

"Learning is a treasure that will follow its owner everywhere."



advancing architectural ironmongery

**THE GUILD OF ARCHITECTURAL IRONMONGERS
EDUCATION PROSPECTUS
2011/12**

"Learning is like rowing upstream: not to advance is to drop back."

"If you think education is expensive, try ignorance."



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*"It's what you learn
after you know it
that counts."*

JOHN WOODEN

Meeting needs

Over the past three years the GAI education syllabus has undergone major change. Whatever aspect you choose to look at – training manuals, course work, or examinations to name three main constituents – it is now unrecognisable from what it was before the manual rewrites and online delivery was implemented. All this has been achieved by just a handful of paid people and many, many contributors who volunteer their time freely. The GAI education programme now meets the expectations in today's learning environment.

The GAI education syllabus is unique. It is the only recognised programme in the UK that leads to a qualification in ironmongery specification. However, as portrayed in the pages of this prospectus, there are many students from many other countries. To illustrate this point you will note that there are as many examination centres outside of the UK as there are in. This global appeal has been helped by the web based and online delivery of the education programme.

No other scheme offers such a broad knowledge and understanding of architectural ironmongery leading to the most recognised qualification in the industry. The GAI is very proud of its record of preparing so many students for a career in architectural ironmongery over the past fifty years.

After successfully completing the three levels each student will be competent to discuss the ironmongery requirements for a project with a client – be that an architect, a building or joinery contractor, a building manager or even a house owner.

The distance learning course wouldn't be complete without the added ingredient of ongoing in-house tuition or attendance at a residential course. An analysis of one such

course demonstrated that 83% of attendees passed their examination whilst only 38% of those who didn't attend the course passed the same examination. Having looked at the expense of both money and time in losing a member of staff for a whole week on a residential course we have restructured the courses for this coming academic year. Most courses are now over a three day period. More intense? Yes, but you will find them immensely rewarding.

For all those enrolling this year, I wish you well in both your coursework and in the examination on Thursday 21 June 2012 – I would put that date in your diary now if I were you.



Keith Maer
Education Manager
DipGAI RegAI FInstAI

MIND THE GAP!

Did you know that students who were enrolled on the syllabus up to three years ago can pick up where they left off?

The academic year:

Over the next year you will need to remember many times and days. Here we list the most important dates within the GAI education syllabus. You should mark in your diary:



1 September 2011:

Enrolment starts on 1st September with online course work available from 1st November.

23 September 2011:

Closing date for exam retakes. Students who failed in June at Level 1 or 2, or the Level 3 Business Studies paper, may retake the examination on Wednesday 5 October. By passing the retake students can enrol for the next level this Autumn.



31 December 2011:

This is the last possible day for all enrolments on the GAI distance learning programme. All completed forms must be returned to the Training & Development Administrator at head office by this date.

31 March 2012:

Absolute deadline for online course work. All students online course work must be submitted by midnight (BST) on this date. Students who fail to complete course work on time will not be able to sit the examination in June.



1 May 2012: The date by which students will be notified of their course work marks.

21 June 2012: Examination day for all students at all levels. Students who fail at Level 1 or 2, or Level 3 Business Studies, may retake the examination in October.



4 October 2012:

Retake examinations day. Students who pass their October retake can immediately enrol for the next level.



3 November 2011 HIGHLIGHT OF THE YEAR The Education Awards Lunch



This is the biggest and most high profile event within the GAI calendar.

Held in at the Royal Garden Hotel, London, the **Education Awards Lunch** aims to showcase the achievements of the GAI Diploma students.

All new Diploma holders are invited to receive their certificates at the lunch. The top achievers over all levels are recognised and rewarded.

Medals and awards

The highest possible recognition for outstanding achievement is the **Pinnacle Award**. This award is presented at the Education Awards Lunch in November. The Pinnacle Award is given to the leading student over all three years of the education programme. This award not only carries the kudos of being the top student but also offers a fabulous prize.

In addition, the top achievers in Scheduling and Business Studies are presented with shields and all new Diploma holders are invited to receive their certificates at the Awards Lunch. The top three students at Levels 1 and 2 are presented with cash awards as listed.

All successful students at all levels receive a certificate in recognition of their achievement.

Level one

POSITION	CASH AWARD
1st	£200
2nd	£150
3rd	£100

Level two

POSITION	CASH AWARD
1st	£200
2nd	£150
3rd	£100

Level three

POSITION	MEDAL	CASH AWARD
1st	Gold	£500
2nd	Silver	£350
3rd	Bronze	£250
4th		£200
5th		£150

"Learning is like rowing upstream: not to advance is to drop back."

CHINESE PROVERB

GAI Personal Development Pack

Following enrolment, each student receives their own PDP (Personal Development Pack) which contains all the training manuals, guidance notes and course work instructions needed to get started at Level 1 or to continue to the next level. The pack contains the appropriate memory stick depending on the level of study, plus a second memory stick with a manual entitled 'Standards and regulations for the ironmonger'. There is also space on the memory stick for students to store other information relevant to that level of training.

The PDP is for the life of the education programme and, therefore, is only supplied to each student once on registration at Level 1. Upon registration for Levels 2 and 3 students receive the training manual memory stick for the appropriate level plus an updated Standards manual memory stick.

In summary each student receives:

Level 1 students:

- **PDP & Level 1** manual memory stick, plus Standards manual

Level 2 students:

- **Level 2** manual memory stick to add to their PDP, plus an updated Standards manual

Level 3 students:

- **Level 3** manual memory stick to add to their PDP, plus an updated Standards manual

The scheduling element of the Level 3 manual also includes drawings, forms and other templates in A4 and A3 format for the benefit of the student.



GAI Training around

Because hardware is so vital to the security, safety and accessibility of a building it is possibly one of the most complex, legislated and regulated areas of the building industry. This is why the role of the architectural ironmonger is so vital, why producing a schedule is a skilled and complex job and is one which requires professional training and education.

To this end, this course covers all aspects of architectural ironmongery, is designed for everyone working in the

architectural ironmongery industry and is constantly updated to reflect changes in the industry. There are three levels to the programme and success in the third leads to the award of the GAI Diploma and gateway to becoming a Registered Architectural Ironmonger. Each level is designed to be completed comfortably in a year. Like all high quality training programmes, the GAI's programme is extremely comprehensive, and by the end of Level 3, students have covered every conceivable aspect of architectural ironmongery.

GAI examination venues worldwide



Overseas in-company training

In past years the GAI has organised and held in-house courses overseas in locations such as Dublin and Dubai.

In addition to the residential courses offered, the GAI can provide tailor-made training based around the education programme at a member's premises.

The cost of this service is negotiable, but is influenced by the number of days training required and the number of employees taking part. For a full quotation, please contact Keith Maer, Education Manager, at the Head Office. Contact details are given on the inside back cover of this document.

d the world

The programme is written by experienced architectural ironmongers, and therefore rooted in the real world. There is no unnecessary theory to grind through. Every element of the programme has a practical application.

It is perhaps this practicality which is making the GAI exams so popular in parts of the world apart from the UK; the UAE, Kuwait, Qatar, Bahrain, Saudi Arabia, Oman, in particular. This year 58 candidates sat their exams at various levels, in Dubai only one less than London – proof of the strength of the qualification in the Middle East. So why are ironmongers so keen to get this UK-based qualification? Keith Maer, the GAI's Education Manager quotes: "The GAI's education syllabus is unique. It is the only recognised programme in Europe that leads to a qualification in ironmongery specification. And it is respected and admired not only in our own trade in the UK but among specifiers, contractors and clients alike across the world."

"No other scheme offers such a broad knowledge and understanding of ironmongery, leading to the most recognised qualification in the industry. The GAI is very proud of its record of preparing so many students for a career in architectural ironmongery over the last 50 years," says Keith.

Gaining a competitive edge

On many larger projects in the Gulf States a hardware consultant is necessary as part of the contract conditions. So naturally, this gives companies with a qualified ironmonger a competitive advantage. European – and especially British – contractors still carry a significant influence worldwide and look for sub-contractors with recognised qualifications, knowledge and credentials. European standards are widely respected too and products usually have to be specified to EN (Euro Norm) or British Standards on larger projects.

Adam Taylor works for hardware company HÄFELE in the UAE and is one of the GAI exam's biggest exponents in the region, volunteering for the organisation to help set up the region's training courses and exam centres. "I passed my exam in 1994 so I know the benefits in understanding our industry and the correct level of training, which is why I introduced it into my region," he says. "I oversee 70 staff in the GCC countries for HÄFELE and believe we are one of the most respected suppliers to our industry. In part, I think this is down to good training as well as the service and product range we offer our

customers and it is important therefore that my team are experts in their field. We also need to keep up to date with the latest standards as it's very easy to feel cut off from the world here so again the training programme keeps us up to date."

"In terms of exam success, at HÄFELE we try to conduct some in-house training to give our staff a better chance of passing as it is often difficult to fit in home study with our busy lives. I think the staff feel that they are adding more value to the company by undertaking the work and, of course, securing their own job future."

Laidlaw Gulf LLC is another architectural ironmongery company in Dubai which places great emphasis on employing GAI qualified staff on its payroll. "Having GAI qualified staff adds value to our position as a professional supplier of hardware to major projects. Clients are reassured when they see that their schedule has been prepared by a GAI-qualified scheduler," says Laidlaw's Clive Edgley. "Completing the GAI qualification programme also benefits us in terms of having more knowledgeable and confident staff, better able and equipped to handle the large, complicated projects with which we are dealing."

Any spending that comes straight off the bottom line might be susceptible for cuts at the moment. But the GAI is arguing the case that staff training should be retained in budgets. The economic downturn has had a significant impact on the funds invested by many businesses in training. But despite this fall in spend, most businesses continue to invest in training because, when times are tough, it is the service and expertise you can offer which makes you stand out from the crowd.

"Learning is a treasure
that will follow its
owner everywhere"

CHINESE PROVERB

Diary of an overseas student

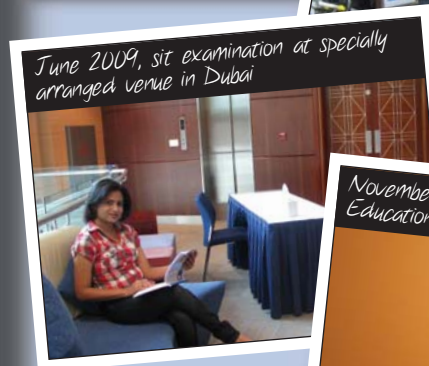
The GAI runs the Education Programme in many countries across the world. This entails not only the course itself but arranging final venues for examinations. Here's a brief look at the experiences of **Farah Farooq Baig**, of DORMA Gulf, UAE, our **2009 Level One 2nd Prize Winner**.



September 2008, Farah enrolls on Level One Course



January to March, study & complete Coursework for March deadline



June 2009, sit examination at specially arranged venue in Dubai



November 2009, fly to London for Education Awards Lunch Presentation



November 5th 2009, Farah is presented with Level One 2nd Prize

levelone

Who should enrol?

Level 1 is designed for anyone in the architectural ironmongery industry who requires a thorough grounding in the basics. They include people working in the following departments:

- Warehouse
- Trade counter
- Customer service
- Order processing
- Specifying
- Buying
- Scheduling
- Sales
- Administration

You may wish to consider 'fast track' by studying Levels 1 & 2 together. It can be done if you have the time and commitment.

DISTANCE LEARNING

Following registration, students will receive a Personal Development Pack (PDP) with memory sticks covering each of the following subjects which comprise the Level 1 syllabus.

Six 'foundation' subjects

- Handing of hardware
- Timber doors and frames
- Seals
- Metal doors and frames
- Metals, metal finishes and plastics
- Fixings and fastenings

Nine 'core' subjects

- Hinges
- Door closing devices (part 1)
- Locks and latches (part 1)
- Hardware (part 1)
- Door bolts
- Basic scheduling
- Finance (part 1)
- Law (part 1)
- Standards and regulations for the ironmonger

Two 'choice' subjects (of which one is chosen)

- Sliding door gear
- Shelving

The PDP will also contain a separate memory stick for the Standards manual. During the year, students will be able to access their course work online. They are to complete their course work by midnight on 31 March 2012. No course work can be submitted after this date. The course work accounts for approximately 30% of the final marks.

It must be understood that students will not be able to take the examination in June unless all course work is completed by the deadline date in March 2012.

EXAM DATE Thursday 21 June 2012 09.30 – 12.30 hours

COURSE FEES

TOTAL LEVEL 1 FEE PAYABLE

Members: **£520** + VAT

Non members: £1040 + VAT

An additional postal charge of £75 is applicable to all registrations outside the British Isles

Exam retake:

Members:

October 2011 £150 + VAT,

June 2012 £250 + VAT

Non members:

October 2011 £300 + VAT,

June 2012 £500 + VAT

NEW THREE DAY COURSE

The residential course is primarily designed for Level 1 students of the GAI's Distance Learning course.

COURSE OBJECTIVE

To prepare the students for the examination through focused lectures and discussion, covering all the key areas in the Level 1 syllabus.

COURSE DETAILS

Duration: Three days

Venue:

Holiday Inn, Great Barr, Birmingham

DATES

Monday 12 - Wednesday 14 March 2012

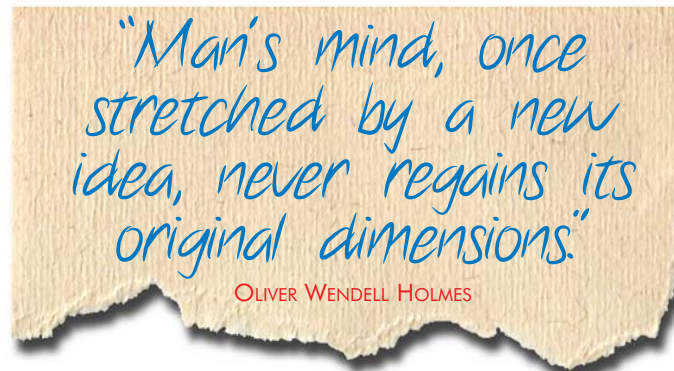
NUMBERS

There are places for 20 students on the course. On account of the limited availability of places, early booking is recommended to avoid disappointment.

COURSE FEE

Members: **£850** + VAT

Non-members £1700 + VAT



DISTANCE LEARNING

Students who have passed Level 1 and wish to continue their professional studies advance to Level 2.

Upon registration students will receive a memory stick covering each of the following subjects which comprise the Level 2 syllabus.

Thirteen 'core' subjects

- Door closing devices (part 2)
- Locks and latches (part 2)
- Hardware (part 2)
- Inclusive design
- Escape door hardware
- Lettering, nameplates and graphic symbols
- Appreciating architects drawings
- Intermediate scheduling
- Manufacture and sourcing
- Fire door hardware workbook
- Finance (part 2)
- Law (part 2)
- Standards and regulations for the ironmonger

Four 'choice' subjects (of which two are chosen)

- Credit control
- Purchasing
- Stock management
- Window fittings

It is recommended to retain the Level 1 memory stick in the PDP as the Level 2 exam includes questions based on Level 1. The Level 2 pack will also contain a separate memory stick for the updated Standards manual.



During the year, students will be able to access their course work online. They are to complete their course work by midnight on 31 March 2012. No course work can be submitted after this date. The course work accounts for approximately 30% of the final marks.

It must be understood that students will not be able to take the examination in June unless all course work is completed by the deadline date in March 2012.

EXAM DATE

Thursday 21 June 2012 14.30 - 17.30 hours

COURSE FEES

TOTAL LEVEL 2 FEE PAYABLE

Members: **£560** + VAT

Non members: £1120 + VAT

An additional postal charge of £75 is applicable to all registrations outside the British Isles

Exam retake fee:

Members: **October 2011 £150 + VAT,**

June 2012 £250 + VAT

Non members fee: October 2011 £300 + VAT,

June 2012 £500 + VAT

NEW THREE DAY COURSE

The Residential Course is primarily designed for Level 2 students of the GAI's Distance Learning course.

COURSE OBJECTIVE

To prepare the students for the examination through focused lectures and discussion, covering all the key areas in the Level 2 syllabus.

COURSE DETAILS

Duration: Three days

Venue: Holiday Inn, Great Barr, Birmingham

DATES

Monday 19 - Wednesday 21 March 2012

NUMBERS

There are places for 20 students on the course. On account of the limited availability of places, early booking is recommended to avoid disappointment.

COURSE FEE

Members: **£895** + VAT

Non members: £1790 + VAT

leveltwo

Level 2 moves up a gear with many more core subjects than Level 1. The residential course will increase your opportunity of success three-fold.



PLEASE NOTE: The Residential Course fee includes full accommodation and all meals from lunch on the day of arrival to lunch on the day of departure, plus all coffee and tea breaks, course papers and car parking.

levelthree

Level 3 comprises of two exams, Scheduling and Business Studies. Students must pass both subjects to be awarded the Diploma.

Success at Level 3 is the gateway to full qualification as a Registered Architectural Ironmonger.

DISTANCE LEARNING

Level 3 is for students who have passed Levels 1 and 2 and wish to continue their professional studies. Upon registration students will receive a Level 3 memory stick covering each of the following subjects which comprise the Level 3 syllabus.

Scheduling

- Electronic hardware
- Access control systems
- Key control
- The scheduling of architectural hardware
- Standards and regulations for the ironmonger

Business studies

- Finance (part 3)
- Law (part 3)

The Level 3 exam will test knowledge imparted at Levels 1 and 2. You should recap on the manuals contained on Level 1 and 2 memory sticks. The Level 3 pack will also contain a separate memory stick for the Standards manual. During the year, students will be able to access their course work online. They are to complete their course work by midnight on 31 March 2012. No course work can be submitted after this date.

In April 2012 students will be advised what the building project will be for their forthcoming exam in June. This preparatory work will account for a significant portion of the final mark. Level 3 comprises of two exams, Scheduling and Business Studies. Students must pass both subjects to be awarded the Diploma.

EXAM DATE Thursday 21 June 2012

Scheduling 09.30 - 13.30 hours

Business Studies 14.30 - 17.30 hours

COURSE FEES

TOTAL LEVEL 3 FEE PAYABLE

Members: **£610** + VAT

Non members: £1220 + VAT

An additional postal charge of £75 is applicable to all registrations outside the British Isles

Exam retake fee:

Members: **October 2011 £150 + VAT, June 2012 £250 + VAT**

Non members fee: October 2011 £300 + VAT, June 2012 £500 + VAT

RESIDENTIAL COURSES

The Residential courses are primarily designed for Level 3 students of the GAI's Distance Learning course.

SCHEDULING

COURSE OBJECTIVE

To prepare the students for the examination through focused lectures and discussion, covering all the key areas in the Level 3 Scheduling syllabus.

COURSE CONTENT

The course will cover: scheduling techniques, master keying practical exercises, scheduling with practical exercises, Q&As and mock examination.

COURSE DETAILS

Duration: Four days

Venue: Holiday Inn, Great Barr, Birmingham

DATES

Course A Monday 27 February - Thursday 1 March 2012

Course B Monday 16 - Thursday 19 April 2012

(Student booking dates are selected by GAI office only)

COURSE NUMBERS

There are places for 15 students per course. On account of the limited availability of places, early booking is highly recommended to avoid disappointment.

COURSE FEE

Members: **£1200** + VAT Non members: £2400 + VAT

BUSINESS STUDIES

COURSE OBJECTIVE

To prepare the students for the examination through focused lectures and discussion, covering all the key areas in the Level 3 Business Studies syllabus.

COURSE CONTENT

The course will cover: Level 3 Finance and Law with recap of Levels 1 & 2, practical exercises, Q&As and mock examination.

COURSE DETAILS

Duration: Three days

Venue: Holiday Inn, Great Barr, Birmingham

DATES

Wednesday 22 - Friday 24 February

COURSE NUMBERS

There are places for 20 students on the course. On account of the limited availability of places, early booking is highly recommended to avoid disappointment.

COURSE FEE

Members: **£895** + VAT Non members: £1790 + VAT

PLEASE NOTE: The Residential Course fee includes full accommodation and all meals from lunch on the day of arrival to lunch on the day of departure, plus all coffee and tea breaks, course papers and car parking.



Residential & in-house training

Apart from traditional residential courses for Levels 1, 2 and 3 which have been held at the Holiday Inn, Birmingham for the past eight years, the GAI is able to run in-house courses for individual companies.

The requirement for a company to have an in-house course is that they have six or more students registered to take the June exam and that they have a training room, or indeed a local hotel, that has the facilities to accommodate our lecturers' training needs. There is unequivocal evidence from the examination results that the prizewinners, and many of those who achieve a distinction, have done so because they attended either a residential or in-house course. In one of the exams last year the pass rate was 83% for attendees of a course compared to 38% of non course attendees.

OVERSEAS COURSES

In past years the GAI has organised and held in-house courses overseas in locations such as Dubai and Dublin.

In addition to the residential courses offered, the GAI can provide tailor-made training based around the education programme at a member's premises.

The cost of this service is negotiable, but is influenced by the number of days training required and the number of employees taking part. For a full quotation, please contact the Education Manager, contact details are given on the inside back cover of this booklet.

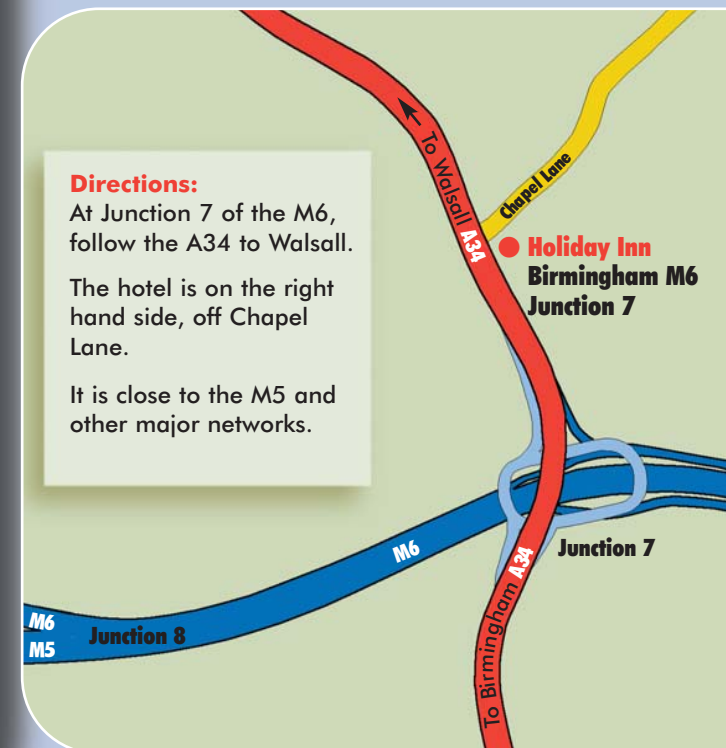


Residential course hotel information

All the GAI's residential courses take place at: **The Holiday Inn, Chapel Lane, Great Barr, Birmingham B43 7BG Tel: 0870 400 9009 Fax: 0121 357 7503**

The hotel is located at Junction 7 of the M6

Great care has been taken in selecting this hotel. It is the ideal site for quiet and concentrated study and offers excellent facilities, including a comfortable training room. With the needs of the disabled amply catered for, the Holiday Inn has all the facilities you would expect of a three star hotel. However, the GAI must be advised of any special needs prior to the start of the residential course. All rooms have a private bathroom, colour TV and direct dial phones. The course fee includes accommodation, full English breakfast, lunch and evening meal. Residents have free use of the hotel swimming pool. Students receive detailed directions to the hotel with their joining instructions.



IAI Institute of Architectural Ironmongers



Whether you are a student working towards a Level 1, 2 or 3 examination, a GAI Diploma holder looking to gain or retain RegAI status,

or simply a practising AI who wants to stay at the cutting edge of the industry, membership of the Institute of Architectural Ironmongers (IAI) represents a great opportunity.

Unlike the GAI, membership is open to individuals who are qualified Diploma holders, students or experienced practitioners of the AI trade. This makes belonging to the IAI a real personal benefit and one which can be taken from job to job.

TYPES OF MEMBERSHIP

There are three main types of membership:

- **Full:** open to GAI Diploma holders and RegAI's.
- **Affiliate:** for those working within the industry for 10 years or more and do not hold a GAI Diploma.
- **Student:** automatic membership for all students currently studying on the 3 year Education Programme.

There is also a Retired member category for DipGAI's who wish to keep onside with industry developments.

Membership is by annual subscription and renews on 1 January each year.

BENEFITS OF MEMBERSHIP

A regular programme of localised branch meetings where members get together in an informal atmosphere to learn, network and socialise.

- **Access to the IAI's respected Continuing Professional Development programme.** Collect CPD points towards gaining RegAI status and use the informative presentations to keep up to date with industry developments.
- **An electronic update** on matters affecting the Institute and its members through the IAI e-bulletin.
- **Updates on the latest** developments on standards and practice through free copies of the Architectural Ironmongers Journal – the GAI's official publication.
- **Access to the GAI's latest** Technical Updates and other members' information in the password protected area of the GAI website.
- **Full members are entitled to use** the designated letters **MinstAI** on business cards and letters, plus a personal IAI membership card as proof of commitment to excellence.

Find out more by logging on to the GAI website www.gai.org/IAI

The key standard for architectural ironmongery



RegAI Registered Architectural Ironmonger

Registered Architectural Ironmonger (RegAI) status is the benchmark standard for architectural ironmongery and one which stands at the very heart of what the GAI stands for – the highest possible standards of education and professionalism.

Every RegAI is a qualified GAI Diploma holder and has been able to prove they are fully up to date with industry standards, regulations and legislation. A position that is key when presenting credentials to clients both new and existing.

RegAI status confers real benefits to both the individual and the company they work for.

BENEFITS INCLUDE:

- **The ability to market** and promote an impressive professional status – an important differentiator in a competitive market.
- **RegAI** is inclusive of IAI membership
- **Personalised electronic logos** and letters after the name allow RegAIs to stand out from the crowd.
- **A CPD programme** organised by the IAI across the UK which gives the RegAI the opportunity to learn, network and maintain professional status in an enjoyable, sociable environment.
- **Access to GAI** Training Manuals and Technical Updates in a password protected area of the GAI website.
- **Updates on the latest developments** on standards and practice through free copies of the Architectural Ironmongers Journal – the GAI's official publication.
- **An electronic update** on matters that affect the IAI and RegAIs through the IAI e-bulletin.
- **A full list of RegAIs** can be found on the GAI website.

RegAI status is maintained by providing evidence of the collection of 10 CPD points in a calendar year.

Membership is by annual subscription and renews on 1 January each year.

Further enquiries as to membership of both the RegAI and IAI should be made to GAI Head Office, tel: 020 7790 3431.



Student's details (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

Mr Mrs Miss Ms (please tick)

Surname: _____

Forenames: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____

email: _____

Company: _____

Address: _____

Postcode: _____

Tel: _____

email: _____

Manager responsible for training: _____

Position: _____

Correspondence to be sent to home office address (please tick)

Examinations: The level one examination will be held on **Thursday 21 June 2012**.

Please tick below the location in which you would like to sit the examination:

BELFAST BIRMINGHAM BRISTOL CAMBRIDGE DERBY

DUBLIN GLASGOW GUERNSEY JERSEY LONDON

MANCHESTER NEWCASTLE PERTH WOLVERHAMPTON

OVERSEAS* (Please state city and country)

*Additional postal charges of £75 will apply outside the British Isles and should be included with payment.

FEES:

Member: £520 + VAT

Non Member: £1040 + VAT

CANCELLATION TERMS APPLY SEE OVERLEAF FOR DETAILS

FULL PAYMENT MUST ACCOMPANY COMPLETED ENROLMENT FORMS

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"

Sort Code: **40-05-17 Bank Acc: 11048848**

Branch Identifier code (bacs): **MIDLGB2107F**

International Number: **GB35MIDL40051711048848**

OR

Please debit my

Mastercard

Visa

Cardholder: _____

Number: _____

Expiry Date: _____

Security Code: _____

Signed: _____

Date: _____

level one

enrolment form

level one distance learning 2011/12

course commencing **September 2011**

Please complete details and send this form to:
Training & Development Administrator,
Guild of Architectural Ironmongers,
8 Stepney Green, London E1 3JU
tel: 020 7790 3431 fax: 020 7790 8517
email: education@gai.org.uk website: www.gai.org.uk



*PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk*





levelone

level one **distance learning** 2011/12



Please complete details overleaf and send this form to:

Training & Development Administrator
Guild of Architectural Ironmongers
8 Stepney Green
London E1 3JU

email: education@gai.org.uk
website: www.gai.org.uk
tel: 020 7790 3431
fax: 020 7790 8517

BOOKING CONDITIONS

1. Payment must accompany the completed booking form.

2. Telephone bookings must be confirmed in writing within three days and supported with payment.

3. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.

4. All cancellations must be in writing and the following will apply upon receipt:

- a) For enrolments registered before 31 October full refund will be paid upon the return of the PDP in resaleable condition up until 31 December
- b) For enrolments registered between 1 November and 31 December 50% refund will be paid upon the return of the PDP in resaleable condition up until 31 December
- c) No refunds for cancellations received after 1 January.

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Student's details (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

Mr Mrs Miss Ms (please tick)

Surname: _____

Forenames: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____

email: _____

Company: _____

Address: _____

Postcode: _____

Tel: _____

email: _____

Manager responsible for training: _____

Position: _____

Correspondence to be sent to home office address (please tick)

Examinations: The level one examination will be held on **Thursday 21 June 2012.**

Please tick below the location in which you would like to sit the examination:

- BELFAST BIRMINGHAM BRISTOL CAMBRIDGE DERBY
 DUBLIN GLASGOW GUERNSEY JERSEY LONDON
 MANCHESTER NEWCASTLE PERTH WOLVERHAMPTON
 OVERSEAS* (Please state Country and City)

*Additional postal charges will apply outside the British Isles of £75 and should be included with payment.

FEES:

Member: £560+ VAT
Non Member: £1120 + VAT

CANCELLATION TERMS APPLY SEE OVERLEAF FOR DETAILS

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"
Sort Code: **40-05-17 Bank Acc: 11048848**
Branch Identifier code (bacs): **MIDLGB2107F**
International Number: **GB35MIDL40051711048848**

OR

Please debit my

Mastercard Visa

Cardholder: _____

Number: _____

Expiry Date: _____

Security Code: _____

Signed: _____

Date: _____

leveltwo

enrolment form

level two distance learning 2011/12

course commencing September 2011



Please complete details and send this form to:
Training & Development Administrator,
Guild of Architectural Ironmongers,
8 Stepney Green, London E1 3JU
tel: 020 7790 3431 fax: 020 7790 8517
email: education@gai.org.uk website: www.gai.org.uk



PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk

leveltwo

enrolment form
level two distance
learning 2011/12

LEVEL 2
Level 2



Please complete details
overleaf and send
this form to:

**Training & Development
Administrator**

**Guild of Architectural
Ironmongers
8 Stepney Green
London E1 3JU**

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

BOOKING CONDITIONS

1. Payment must accompany the completed booking form.

2. Telephone bookings must be confirmed in writing within three days and supported with payment.

3. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.

4. All cancellations must be in writing and the following will apply upon receipt:

a) For enrolments registered before 31 October full refund will be paid upon the return of the PDP in resaleable condition up until 31 December

b) For enrolments registered between 1 November and 31 December 50% refund will be paid upon the return of the PDP in resaleable condition up until 31 December

c) No refunds for cancellations received after 1 January.

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Student's details (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

Mr Mrs Miss Ms (please tick)

Surname: _____

Forenames: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____

email: _____

Company: _____

Address: _____

Postcode: _____

Tel: _____

email: _____

Manager responsible for training: _____

Position: _____

Correspondence to be sent to home office address (please tick)

Examinations: The level one examination will be held on **Thursday 21 June 2012.**

Please tick below the location in which you would like to sit the examination:

- BELFAST BIRMINGHAM BRISTOL CAMBRIDGE DERBY
 DUBLIN GLASGOW GUERNSEY JERSEY LONDON
 MANCHESTER NEWCASTLE PERTH WOLVERHAMPTON
 OVERSEAS* (Please state Country and City)

*Additional postal charges will apply outside the British Isles of £75 and should be included with payment.

FEES:

Member: £610+ VAT
Non Member: £1220 + VAT

CANCELLATION TERMS APPLY SEE OVERLEAF FOR DETAILS

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"
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Branch Identifier code (bacs): **MIDLGB2107F**
International Number: **GB35MIDL40051711048848**

OR

Please debit my

Mastercard Visa

Cardholder: _____

Number: _____

Expiry Date: _____

Security Code: _____

Signed: _____

Date: _____

levelthree

enrolment form

level three distance learning 2011/12

course commencing **September 2011**



Please complete details and send this form to:
Training & Development Administrator,
Guild of Architectural Ironmongers,
8 Stepney Green, London E1 3JU
tel: 020 7790 3431 fax: 020 7790 8517
email: education@gai.org.uk website: www.gai.org.uk



*PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk*

levelthree

enrolment form
level three distance
learning 2011/12

LEVEL 3
Level 3

Please complete details
overleaf and send
this form to:

**Training & Development
Administrator**

**Guild of Architectural
Ironmongers
8 Stepney Green
London E1 3JU**

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

BOOKING CONDITIONS

1. Payment must accompany the completed booking form.

2. Telephone bookings must be confirmed in writing within three days and supported with payment.

3. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.

4. All cancellations must be in writing and the following will apply upon receipt:

a) For enrolments registered before 31 October full refund will be paid upon the return of the PDP in resaleable condition up until 31 December

b) For enrolments registered between 1 November and 31 December 50% refund will be paid upon the return of the PDP in resaleable condition up until 31 December

c) No refunds for cancellations received after 1 January.

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Holiday Inn Birmingham, M6, Junction 7

Course dates: Monday 12 – Wednesday 14 March 2012

Student's particulars (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

FROM: (Name of person for correspondence)

PLEASE RESERVE PLACES FOR THE FOLLOWING STUDENT(S):

NAME(S)	ADDRESS FOR COURSE CORRESPONDENCE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

COURSE FEE: Member: £850 + VAT

Non Member: £1,700 + VAT

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"

Sort Code: **40-05-17** Bank Acc: **11048848** Branch Identifier code (bacs): **MIDLGB2107F**

International Number: **GB35MIDL40051711048848**

OR

Please debit my

Mastercard

Visa

Cardholder: _____

Number: _____

Expiry Date: _____

Security Code: _____

Signed: _____

Date: _____

levelone

booking form

level one residential training course 2011/12

Please complete details and send this form to:
Training & Development Administrator,
Guild of Architectural Ironmongers,
8 Stepney Green, London E1 3JU
tel: 020 7790 3431 fax: 020 7790 8517
email: education@gai.org.uk website: www.gai.org.uk



PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk



levelone

booking form
level one residential
training course
2011/12



Please complete details
overleaf and send
this form to:

**Training & Development
Administrator**

**Guild of Architectural
Ironmongers
8 Stepney Green
London E1 3JU**

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

BOOKING CONDITIONS

1. The Guild of Architectural Ironmongers reserves the right to amend, cancel or transfer bookings made on any course. Notice will be given to all students who have bookings, and the option of transfer or cancellation without surcharge will be offered.

2. Payment must be received in full within 14 days of the GAI receiving the completed booking form.

3. Telephone bookings must be confirmed within three days.

4. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.

5. Course Fees include course documentation, morning and afternoon refreshments, buffet lunch, dinner and overnight accommodation.

6. CANCELLATION (BY WRITTEN NOTICE)

- Up to one month before course commencement - NO CHARGE
- Less than one month but more than one week - 50% COURSE FEE
- Less than one week - 100% COURSE FEE

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Holiday Inn Birmingham, M6, Junction 7

Course dates: Monday 19 – Wednesday 21 March 2012

Student's particulars (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

FROM: (Name of person for correspondence)

PLEASE RESERVE PLACES FOR THE FOLLOWING STUDENT(S):

NAME(S)	ADDRESS FOR COURSE CORRESPONDENCE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

COURSE FEE: Member: £895+ VAT
Non Member: £1,790 + VAT

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"

Sort Code: **40-05-17** Bank Acc: **11048848** Branch Identifier code (bacs): **MIDLGB2107F**

International Number: **GB35MIDL40051711048848**

OR

Please debit my Mastercard Visa

Cardholder: _____

Number: _____

Expiry Date: _____ Security Code: _____

Signed: _____ Date: _____

leveltwo

booking form

level two residential training course 2011/12

LEVEL 2
Level 2

Please complete details and send this form to:
Training & Development Administrator,
Guild of Architectural Ironmongers,
8 Stepney Green, London E1 3JU
tel: 020 7790 3431 fax: 020 7790 8517
email: education@gai.org.uk website: www.gai.org.uk



PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk

leveltwo

booking form
level two residential
training course
2011/12

LEVEL 2
Level 2



Please complete details
overleaf and send
this form to:

**Training & Development
Administrator**

**Guild of Architectural
Ironmongers
8 Stepney Green
London E1 3JU**

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

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3. Telephone bookings must be confirmed within three days.

4. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.

5. Course Fees include course documentation, morning and afternoon refreshments, buffet lunch, dinner and overnight accommodation.

6. CANCELLATION (BY WRITTEN NOTICE)

- a) Up to one month before course commencement - NO CHARGE
- b) Less than one month but more than one week - 50% COURSE FEE
- c) Less than one week - 100% COURSE FEE

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Holiday Inn Birmingham, M6, Junction 7

Course dates: **Course A** Monday 27 February – Thursday 1 March **Course B** Monday 16 – Thursday 19 April 2012

Student's particulars (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

FROM: (Name of person for correspondence)

PLEASE RESERVE PLACES FOR THE FOLLOWING STUDENT(S):

NAME(S)	ADDRESS FOR COURSE CORRESPONDENCE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

COURSE FEE: Member: £1200 + VAT

Non Member: £2400 + VAT

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"

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International Number: **GB35MIDL40051711048848**

OR

Please debit my

Mastercard

Visa

Cardholder: _____

Number: _____

Expiry Date: _____

Security Code: _____

Signed: _____

Date: _____

levelthree

booking form

level three residential training course 2011/12 scheduling



Please complete details and send this form to:

Training & Development Administrator,

Guild of Architectural Ironmongers,

8 Stepney Green, London E1 3JU

tel: 020 7790 3431 fax: 020 7790 8517

email: education@gai.org.uk website: www.gai.org.uk



*PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk*

levelthree

booking form
level three residential
training course
2011/12
scheduling

Level 3

Please complete details
overleaf and send
this form to:

**Training & Development
Administrator**

**Guild of Architectural
Ironmongers
8 Stepney Green
London E1 3JU**

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

BOOKING CONDITIONS

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3. Telephone bookings must be confirmed within three days.

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6. CANCELLATION (BY WRITTEN NOTICE)

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- Less than one month but more than one week - 50% COURSE FEE
- Less than one week - 100% COURSE FEE

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Holiday Inn Birmingham, M6, Junction 7

Course dates: Wednesday 22 – Friday 24 February 2012

Student's particulars (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

FROM: (Name of person for correspondence)

PLEASE RESERVE PLACES FOR THE FOLLOWING STUDENT(S):

NAME(S)	ADDRESS FOR COURSE CORRESPONDENCE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

COURSE FEE: Member: £895 + VAT

Non Member: £1,790 + VAT

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT

Please find my attached cheque made out to 'The Guild of Architectural Ironmongers'

OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"

Sort Code: **40-05-17** Bank Acc: **11048848** Branch Identifier code (bacs): **MIDLGB2107F**

International Number: **GB35MIDL40051711048848**

OR

Please debit my

Mastercard

Visa

Cardholder: _____

Number: _____

Expiry Date: _____

Security Code: _____

Signed: _____

Date: _____

levelthree

booking form

level three residential training course 2011/12 business studies



Please complete details and send this form to:

Training & Development Administrator,

Guild of Architectural Ironmongers,

8 Stepney Green, London E1 3JU

tel: 020 7790 3431 fax: 020 7790 8517

email: education@gai.org.uk website: www.gai.org.uk



PLEASE NOTE: The absolute deadline for all registrations is 31 December 2011
Additional forms are available to download on www.gai.org.uk

levelthree

booking form
level three residential
training course
2011/12
business studies

LEVEL 3
Level 3

Please complete details
overleaf and send
this form to:

Training & Development
Administrator

Guild of Architectural
Ironmongers
8 Stepney Green
London E1 3JU

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

BOOKING CONDITIONS

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2. Payment must be received in full within 14 days of the GAI receiving the completed booking form.

3. Telephone bookings must be confirmed within three days.

4. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.

5. Course Fees include course documentation, morning and afternoon refreshments, buffet lunch, dinner and overnight accommodation.

6. CANCELLATION (BY WRITTEN NOTICE)

- Up to one month before course commencement - NO CHARGE
- Less than one month but more than one week - 50% COURSE FEE
- Less than one week - 100% COURSE FEE

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

Examination Dates (please tick to indicate date):

Wednesday 5 October 2011 (Closing date 23 September 2011) **Thursday 21 June 2012**

*** NOTE:** 2012 course work must be completed by the March deadline in order to take the June examination.
Avoid re-doing course work by retaking your examination in October

Tick boxes to select exam to be retaken:

Level one **Level 3 business studies** **Level 3 scheduling** (Thursday 21 June 2012 only)
 Level two **Level 3 key control**

Please tick below the location in which you would like to sit the examination:

BELFAST **BIRMINGHAM** **BRISTOL** **CAMBRIDGE** **DERBY** **DUBLIN** **GLASGOW** **GUERNSEY** **JERSEY**
 LONDON **MANCHESTER** **NEWCASTLE** **PERTH** **WOLVERHAMPTON**

OVERSEAS (Please state Country and City)

Student's details (BLOCK LETTERS PLEASE)

ALL SECTIONS MUST BE COMPLETED IN FULL

Correspondence to be sent to **home** **office address** (please tick)

Mr Mrs Miss Ms (please tick)

Company:

Surname:

Address:

Forenames:

Address:

Postcode:

Postcode:

Telephone:

Tel:

Mobile:

Manager responsible for training:

email:

Position:

FEE: October 2011 **Member: £150** + VAT. Non-members £300+ VAT
June 2012 **Member: £250.00** + VAT. Non-members £500.00 + VAT

CANCELLATION TERMS APPLY SEE OVERLEAF FOR DETAILS

COMPLETED ENROLMENT FORMS MUST BE ACCOMPANIED BY FULL PAYMENT.

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OR

Please find attached remittance advice for my BAC's payment

HSBC "The Guild of Architectural Ironmongers Ltd"

Sort Code: **40-05-17** Bank Acc: **11048848** Branch Identifier code (bacs): **MIDLGB2107F**

International Number: **GB35MIDL40051711048848**

OR

Please debit my Mastercard Visa

Cardholder

Number

Expiry Date

Security Code

Signed

Date

exam **retake**
form

examination **retake**
distance learning
2011/12

2012 course work
must be completed
by the March
deadline in order to
take the June
examination.
Avoid re-doing
course work by
retaking your
examination in
October

Please complete details and send this form to:
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Guild of Architectural Ironmongers,
8 Stepney Green, London E1 3JU
tel: 020 7790 3431 fax: 020 7790 8517
email: education@gai.org.uk website: www.gai.org.uk

exam **retake**
form

examination **retake**
distance learning
2011/12

Please complete details
overleaf and send
this form to:

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Administrator**
**Guild of Architectural
Ironmongers**
8 Stepney Green
London E1 3JU

email: education@gai.org.uk

website: www.gai.org.uk

tel: 020 7790 3431

fax: 020 7790 8517

BOOKING CONDITIONS

- 1. Retake in October** must be booked by Friday 3 September 2011.
Retake in June 2012 must be booked by 31 December 2011.
- 2. Payment** must accompany the completed booking form.
- 3. Cancellation** by written notice. No refund will be made if received less than one month before the examination date.

FOR OFFICE USE ONLY

Received: _____

Student/Exam No: _____

VAT/Invoice No: _____

contacts



KEITH MAER

GAI Education Manager

Responsible for the development and delivery of the GAI's education programme.

email: keith.maer@gai.org.uk

Registrations

Registrations for the Distance Learning programme are transferable. Where a student leaves a company or the industry, the employer can make a substitution, for which a £50 plus VAT, fee is payable.

Special Requirements

Any special needs that may necessitate additional services or a change to the standard arrangements should be declared upon enrolment or as soon as known. Medical evidence should accompany all requests.

HEAD OFFICE

*Training & Development
Administrator*

For enquiries about the GAI's distance learning and residential courses, student enrolment, training manuals, residential course bookings and all educational administration matters.

email: education@gai.org.uk



8 Stepney Green . London . E1 3JU

telephone 020 7790 3431 :: **fax** 020 7790 8517 :: **email** education@gai.org.uk :: **website** www.gai.org.uk