and enrolments open 1 July.

SUITABLE FOR

- Those who have completed the Foundation in Hardware course and want to continue to expand their knowledge.
- Anyone working in the architectural ironmongery industry who wants to gain a deeper understanding of the industry.
- Entry level practitioners looking to expand their knowledge of architectural ironmongery.
- Locksmiths.
- Builders merchants' staff with sales or trade counters.
- Architectural Ironmongers, manufacturers, doorset manufacturers and distributors of architectural ironmongery.

For course fees and dates refer to the course fees and key dates located at the end of this prospectus.

CERTIFICATE IN ARCHITECTURAL HARDWARE (CiAH)

Having successfully completed Stage 1 of the Certificate in Architectural Hardware, where you will have gained tools, knowledge and understanding, learners progress to the second part of the course.

Here you will develop a more in-depth understanding of the architectural hardware industry and its vast components such as, fire door hardware, access control systems, intermediate scheduling and more. Upon completion of Stages 1 and 2 of the Certificate in Architectural Hardware learners can progress onto the GAI Diploma course.

Stage 2 of the CiAH

In the Certificate in Architectural Hardware Stage 2 you will explore:

14 modules arranged into 5 learning blocks. Learners are free to choose the order they complete these modules, although they are best followed in sequence. The modules at Stage 2 focus on application of products.

BLOCK

6

- Fire door hardware
- Door closing devices - Part 2
- Escape door hardware

BLOCK

9

- Intermediate scheduling
- Manufacturing and sourcing
- Commercial awareness

BLOCK

7

- Locks and latches - Part 2
- Hardware - Part 2
- Lettering, nameplates and graphic symbols

BLOCK

10

- Door Systems
- Standards and Regulations

BLOCK

8

- Specialist hardware
- Electric hardware
- Access control systems

Study time

On average learners will be expected to dedicate 80 hours of studying depending on each individual learner, over a one year period. Learners who sign up for the Certificate in Architectural Hardware are expected to complete the full course over a two year period, or, Fast Track and complete Stages 1 and 2 over a one year period.

“ Having worked through each level of the GAI education program, from Foundation through to Diploma at Stage 3, I have vastly increased my knowledge, understanding and confidence when dealing with the technical aspects of hardware but also, importantly, I feel better able to understand the sector at large which helps me engage with my customers and colleagues in a competent and credible way.

Jim White DipGAI MGAI RegAI, Forza Doors

”

Assessment:

- Each learner will answer a set of compulsory coursework questions at the end of each block, the total of which will form 30% of the overall mark.
- Resit the coursework questions as many times as you like until the coursework deadline and only the final attempt will be recorded as your achievement.
- Sit a final examination which will make up 70% of your overall mark. To pass the course you must achieve a 50% mark or above.

Features and benefits:

- Gain a qualification recognised internationally by employers within the industry.
- Fourteen online webinars with industry professionals that will cover one module per training session.
- Online course with examination at a local PearsonVue test centre.
- Once successfully completed you can progress onto any of the Stage 3 courses available.
- Pay online to start your learning experience today.
- The top 3 learners who complete the Certificate in Architectural Hardware will be awarded a cash prize and invited to an Awards Lunch.

For course fees and dates refer to the course fees and key dates located at the end of this prospectus.

SUITABLE FOR

- Those who have completed the Certificate in Architectural Hardware Stage 1 course and would like to complete the course.
- Those who aren't involved in the detail of architectural ironmongery in their day-to-day job but want to gain a deeper understanding of the industry.
- Entry level practitioners looking to expand their knowledge of architectural ironmongery.
- Those working in customer services, sales management, business development, technical advisory, contract management or project management.

Additional Training

Fourteen online webinars with industry professionals that will cover one module per training session which will commence in January and all students will receive an invitation to attend.

GAI DIPLOMA IN SCHEDULING

The GAI Diploma in Scheduling builds competence and a broader working knowledge of all aspects of the architectural ironmongery industry.

Building on the product knowledge gained in the Certificate in Architectural Hardware, this learning programme further develops application and scheduling skills.

The GAI Diploma in Scheduling (DipGAI) will give you the confidence and competence to discuss the ironmongery requirements for any project, including the ability to write accurate hardware specifications, whether you're talking to an architect, builder, joinery contractor, building manager or a homeowner.

2023/24 will see the 4 hour written examination moving to an online examination to be held at a PearsonVue test centre available in 180+ countries at around 5,000 locations.

GAI Diploma Stage 3

In the GAI Diploma in Scheduling you will explore:

4 modules that give you an overview of how to write accurate hardware specifications.

- Appreciating architects drawings
- Key control

- Basic access control and electric hardware
- Scheduling

Study time

On average learners will be expected to dedicate 80 hours plus regular practical scheduling exercises over a one-year period, dependent on each individual learner.

“ My overall experience from the start of the programme, Stage 1 a couple of years ago, until now has been truly mesmerising. I have learnt so much about architectural hardware which has been a significant advantage to my professional profile and performance. The website, materials, online sessions, regular updates and the mock training - all were amazing and made it worth getting enrolled on this course. Thank you once again for everything.

Harshit Purohit DipGAI, FB & JD Beardmore

”

Assessment:

- Each learner will answer a set of compulsory coursework questions, which will form 10% of the overall mark.
- A final written examination will make up 90% of the overall assessment. You must pass both the Master Key Schedule and a Hardware Specification to gain the qualification.

Features and benefits:

- The most recognised qualification in the industry.
- Having achieved the Diploma, use the designation DipGAI after your name to present your qualification to the industry.
- No other scheme offers such a broad knowledge and understanding of ironmongery.
- Produce professional architectural ironmongery specifications.
- Completion enables you to join the CPD Programme to demonstrate your ongoing commitment to your professional development.

SUITABLE FOR

- Those who have completed the Certificate in Architectural Hardware Stage 1 and 2 course and want to develop their competence in the practical application.
- Those whose role involves talking to architects or contractors, and scheduling, estimating and providing technical support.
- Employees who have been in the industry for a while and want to progress their skills and prove their competence.

Additional Training

We strongly recommend that all learners entering the GAI Diploma in scheduling programme attend a 3-day training course to prepare for their scheduling and master key examinations. Visit: www.gai.org.uk/GAIDiploma for more information. There will also be online training sessions available for the following subjects: Access Control and Electric Hardware. All students enrolled on to Stage 3 GAI Diploma - Scheduling will be invited to attend.

For course fees and dates refer to the course fees and key dates located at the end of this prospectus.

GAI DIPLOMA IN ELECTRIC HARDWARE & ACCESS CONTROL

The Diploma in Electric Hardware and Access Control is designed to educate on all aspects of the access control market and its impact on the architectural ironmongery industry.

This three-stage course leads to a qualification as a Diploma holder in Electric Hardware and Access Control (DipAC). In support of the qualification there is a CPD programme through which the learner can work towards Registered in Electric Hardware and Access Control status - RegAC.

Diploma entrants must first complete stages 1 and 2 of the Certificate in Architectural Hardware (CiAH), covering a wide range of architectural ironmongery products including the basics and intermediate level of the electric hardware components. Learners with existing (pre-2022 enrolment) CiAH or DipGAI passes should see p.24 for information on bridging courses.

Moving to this stage 3 qualification, learners will engage with content in the following areas:

- Electronic escutcheon/locksets
- RFID/mechatronic and electronic cylinders
- The 'Internet of Things' (IOT)
- Motorised locks
- Electric strikes
- Door entry systems

- Hotel solutions
- Readers and credentials
- Electric locks
- Specialist locks
- Electrical panic hardware
- Accessories of access control

Study time

On average, learners will be expected to dedicate 80 hours to studying over a one-year period, with the exact amount depending on each individual learner.

Assessment:

- Learners enrolling for the Diploma in Electric Hardware and Access Control must have completed The Certificate in Architectural Hardware (CIAH) Stage 1 and 2 or DipGAI in the first instance.
- A bridging course is available for those with existing (pre-2022 enrolment) CiAH or DipGAI passes (see p.24) and this may be completed in one academic year providing all compulsory coursework is completed.
- Each learner will answer a set of compulsory coursework questions at the end of each stage of learning and must achieve a minimum score of 80% to sit a final examination held at a PearsonVue test centre.
- To pass this qualification, you must also achieve a minimum score of 60% in your final examination.
- The course is run to an academic year and enrolments open 1 July.

Features and benefits:

- The Diploma in Electric Hardware and Access Control will educate learners on both electric hardware products and the associated software.
- On completion, a certificate is issued confirming the Diploma in Electric Hardware and Access Control with a pass/credit or distinction.
- Successful learners may then use the post nominals DipAC.
- A GAI continuing professional development (CPD) programme for the sector will allow the diploma holder to work the learner can work towards Registered in Electric Hardware & Access Control (RegAC) status.

SUITABLE FOR

- Anyone who has completed either the Certificate in Architectural Hardware Stages 1 and 2, or a GAI Diploma in Scheduling.
- Anyone specifying architectural ironmongery, or working with architectural ironmongery specifications, who wants to build and demonstrate the technical expertise and understanding to know what can and should be specified, why, and the key factors of access control and its components.
- Anyone involved in the architectural ironmongery or access control industry that needs the evidence to prove they have the knowledge and are a competent person in their field of expertise (note: this qualification does not cover the fitting of product or installing of systems).
- Anyone who has passed any of the other Stage 3 Diplomas.

For course fees and dates, please refer to the course fees and key dates located at the end of this prospectus.

GAI DIPLOMA IN DOOR SYSTEMS

The GAI Diploma in Door Systems educates on all aspects of the architectural ironmongery industry with emphasis on the door.

This three-stage course leads to qualification as a Diploma holder in Door Systems (DipDS). Building on this qualification, a CPD programme supports learners working towards Registered in Door Systems status - RegDS.

Diploma entrants must first complete stages 1 and 2 of the Certificate in Architectural Hardware (CiAH), which covers a wide range of architectural ironmongery products, timber doors and frames and steel doors and frames. Learners with existing (pre-2022 enrolment) CiAH or DipGAI passes should see p.24 for information on bridging courses.

Moving on to the Stage 3 diploma qualification, learners will engage with content in the following areas:

- Doorsets and Door Assemblies
- Linear gap
- Smoke control considerations
- The role of air transfer grilles
- Other door systems; glass and partitioning
- Considerations when writing a door specification
- Example specifications for composite and uPVC

- Doors and the environment
- Third Party Certification Schemes
- Testing of fire doors
- Thermal efficiency of a door
- Composite and uPVC Doors
- Fire Door Closing Systems
- Applications for timber and steel doors
- BIM and doorsets
- Relevant Standards

Study time

On average learners will be expected to dedicate 80 hours to studying, depending on each individual learner, over a one-year period.

Assessment:

- Learners enrolling for the Diploma in Door Systems must have completed The Certificate in Architectural Hardware (CIAH) Stage 1 and 2 in the first instance.
- A bridging course is available for those with existing (pre-2022) CiAH or DipGAI passes (see p.24).
- Each learner will answer a set of compulsory coursework questions at the end of each stage of learning and must achieve a minimum score of 80% to sit a final examination held at a PearsonVue test centre.
- To pass this qualification, candidates must also achieve a minimum score of 60% in your final examination.
- The course is run to an academic year and enrolments open 1 July.

Features and benefits:

- On completion, a certificate is issued confirming the Diploma in Door Systems with a pass/credit or distinction status.
- Diploma holders may use the post nominals DipDS.
- The Diploma in Door Systems can be supported by further studies towards the Diploma in Scheduling, building even greater understanding of how these two products work together, and the considerations needed.
- A GAI continuing professional development (CPD) programme for this sector supports diploma holders working towards Registered in Door Systems (RegDS) status.

SUITABLE FOR

- Anyone who has completed either the Certificate in Architectural Hardware Stages 1 and 2, or a GAI Diploma.
- Anyone specifying architectural ironmongery, or working with architectural ironmongery specifications, who wants to build and demonstrate the technical expertise and understanding to know what can and should be specified, why, and the key factors.
- Anyone involved in the architectural ironmongery or door industry that needs the evidence to prove they have the knowledge and are a competent person in their field of expertise.
- Anyone who has passed any of the other Stage 3 Diplomas.

For course fees and dates, please refer to the course fees and key dates located at the end of this prospectus.

CERTIFICATE IN STANDARDS AND REGULATIONS (CERTSRA)

The Certificate in Standards and Regulations is an ongoing training programme to educate on all aspects of the standards relevant to the architectural ironmongery industry. It covers the legal requirements that any business specifying product should understand.

This course leads to qualification as a Certificated Standards and Regulations Advisor (CertSRA), an annually assessed certification which must be renewed each year through a GAI CPD programme and an annual online examination.

Through this course, learners will cover the following subjects.

- Understanding standards and regulations
- Legal status of regulations and legislation
- Guides to Standards
- Code of Practice for Fire and Escape Doors
- Comparison between EN and ANSI standards
- Specification and Supply
- Checking supporting documentation
- Consequences of ignoring the risks

Study time

On average learners will be expected to dedicate approximately 80 hours to studying, depending on each individual learner, over a one-year period. Learners who sign up for The Certificate in Standards and Regulations may complete the full course over a two-year period, or 'Fast Track' and complete Stages 1 and 2.

Assessment:

- Learners enrolling for the Certificate in Standards and Regulations must have completed The Certificate in Architectural Hardware (CIAH) Stage 1 and 2 or DipGAI in the first instance.
- Each learner will answer a set of compulsory coursework questions at the end of each stage of learning and must achieve a minimum score of 80% to sit a final examination held at a PearsonVue test centre.
- To pass this qualification, you must also achieve a minimum score of 80% in your final examination.
- A learner will only be allowed two fails in their final examination at Stage 3 or thereafter with the online assessments. Should a learner fail for a third time then they will be required to enrol for Stage 1 the following September.
- The course is run to an academic year and enrolments open 1 July.

Features and benefits:

- A certificate confirming Certificated Standards and Regulations Advisor status will be provided upon completion of Stage 3, and learners may use the post nominals CertSRA.
- Due to frequent changes in Standards and Regulations, this certification will have an annual expiry date of 31st August.
- It will therefore be a mandatory requirement for the learner to follow the GAI CPD programme and to also sit an annual online examination to maintain their CertSRA status.

SUITABLE FOR

- Anyone who has completed either the Certificate in Architectural Hardware Stages 1 and 2, or a GAI Diploma.
- Anyone specifying architectural ironmongery, or working with architectural ironmongery specifications, who wants to build and demonstrate the technical expertise and understanding to know what can and should be specified, why, and the consequences of getting it wrong.
- Anyone involved in the supply chain responsible for testing products in their business or importing products and responsible for checking certification.
- Anyone who has passed any of the other Stage 3 Diplomas.

For course fees and dates, please refer to the course fees and key dates located at the end of this prospectus.

STAGE 3 STUDIES

BRIDGING COURSES

Learners completing the Certificate in Architectural Hardware from 2022 onwards are able to move directly on to study any of the GAI's Stage 3 courses.

Learners who completed the Certificate in Architectural Hardware or DipGAI before 2022 will be required to complete a bridging course in order to study any of the new Stage 3 qualifications i.e. the Diploma courses in Electric Hardware and Access Control, and in Door Systems, or the new Certificate in Standards and Regulations.

The bridging course can be completed in advance of, or during the same academic year as, the Stage 3 course. To accommodate the additional study time required, learners wishing to complete both in the same academic year may choose to take their final examination on one of the retake dates in September or October, rather than on the main exam date in June. Please email education@gai.org.uk to discuss, or to notify if this is the preferred option.

Bridging Course 1

Bridging course for GAI Diploma – Electric Hardware and Access Control. Learners must have completed Certificate in Architectural Hardware Stages 1 and 2 or DipGAI.

Door closing devices – Part 1 and 2
Electric hardware – Part 1 and 2

Standards and Regulations – Part 1 and 2
Escape door hardware

Bridging Course 2

Bridging course for GAI Diploma – Door Systems. Learner must have completed the Certificate in Architectural Hardware Stages 1 and 2 or DipGAI.

Timber doors and frames
Steel doors and frames
Standards and Regulations – Part 1 and 2

Door closing devices – Part 1 and 2
Fire door hardware
Door systems (S2)

Bridging Course 3

Bridging course for Certificate in Standards and Regulations. Learner must have completed Certificate in Architectural Hardware Stages 1 and 2 or DipGAI.

Hinges
Door closing devices – Part 1 and 2
Locks and latches – Part 1 and 2
Hardware – Part 1 and 2

Standards and Regulations – Part 1 and 2
Specialist Hardware
Escape door hardware
Fire door hardware

To find out if these bridging courses are required or could apply to you or an employee, please contact education@gai.org.uk

Study time

These bridging courses can be taken along with the Stage 3 course and the relevant qualification. Due to the period of study needed for past students enrolling for the one of the new Diplomas they may choose to take their final examination on one of the retake dates in September or October. If this is the preferred option, please notify education@gai.org.uk.

We do not have any statistics for the average study time of these bridging courses currently but we do estimate it to be a minimum of 80 hours.

CHALLENGE EXAM

The GAI runs a number of special courses and examinations designed to support learners who are resuming after a break in their studies.

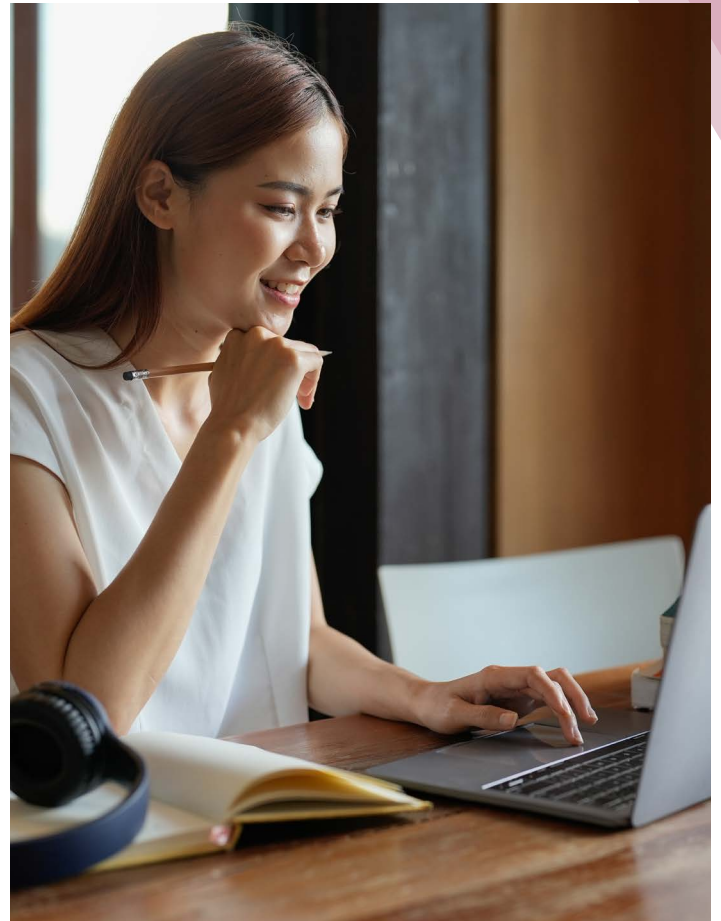
The GAI Challenge Exams are designed to help those who wish to return to their GAI studies after a break.

Challenge Exams are suitable for: Certificate in Architectural Hardware candidates who have taken a break of three years or more between stages; OR Diploma candidates who have taken a culminative break in their GAI studies of more than three years; OR successful Certificate candidates who wish to move on to Diploma studies after a cumulative break in their GAI studies of more than three years.

The 90-minute test covers all areas of the previously completed and passed studies. Successful Challenge Exam candidates can then progress to the next stage in the GAI education programme without restarting Stage 1.

Students who have taken more than a three year sabbatical and failed the Challenge Exam will be required to enrol for Stage 1.

To find out if the Challenge Exams are required or could apply to you or an employee, please contact education@gai.org.uk



PROFESSIONAL COMPETENCY: A LIFELONG JOURNEY

There has never been more scrutiny on the skills and professional competencies of those working in the construction sector.

In the UK this issue is central to the new Building Safety Act, but in different ways it is being addressed in territories around the world. And this in turn is shining a light more brightly than ever on the qualifications and continuing professional development – CPD – that educates and keeps those working in the industry up to date with the latest developments, standards and regulations.

The GAI courses and qualifications detailed in this prospectus are recognised around the world as setting the highest possible benchmark for knowledge and understanding in the architectural ironmongery sector. Once qualified, we support our members with an equally comprehensive CPD model for life-long learning (see over).

Through the Guild's CPD programme, those who have attained a Stage 3 GAI qualification can go on to establish and maintain their Registered or Certified professional status (RegAI, RegDS, RegAC or CertSRA). By beginning your CPD journey during your final year of Stage 3 study, you could even achieve this prestigious status just a few months after receiving your Diploma!*

Qualifying with the GAI and then participating in our CPD programme demonstrates your professional competency to clients, industry partners, and employers, showing that you are fully up-to-date with the very latest industry standards, regulation, legislation, and best practice. In doing so, it provides an important differentiator in a competitive market, enhances your employability, and provides flexible opportunities to learn and networking both online and through our regional Community Hubs.

* Students completing and submitting a qualifying year of CPD activity (20 points) in their final calendar year of Stage 3 study will be awarded RegAI, RegDS, RegAC or CertSRA (depending on Stage 3 qualification) status from 1 April the following year.

“

The sense of achievement when I found out I had passed was well worth the hours spent studying. This program is well organised, the tutors were very helpful and understanding. I would highly recommend to anyone looking to further their knowledge within the architectural ironmongery industry.

Rosie Trinick DipGAI MGAI, SDS (London) Ltd

”

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Through the GAI's programme for continuing professional development (CPD), those who have attained a Stage 3 GAI qualification can go on to establish and maintain their Registered or Certified professional status.

This is the highest possible standard of education and professionalism you can achieve; a benchmark standard which is at the heart of what GAI stands for.

Completing the CPD programme demonstrates that you are fully up-to-date with the latest industry standards, regulation, legislation, and best practice.

The following programme is required to achieve and maintain status as: Registered Architectural Ironmonger (RegAI); Registered in Door Systems (RegDS); Registered in Electric Hardware & Access Control (RegAC); or Certificated Standards and Regulations Advisor (CertSRA).

To achieve and maintain registered or certified status, you must:

- Register or renew your annual membership to join the CPD programme.
- Gain 20 CPD points within a 12 month calendar year to gain registered or certified status the following year.
- Gain 20 CPD points per annum to maintain your registered or certified status.

Our flexible CPD requirements can be met by activities including:

- GAI compulsory coursework.
- Community Hub meeting presentations.
- GAI verified factory visits.
- Presenting CPD presentations.
- In-house or external training courses relevant to your role.
- GAI (or related) tutoring or education programmes.
- Reading industry related articles and writing a summary of what you have understood from the piece.

Find details of the Guild's CPD model and requirements at www.gai.org.uk/cpd

“ Since becoming a RegAI I’ve found it much easier to find work and establish myself as a true professional. Being able to have a status against my name which can showcase my education in the architectural ironmongery industry has been really helpful.

Karen Nelson RegAI DipGAI MGAI, Hoppe UK

”

The benefits of a registered or certified status:

- The ability to market and promote an impressive professional status – an important differentiator in a competitive market.
- Personalised electronic logos and letters after your name to allow you to stand out from the crowd.
- Enhancing your employability with evidence of your personal continued professional development.
- The opportunity to learn, network and maintain professional status in an enjoyable, sociable environment.
- Flexible ways to meet the CPD criteria.

For more information about the Guild’s CPD programme please visit: www.gai.org.uk/cpd



For course fees and dates refer to the course fees and key dates located at the end of this prospectus.

“

The Guild is committed to encouraging, mentoring and supporting learners throughout their studies, equipping them with the skills and knowledge need to succeed. A clear measure of our success is the high regard in which our qualifications are held, throughout the industry and across the world.

”

Simon Forrester MBA FRSA
GAI Chief Executive

GAI MEMBERSHIP

The Guild of Architectural Ironmongers (GAI) is a not-for-profit professional trade association which supports, assures and represents architectural ironmongers, wholesalers and manufacturers around the world.

GAI members are committed to the highest standards of technical excellence and professionalism, and work with us to promote these standards to the wider construction industry and its clients.

Members enjoy a wide and fast-growing package of business and individual benefits designed to boost business and professional performance, provide important resources, and build a strong community in our sector.

Boost business and professional performance:

- Demonstrate your commitment to professional and technical excellence with GAI membership, use of membership logos, and a GAI directory and website listing.
- Train and develop yourself and/or employees with significant discounts on the GAI's internationally renowned education programme.
- Arrange bespoke in-house GAI training support for employees.
- Build the profile of your business through GAI website and directory listings, editorial and advertising opportunities in Architectural Ironmongery Journal, presenting to members through our CPD programme, and more.
- Find the right candidates for job vacancies with reduced rates on the GAI website Job Shop
- Access specialist business support with advice lines and online resources covering HR, legal matters, health & safety and taxation.

Be part of your industry:

- Be part of your regional GAI Community Hub
- Attend local, national and international events, providing outstanding networking opportunities.
- Make your voice heard on the issues which affect you and your company; be represented in the standard-making process (BSI and CEN).
- Support and benefit from promotional campaigns raising awareness of the importance of the architectural ironmonger to the built environment.
- Receive a free copy of quarterly Architectural Ironmongery Journal (AIJ).
- Promotion of being a member of an industry related trade association

Expand company resources:

- Be the first to hear new developments on standards, regulatory developments and industry news with regular email bulletins.
- Access the huge library of member-only technical guidance on the GAI website.
- Access statutory documentation support, including easy-to-use DOP and BIM templates.
- Benefit from affiliated membership of the Construction Products Association (CPA) with access to regular economic, technical and sustainability publications.
- Source free technical advice via the GAI technical helpline.



Today more than 300 companies across 27 countries are members of the GAI and more than 2,500 people hold the globally recognised GAI Diploma.

Join today and take your career and business to the next level. Visit www.gai.org.uk/membership

TERMS AND CONDITIONS

These terms and conditions set out the obligations between you and the Guild of Architectural Ironmongers (GAI) when you book any of our training courses or qualifications.

The terms explain what happens once you have placed an order, how to make payment, what to do if there is a problem and other important information.

They are governed by the law of England and Wales.
These Terms and Conditions are dated 1 July 2023

Version 1.1

1. These terms and conditions

1.1 Why you should read them

Please read these terms and conditions carefully and make sure you understand them. They set out the obligations (the 'terms') between you and The Guild of Architectural Ironmongers ('GAI', 'we', 'us', or 'our'). The terms explain what happens once you have placed an order, how to make payment, how you and we may change or end the contract, what to do if there is a problem and other important information. The terms are only available in English.

1.2 You should retain a copy of these terms for future reference.

1.3 What these terms cover

These terms cover the provision of the courses, qualifications and events ('events') that we organise and which are available through the GAI website and our Learning Hub.

1.4 Who we are

We are a trade association for the door hardware and architectural ironmongery sector. Our head office is at Ironmongers' Hall, Shaftesbury Place, Aldersgate Street London EC2Y 8AA.

1.5 How to contact us

You may contact us by telephoning our team on +44 (0)20 3370 8542, by emailing us at education@gai.org.uk. The staff team are available between 9am and 5pm, Monday to Friday (excluding public holidays in England).

1.6 How we may contact you

If we have to contact you we will do so by telephone or by writing to you at the email address or postal address you provided to us at the time you made your booking.

1.7 'Writing' includes emails. When we use the words 'writing' or 'written' in these terms, this includes emails.

2. Our contract with you

2.1 How we will accept your booking

Any description, advertisement, documentation issued by us and any description contained on the GAI website or any prospectus relating to the event are issued and published for the sole purpose of giving you a general idea of the event, its content and objectives. Subject to any obvious error, the description and price of the event will be as quoted on the website at the date your booking is made. All payments under these terms shall be in UK pounds sterling.

2.2 Upon submitting a booking for a place or places on an event, whether online, in writing or by telephone, you will be given confirmation of our acceptance of your order (a 'booking confirmation') whether verbally, in writing or both.

2.3 A booking confirmation or attendance at the event (where the booking confirmation has not been received prior to the event) brings into existence a legally binding contract based on these terms between you and us.

2.4 Where you are not a consumer, you acknowledge and agree that you have authority to bind any business on whose behalf you have purchased a place or places on an event.

2.5 Where you are not a consumer, these terms and any document expressly referred to in them constitute the entire agreement between you and us and supersede and extinguish all previous agreements, promises, assurances, warranties, representations and understandings between us, whether written or oral, relating to its subject matter.

2.6 Where you are not a consumer you acknowledge and agree that in entering into this contract you do not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in these terms or any document expressly referred to in them.

2.7 Where you are not a consumer, you and we agree that neither of us shall have any claim for innocent or negligent misrepresentation based on any statement in this contract.

3. Price and payment

3.1 Payment

You must purchase the event(s) by paying the appropriate fees as set out on the website. Payment can be made in the following ways:

- (a) online by credit or debit card using the [NAME] system at the time of booking, or following the link issued on your invoice
- (b) by BACS using the following details:
 - sort code DETAIL
 - account number DETAIL

3.2 Unless you are booking an event online, an invoice for payment of the appropriate fees shall be sent to the address you provide (whether a physical address or an email address) at the time of booking and it is your responsibility to ensure the address provided is correct.

3.3 You are required to ensure that any invoice is paid within 30 days of the date on the invoice, or under such terms as are set out in any invoice.

3.4 Attendance at the event before we receive payment will form a legally binding contract in accordance with clause 2.3.

3.5 Non-payment

Where you do not pay the appropriate fees in accordance with this Clause 3 or Clause 6.1 (b) ii) this will constitute a breach of this contract and, without prejudice to Clause 3.6, we may refuse you and your delegates entry to the event.

3.6 We may take legal action in order to recover any outstanding fees.

3.7 Without prejudice to Clause 3.6, we may refuse or cancel future bookings where payments for an event under these terms remain outstanding, or impose special terms on you such as full payment before acceptance onto any event.

3.8 What happens if we got the price wrong

It is always possible that, despite our best efforts, some of the events we sell may be incorrectly priced. We will normally check prices before accepting your order so that, where the event's correct price at your order date is less than our stated price at your order date, we will charge the lower amount. If the event's correct price at your order date is higher than the price stated to you, we will contact you for your instructions before we accept your order. If we accept and process your order where a pricing error is obvious and unmistakable and could reasonably have been recognised by you as a mispricing, we may end the contract, refund you any sums you have paid and cancel your place on the event.

3.9 We will pass on changes in the rate of VAT. Where VAT is payable, if the rate of VAT changes between your order date and the date we supply the product, we will adjust the rate of VAT that you pay, unless you have already paid for the product in full before the change in the rate of VAT takes effect.

4. Our rights to make changes

4.1 Changes to the event

We reserve the right to change venues and substitute speakers, trainers and consultants at our discretion.

4.2 Where GAI is unable to deliver the service face to face, the parties may mutually agree an alternative digital platform for delivery.

5. About the event(s)

Face to face training

5.1 The event(s) shall take place on the date and at the venue set out in the booking confirmation unless otherwise changed in accordance with Clause 4.1. we shall use our reasonable skill and care to deliver the event and comply with the information you have been provided about it.

Digital training

5.2 In advance of digital training, both parties will make best endeavours to ensure that the agreed platform is accessible and capable of delivering/receiving the service to an acceptable standard.

5.3 Neither party shall be liable for fault or failure of the agreed platform that may occur during the delivery of the service, should it be deemed outside of their control.

5.4 Any materials provided for or during the our events are protected by our Copyright (except where clearly stated otherwise). Re-use of the training materials is not permitted.

6. Cancellation, transfer, deferral or postponement

6.1 You can defer your event if booked after 31 March in the academic year, but can only cancel or transfer your booking in the following circumstances:

- (a) where you are the consumer, you have the right to cancel within 14 days of receiving the booking confirmation (the 'cancellation period'). Where you have given consent to the event taking place within the cancellation period, you will lose your right to cancel your booking on the event
- (b) you have the right to transfer to a later event providing you give us at least 14 days notice; however, we cannot guarantee availability on your replacement event - where we agree to the transfer:

- i) your original acceptance of these terms and conditions will also transfer
 - ii) if the appropriate fees for the replacement event are less than the event you originally booked, we will refund the difference in accordance with clause 6.4
 - iii) if the appropriate fees for the replacement event are more than the event you originally booked, we will send a revised invoice for payment to the address which you will provide when making the request to transfer (whether a physical address or an email address); you should pay the invoice in accordance with Clause 3.1 (a), (b) or (c)
- (c) outside of the cancellation period detailed in clause 6.1 (a) you have the right to cancel your event booking up to 14 days before the date of the event and refunds will be made in accordance with clause 6.4
- (d) you have the right to cancel your event booking where there is a change in venue made pursuant to Clause 4.1
- (e) where you or other delegates are unable to attend, substitute delegates can be accepted at no cost. You should notify the GAI Staff Team as soon as possible by contacting us using the details provided in clause 1.6
- (f) where your request is made before 31 March in the academic year (the year in which your event is held)

6.2 You may only cancel your event booking in writing using the details provided in clause 1.6. When contacting us, please provide your name, address, details of the order, phone number and email address.

6.3 Your rights if we cancel an event

- (a) Wherever possible, we will contact you in advance to tell you we will be cancelling an event, unless an emergency requires us to cancel the event on the day.
- (b) We reserve the right to cancel or postpone events if there are insufficient delegate numbers to ensure a high quality training experience or if a trainer is ill.
- (c) In the event that we cancel or postpone an event, we will offer you a place on the next available event. Alternatively, you may ask for a refund which shall be made in accordance with Clause 6.4 (b).

6.4 How we will refund you

- (a) Where an event is cancelled pursuant to 6.1 (a), (c) or (d) and in accordance with Clause 6.2 you shall be entitled to a refund of the fees for that event within 14 days beginning with the day on which we agree that you are entitled to a refund.
- (b) Where an event is cancelled pursuant to Clause 6.3(c) we will refund your fees for the event but not any other expenses (for example; hotel or rail fares). Your refund of event fees will be paid within 14 days beginning with the day on which we agree that you are entitled to a refund.
- (c) Where you transfer to a replacement event pursuant to clause

6.1 (b) and the fee is less than the original event, we will refund the difference as soon as possible but in any event within 14 days beginning with the day on which we agree that you are entitled to a refund.

7. If there is a problem or you have a complaint

7.1 How to tell us about problems

If you have any questions or complaints about the booking process or an event, please contact us using the details in clause 1.5.

8. Summary of your legal rights

8.1 Whilst every effort is made to ensure that our events are relevant and topical they are not tailored or bespoke for specific businesses or individuals and therefore all warranties for fitness for purpose and all other express and implied warranties are excluded to the fullest extent lawfully permitted.

8.2 Nothing in these terms limits or excludes our liability for:

- (a) death or personal injury caused by our negligence
- (b) fraud or fraudulent misrepresentation

8.3 Our liability to you shall be limited to the price you have paid for the event and, subject to Clause 8.2 and 8.4, we will under no circumstances whatever be liable to you, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with the contract, for:

- (a) any loss of profits, sales, business, or revenue
- (b) loss or corruption of data, information or software

- (c) loss of business opportunity
- (d) loss of anticipated savings
- (e) loss of goodwill
- (f) any indirect or consequential loss

8.4 If we are providing events at your business premises, we will make good any damage to your property caused by us while doing so. However, we are not responsible for the cost of repairing any pre-existing faults or damage to your property that we discover while providing the event.

9. How we may use your personal information

9.1 We will use the personal information you provide us:

- (a) to deliver the event to you
- (b) to process your payment for the events
- (c) to give you information about any of the services we offer, but you may stop receiving this at any time by contacting us using the details provided in Clause 1.6

9.2 Your personal information will be processed in line with data protection legislation and in accordance with our privacy policy which is hereby incorporated into this Agreement. Our privacy policy can be accessed online or provided on request.

‘Data protection legislation’ means the Data Protection Act 1998, and from 25 May 2018, the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), and any legislation which amends, extends, consolidates, re-enacts or replaces same, including any additional legislation or regulations that may be made pursuant thereto from time to time.

9.3 GAI attaches significant importance to the evaluation of its services. It will evaluate services following delivery based on completed evaluation forms. GAI agrees to share the outcome of that evaluation with you. In addition, GAI or its contractor may approach you to carry out a further evaluation of the impact of the training at a later date.

9.4 We will only share your personal information with third parties where the law requires us to do so.

10. Other important terms

10.1 Queries

If you have any queries about the event please contact us using the details provided in Clause 1.6.

10.2 Any notice or other communication given by you to us, or by us to you, under or in connection with this contract shall be in writing and shall be delivered personally, sent by pre-paid first class post or other next working day delivery service or email.

10.3 A notice or other communication shall be deemed to have been received: if delivered personally, when left at our registered office; if sent by pre-paid first class post or other next working day delivery service, at 9am on the second business day after posting or if sent by email, one business day after transmission.

10.4 In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that such letter was properly addressed, stamped and placed in the post and, in the case of an email that the email was sent to the specified email address of the addressee.

10.5 The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

10.6 We may transfer this agreement to someone else. We may transfer our rights and obligations under these terms to another organisation. We will inform you in writing if this happens and we will use reasonable endeavours to ensure that the transfer will not affect your rights under the contract.

10.7 Nobody else has any rights under this contract. This contract is between you and us. No other person (including delegates whom you have booked places for) shall have any rights to enforce any of its terms.

10.8 If a court finds part of this contract illegal, the rest will continue in force. Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

10.9 Even if we delay in enforcing this contract, we can still enforce it later. If we do not insist immediately that you do anything you are required to do under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date. For example, if you miss a payment and we do not chase you but we continue to allow you to attend the event, we can still require you to make the payment at a later date.

10.10 The GAI and Cortexa Ltd retain all property rights with the Diploma materials, website and any other documents provided to you as part of the event. You undertake that you and your contracted employees will not copy, give, loan, sell or allow access or download any of your course materials to any individuals, companies or organisations not party to this agreement.

10.11 Students must adhere to the guidance set out in the Student Code of Conduct. You accept the terms and agree to abide with the policy upon enrolment.

10.12 Which laws apply to this contract and where you may bring legal proceedings

- (a) These terms and any dispute or claim arising out of or in connection with them or their subject matter or formation of the contract between us (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- (b) We both irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this contract or its subject matter or formation (including non-contractual disputes or claims).



Guild of
Architectural
Ironmongers

2023/24

Course Fees and Key Dates

Foundation In Hardware

FEES

GAI Members £224.00 exc VAT

Non Members £448.00 exc VAT

To benefit from the discounted rate, members can obtain a voucher code by emailing education@gai.org.uk. For course details please see page 10-11 of the Prospectus.

ENROLMENT

You can enrol for the Foundation in Hardware course at any time by visiting:
www.gai.org.uk/FiH

Challenge Exam

FEES

GAI Members £288.00 exc VAT

Non Members £576.00 exc VAT

ENROLMENT

Enrol for the Challenge Exam at any time by visiting www.gai.org.uk or emailing education@gai.org.uk

Enrolment opens 1st July 2023 for Stage 1, 2 and 3 courses, with course material then released from 1st September.

Email education@gai.org.uk for group booking information.

Certificate In Architectural Hardware (CiAH) STAGE 1

FEES - CiAH STAGE 1

GAI Members £783.00 exc VAT

Non Members £1,567.00 exc VAT

Fees to be paid upon enrolment.
For course details please see page 12-13 of the Prospectus.

ENROLMENT

Deadline for enrolment is 31 December 2023. Please enrol by visiting www.gai.org.uk/Cert

Certificate In Architectural Hardware (CiAH) STAGE 2

FEES - CiAH STAGE 2

GAI Members £893.00 exc VAT

Non Members £1,785.00 exc VAT

Fees to be paid upon enrolment.

TRAINING

For course details please see page 14-15 of the Prospectus.

Online seminars will be provided for all stage 2 modules. These seminars will be provided by industry professionals, It is optional to join but highly recommended. Please book your space through the course programme.

ENROLMENT

Deadline for enrolment is 31 December 2023. Please enrol by visiting www.gai.org.uk/Cert

Certificate In Architectural Hardware (CiAH) FAST TRACK

FEES - CiAH STAGES 1 & 2 (completion in 1 year)

GAI Members £1,676.00 exc VAT

Non Members £3,352.00 exc VAT

Fees to be paid upon enrolment.

TRAINING

For course details please see page 12-15 of the Prospectus.

Online Training seminars will be held for the Stage 2 part of the fast track programme. These seminars will be provided by industry professionals, It is optional to join but highly recommended. Please book your space through the course programme.

ENROLMENT

Deadline for enrolment is 31 December 2023. Please enrol by visiting www.gai.org.uk/Cert

Stage 1 & 2 Retake

FEES

GAI Members £380.00 exc VAT

Non Members £760.00 exc VAT

Retake dates can be found in the final section under key dates. **To book your retake please contact education@gai.org.uk**

GAI Diploma - Scheduling

FEES

GAI Members £967.00 exc VAT

Non Members £1,934.00 exc VAT

OVERSEAS

GAI Member £1,135.00 exc VAT

Non Member £2,270.00 exc VAT

TRAINING

For course details please see page 16-17 of the Prospectus.

Online training courses will be provided for Access Control and Electric Hardware. Once a student is enrolled they will be sent invitations to attend the optional online training courses which will help students with their studies.

ENROLMENT

Deadline for enrolment is 31 December 2023. Please enrol by visiting www.gai.org.uk/Scheduling

GAI Diploma - Electric Hardware & Access Control

FEES

GAI Members £967.00 exc VAT

Non Members £1,934.00 exc VAT

ENROLMENT

Deadline for enrolment is 31 December 2023. Please enrol by visiting www.gai.org.uk/Electric

GAI Diploma - Door Systems

FEES

GAI Members £967.00 exc VAT

Non Members £1,934.00 exc VAT

ENROLMENT

Deadline for enrolment is 31 December 2023. Please enrol by visiting www.gai.org.uk/DoorSystem

Certificate in Standards & Regulations

FEES

GAI Members £967.00 exc VAT

Non Members £1,934.00 exc VAT

CPD Programme

FEES

GAI Diploma holders £83.00 exc VAT

RegAI renewals £112.00 exc VAT

ENROLMENT

You can enrol for the CPD programme at any point of the year. The programme runs from 1st April until 31st March so enrolling at the start of the year maximises the benefit of membership. For further information please visit www.gai.org.uk/cpd

Enrolment opens 1st July 2023 for Stage 1, 2 and 3 courses, with course material then released from 1st September.

Email education@gai.org.uk for group booking information.

GAI Diploma Retake

FEES

GAI Members £461.00 exc VAT

Non Members £922.00 exc VAT

OVERSEAS

GAI Member £630.00 exc VAT

GAI Non Member £1,260.00 exc VAT

Classroom Courses

FEES - GAI DIPLOMA

GAI Members £850.00 exc VAT

Non Members £1,700.00 exc VAT

For bespoke courses please email education@gai.org.uk with your requirements.

Stage 1 and 2 Mock Examinations

FEES

GAI Members £289.00 exc VAT

Non Members £578.00 exc VAT

If you wish to book a mock examination please email education@gai.org.uk or pay online www.gai.org.uk/Cert

Bridging Courses

FEES

GAI Members £438.00 exc VAT

Non Members £877.00 exc VAT

For Standards and Regulations, Door Systems, Electric Hardware and Access Control

Important dates within the GAI Education programme.

2023

Enrolment opens	Course materials	Retake Examination Days		Challenge Exam	Enrolments close
JULY	SEPT	SEPT	OCT	AUG	DEC
1	1	19	17	8	12
					31

2024

Stage 3 in Scheduling classroom training course in Wolverhampton	Stage 3 in Scheduling classroom training course in Dubai	Stage 3 in Scheduling classroom training course in London	Block assessments deadline
FEB	MAR	MAR	APR
19-21	18-20	25-27	30
Examination day	Examination results	Stage 1 & 2 Mock Examinations	
JUN	AUG	THROUGHOUT	
20	23	MAY	



The Guild of Architectural Ironmongers, Ironmongers' Hall, Shaftesbury Place, Aldersgate Street, London, EC2Y 8AA

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Learning hub learninghub.gai.org.uk/login/



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