
Guild of Architectural Ironmongers

GAI Education Prospectus

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The GAI education programme is not just for a particular age, a specific job role or for one type of business. We want our education programme to be inclusive, learners can complete the course at any time in their career. There's always the opportunity to gain new knowledge.

David Stacey
Product Sales Director UK & Ireland, Dormakaba

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The GAI is very proud of its record of preparing many learners for a career in architectural ironmongery over the past fifty years. We strive to develop and support the industry to continue to achieve the highest possible standards of education and professionalism at all levels.

Rachel Tipton, DipGAI, MInstAI, RegAI, Chair of the GAI Education Committee

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Introduction

The Guild of Architectural Ironmongers (GAI) is the leading organisation in architectural ironmongery in the UK and Europe.

We are the only trade body in the UK that represents the interests of the whole architectural ironmongery (AI) industry. We are internationally recognised and respected as the authority on architectural hardware. From ironmongers to wholesalers and manufacturers, we're committed to supporting you.

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

EDUCATION

Our courses range from the Foundation in Hardware which gives you the basics of architectural ironmongery to a comprehensive two stage Certificate in Architectural Hardware, leading onto the GAI Diploma. With these three courses you can gain a real understanding of the architectural ironmongery industry, whether you're looking for a refresher course or to gain an internationally recognised qualification.

TECHNICAL SUPPORT

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.

COMMUNITY

Our community of like-minded members and learners is supported by networking, learning and development opportunities. We provide a voice for the industry at a local, national and international level.

GAI Education Overview

The only industry recognised programmes in the UK that lead to qualifications in architectural ironmongery.

Develop your company and your staff with GAI's internationally renowned and respected education programmes. 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.
- Fully flexible, meaning you can study at your own pace, in your own way and carry on with your everyday job.
- Globally recognised, with 49% of learners outside the UK.
- Suitable for all levels and roles within the AI industry, with programmes on offer from Foundation to Diploma level.

LEARNERS WHO COMPLETE ONE OF OUR COURSES FIND THAT THEY ARE:

- Fully competent and knowledgeable in the field of architectural ironmongery.
- Able to discuss confidently the ironmongery requirements for any project with a client, whether an architect, a building or joinery contractor, a building manager or an end user.
- Well regarded by national and international employers.
- 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.

WHO ARE THE GAI EDUCATION COURSES FOR?

From HR and back-office staff looking to develop their industry knowledge, to experienced ironmongers who want to take their skills a step further - and everyone in between - we have a course for you.

Course Programmes and Education Support

The only online training resource for today's Architectural Ironmonger 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 (pg10)
- Certificate in Architectural Hardware (Stage 1 & 2) (pg12)
- GAI Diploma (pg16)

FURTHER DEVELOPMENT:

- CPD Programme (pg18)
- Fire Door Inspection Scheme (FDIS) (pg20)

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. In addition to the benefits below, everyone who is studying for the Certificate or GAI Diploma course receives a complimentary membership of the Institute of Architectural Ironmongers. Here's what we offer:

THE EDUCATION 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 videos presentations, relevant industry articles, a resource library and FAQ's - everything you'll need in one area.

LEARNER WORKSHOPS:

We offer workshops 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 tutor.

BESPOKE IN-HOUSE TRAINING:

Tailor-made in-house training courses to help your company develop and learn together. We can come to your company's premises, or deliver training to you and other companies in a large scale workshop. Contact us on +44 (0)207 033 2480 to discuss your requirements.

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 Institute of Architectural Ironmongers

By becoming a member of the Institute of Architectural Ironmongers (IAI), you join a group of highly respected individuals across the world, dedicated to continual professional development.

The IAI are committed to promoting the work of IAI members and the importance of the Architectural Ironmonger in the built environment.

With branches across the UK and 2 international branches in Hong Kong and Dubai, members are welcomed to a multitude of events, meetings and presentations, all aimed at supporting your development and allowing you to connect with a network of members.

BENEFITS FOR ALL MEMBERS

- Affiliation to your local branch network (where available) to give you the chance to broaden your networks, connect with industry peers and learn more about the latest developments in AI.
- An IAI membership card will give you free access to IAI branch meetings and other events.
- 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 annual IAI Awards, rewarding excellence amongst the membership.

Course Progression

RegAI

CPD Programme (pg18)

GAI Diploma (pg16)

Certificate in Architectural Hardware- Stage 2 (pg14)

Certificate in Architectural Hardware- Stage 1 (pg12)

Foundation in Hardware (pg10)

For course fees and dates refer to the **COURSE FEES AND KEY DATES** insert located at the back of the prospectus.

Awards

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

GAI EDUCATION AWARDS LUNCH

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

GAI PINNACLE AWARD

The GAI Pinnacle Award is the highest possible recognition for outstanding achievement, given to the leading learner over all three stages of the training programme.

GAI DIPLOMA MEDALS

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

GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL
£400	£300	£200
cash award	cash award	cash award

CERTIFICATE IN ARCHITECTURAL HARDWARE PRIZES

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	SECOND	THIRD
£400	£300	£200
cash award	cash award	cash award

All medal and prize winners are invited to the GAI Education Awards Lunch.

COURSE DESCRIPTIONS

Foundation In Hardware



The first step in your ironmongery learning.

The Foundation in Hardware course provides an introduction to the AI industry. This online course features 12 modules on topics ranging from production and product knowledge to industry standards.

IN THE FOUNDATION IN HARDWARE COURSE YOU WILL EXPLORE:

- An introduction to hardware
- Handling 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

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 and many others.



I'd recommend the course to people in customer-facing roles. It gives you a basic understanding of hardware that means you can help with all the technical queries that come your way.

Jasmine Downder, SDS Ironmongery, London



ASSESSMENT:

- Self-test your knowledge at the end of each section to prepare for the final examination.
- Repeat the test as many times as you like.

FEATURES AND BENEFITS:

- Gain a qualification recognised by employers within the industry.
- Online course and examination – learn at home, work or overseas.
- 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.

STUDY TIME:

On average learners will be expected to dedicate 40 hours of studying depending on each individual learner. You can start this course at any time of year. Visit www.gai.org.uk/BAFoundation

ADDITIONAL TRAINING:

In-house training for Foundation in Hardware can be provided. Visit www.gai.org.uk/foundation-in-hardware to find out more.

Certificate In Architectural Hardware Stage 1

The next step in expanding your knowledge of architectural ironmongery.

Gain a thorough understanding of the what, how and when of ironmongery with this two year, self-led, online course (Stage 1 and 2). The Certificate in Hardware Stage 1, provides a solid footing into ironmongery, covering subjects such as the basics of product knowledge, fixings and scheduling. Learners who complete Stage 1 of 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 a good understanding of best practices and industry standards.

Stage 1 provides a good grounding to progress on to Stage 2 of the Certificate in Architectural Hardware.

IN THE CERTIFICATE IN ARCHITECTURAL HARDWARE STAGE 1 YOU WILL EXPLORE:

12 modules arranged into 4 learning blocks. Learners are free to choose the order they complete these modules, although they are best followed in sequence.

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

SUITABLE FOR..

- Those who have completed the Foundation in Hardware course and want to continue to expand their knowledge.
- 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.
- Locksmiths.
- Builders merchants' staff with sales or trade counters.
- Back of house staff at AI companies and many others.
- Architectural Ironmongers, Manufacturers, Doorset Manufacturers and Distributors of Architectural Ironmongery.



I found it particularly useful to learn about the best practice and legal requirements regarding where and why each product should be used. I'm now confident that I'm choosing the correct products for each application and can advise people who have the wrong products. Colleagues and customers trust the DipGAI designation and really take what you're telling them about the products on board.

Chris Hill, DipGAI, Sales Representative for Humber Merchants



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 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 and examination.
- Complete the course (Stage 1 and 2) in two years, or in a single year with added time and commitment on your part.
- Pay online to start your learning experience today.

STUDY TIME:

On average learners are expected to dedicate 60 hours of study time over a one year period, depending on each individual learner. Learners who sign up for both Stages 1 and 2 are expected to complete the full course over a two year period, or complete a Fast Track route to finish Stages 1 and 2 over a one year period.

For course fees and dates refer to the **COURSE FEES AND KEY DATES** insert located at the back of the prospectus.

Certificate In Architectural Hardware Stage 2

Stage 2 shows you how to apply your product and industry knowledge.

Having successfully completed Stage 1 of the Certificate in Architectural Hardware, where you will have gain 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.

IN THE CERTIFICATE IN ARCHITECTURAL HARDWARE STAGE 2 YOU WILL EXPLORE:

12 modules arranged into 4 learning blocks. Learners are free to choose the order they complete these modules, although they are best followed in sequence.

BLOCK 5

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

BLOCK 6

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

BLOCK 7

- Specialist hardware
- Electric hardware
- Access control systems

BLOCK 8

- Intermediate scheduling
- Manufacturing and sourcing
- Commercial awareness

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.

For course fees and dates refer to the **COURSE FEES AND KEY DATES** insert located at the back of the prospectus.



I use the knowledge I've gained from the CiAH and the Diploma every day. It gives you a broad overview of all the door and window hardware products across the whole industry, not just the sector your company specialises in.

James Reid, DipGAI, Security Sales Representative for Allgood Trio



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 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.
- Learner workshops available for extra training.
- Online course and examination.
- Once successfully completed you can progress onto the GAI Diploma course.
- 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.

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 both Stages 1 and 2 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.

ADDITIONAL TRAINING:

For extra support and an increased chance of success, learners can attend a four day classroom training course. Visit www.gai.org.uk/stages-1-and-2 to find out more.

GAI Diploma (DipGAI)

Gain complete competence and a broader working knowledge of architectural ironmongery and access control.

If your role involves talking to architects or contractors or providing technical support, then this is the course for you. Building on product knowledge gained in the Certificate in Architectural Hardware the diploma truly develops your application and scheduling skills. The GAI Diploma 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.

IN THE GAI DIPLOMA YOU WILL EXPLORE:

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

- Appreciating architects drawings
- Scheduling
- Key Control
- Electric hardware
- Access control systems

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.
- Tradesmen who have been in the industry for a while and want to progress their skills and prove their competence.



There is no age or career limit for the GAI education programme. I was 48 when I started the Diploma. Age shouldn't be a barrier to learning, you're never too old to commit to developing your knowledge and skills. I decided that I wanted to learn more about the job I've been doing for years so I signed up for the education programme.

Wayne Marlor, DipGAI, Technical Sales Representative at CTS Ironmongery Ltd



ASSESSMENT:

- Each learner will answer a set of compulsory coursework questions, which will form 10% of the overall mark.
- A final examination will make up 90% of the overall assessment. You must pass both the Master Key Schedule and a written 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 on-going commitment to your professional development.

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.

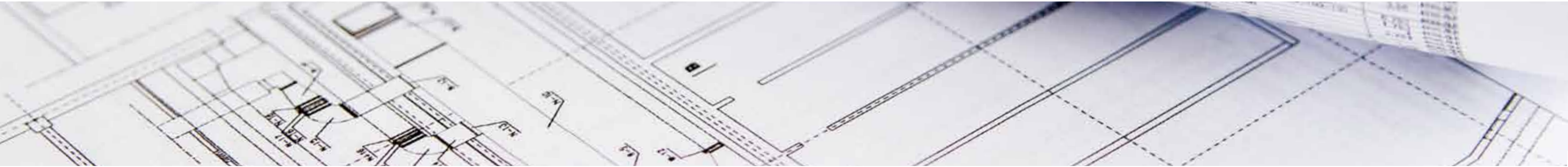
For course fees and dates refer to the **COURSE FEES AND KEY DATES** insert located at the back of the prospectus.

ADDITIONAL TRAINING:

We strongly recommend that all learners entering the GAI Diploma programme attend a 3-day training course to prepare for their scheduling and master key examinations. Visit www.gai.org.uk/diploma-stage-3 for more information.



CPD Programme (Continued Professional Development)



Set yourself apart and become a Registered Architectural Ironmonger.

The CPD Programme is the single most important way that those who have attained a GAI Diploma can develop their abilities and set themselves apart as architectural ironmongery professionals and is the only pathway to become a Registered Architectural Ironmonger (RegAI). 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. Complete the CPD programme to prove that you are fully up-to-date with the latest industry standards, regulations and legislation and achieve the highly respected status of a RegAI. To retain RegAI status you must complete the CPD programme each year.

OUR FLEXIBLE CPD REQUIREMENTS CAN BE MET BY:

- RegAI compulsory coursework book.
- IAI branch meeting presentations.
- GAI verified factory visits.
- Presenting CPD presentations.
- Learning at trade shows/exhibitions.
- GAI (or related) tutoring or writing education manuals.
- Reading industry related articles.
- Videos from approved trade bodies.

TO BECOME A REGISTER ARCHITECTURAL IRONMONGER YOU MUST:

- Register or renew your membership with the IAI to join the CPD programme.
- Gain 10 CPD points within a 12 month calendar year to gain a RegAI status the following year.
- Gain 10 CPD points per annum to maintain your RegAI status.



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, Hoppe UK



THE BENEFITS OF A REGAI 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.
- A RegAI status is inclusive of all IAI membership benefits.

For course fees and dates refer to the **COURSE FEES AND KEY DATES** insert located at the back of the prospectus.

To become a Registered Architectural Ironmonger visit: www.gai.org.uk/iai/regai-cpds

Fire Door Inspection Scheme (FDIS) Diploma In Fire Doors (DipFD)

Transform your professional understanding of the critical role of fire doors.

In addition to the GAI training programmes, GAI and the BWF (British Woodworking Federation) are co-owners of the FDIS programme.

The FDIS provides a thorough education about fire door requirements in commercial and residential buildings. This online course is designed to provide you with a deeper understanding of fire and escape doors and enable you to demonstrate your knowledge to a professional standard. Developed jointly by two leading authorities on fire doors and their components - the GAI and the BWF - completer's of this course will find that they have a deeper knowledge of the role of fire doors and how they can save lives and protect property.

IN THE FDIS DIPLOMA IN FIRE DOORS YOU WILL EXPLORE:

8 modules that look at the relevant regulations and standards that apply to fire door components and how certification is crucial to compliance.

- Foundation module.
- Timber fire doors and frames.
- Metal fire doors.
- Glazing.
- Seals.
- Ironmongery and signage (Part 1).
- Ironmongery and signage (Part 2).
- A transition module - only for Diploma holders who wish to proceed to become an FDIS Certificated Inspector.

ASSESSMENT:

- Each learner will complete a final exam which will make up 100% of the mark

FEATURES AND BENEFITS:

- Demonstrate your knowledge of fire doors and escape doors to a professional standard.
- Having achieved the Diploma, use the designation DipFD after your name to present your qualification to the industry.
- Online course and examination.
- Take the FDIS Diploma examination at a local centre globally.
- Pay online and start your learning experience today.

“

Completing the DipFD really advanced my knowledge and skills about fire doors and has helped our company advance into the Fire Door Inspection industry.

Alison Kaye Pyper, DipFD, CertFDI, Business Analyst/Development Executive at Arnold Laver

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SUITABLE FOR..

- Anyone working with fire doors and escape doors

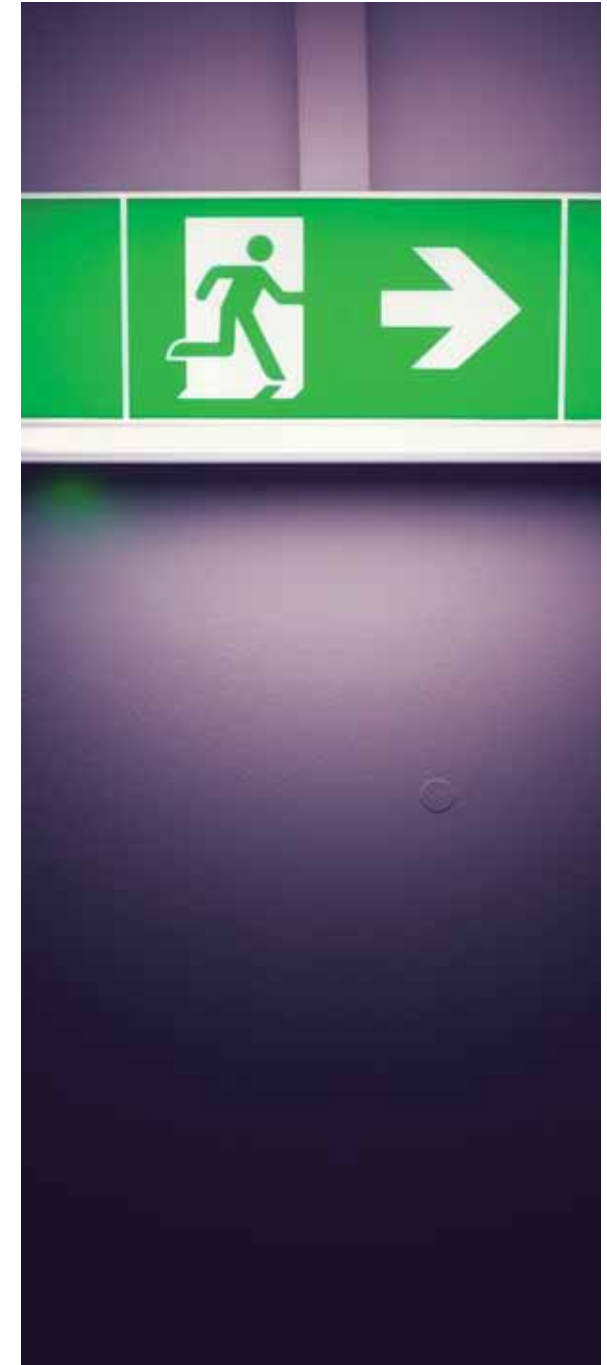
Certified Fire Door Inspector (CERTFDI)

Having achieved the FDIS Diploma in Fire Doors, you can apply to become a Certified Fire Door Inspector (CertFDI), which will enable you to carry out on-site inspections of installed fire doors in existing or new buildings. This is an essential part of any fire risk assessment and is required by law to be done by a building's Responsible Person.

To find out more about the FDIS and CertFDI courses visit
www.gai.org.uk/fdis

ENQUIRIES

Tel No +44 (0)844 801 1518
Email info@fdis.co.uk



GAI Membership

Advance your organisation.

By joining the Guild of Architectural Ironmongers (GAI), your organisation joins a growing network of more than 300 companies across 27 countries. GAI membership will also entitle you to preferential rates for the education programmes.

WHY JOIN THE GUILD OF ARCHITECTURAL IRONMONGERS (GAI)?

- Join a growing network of companies committed to raising the standards of the industry.
- Advance your technical knowledge.
- Get discounted access to some of the best learning opportunities in the world.
- Access to bespoke in-house training services to develop employees.
- Enhance your company's profile and status.
- Your company details listed on the GAI website with authorized use of GAI member company logo.
- Looking to fill a company position? Get a discounted rate to post a job advert for your company.

EXPAND YOUR RESOURCES

- Be the first to hear about the latest standards, regulations and developments.
- Get access to a direct support line for any technical queries.
- Get access to technical briefings, standards, easy to use BIM templates and more.
- RIBA approved CPDs available to purchase for members only.
- Free copy of our quarterly Architectural Ironmongery Journal (AIJ).

Join today and take your company to the next level.

Take a look at our membership brochure for full membership benefits and options. Visit www.gai.org.uk/gaimembership



The GAI is committed to supporting its members with a vast array of networking, learning and development opportunities while providing a voice for the industry at local, national and international levels.

Angie Corkhill, GAI Director



Terms and Conditions

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 Diploma Programme. 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.

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.

CANCELLATION TERMS

All cancellations must be in writing and with supported legal documentation. No refunds can be given for cancellations received after 31st December.

ENROLMENT BOOKING CONDITIONS (ALL STAGES)

1. Payment must be received prior to any course materials being released.
2. 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.
3. Registrations for the Distance Learning programme are transferable. If an employee leaves his/her company then the new employer can take responsibility for the learner by payment for that academic year plus £50 (+VAT) administration charge. The original employer can then be refunded the fee for that year.
4. Learners are allowed a maximum of 3 'gap years' between stages. Beyond this period, a "challenge exam" must be taken.
5. Any learner seen to be copying/duplicating block assessments, pre-examination work will be disqualified.

TRAINING COURSES BOOKING CONDITIONS

1. The contract is between GAI and the Company. Any changes to be made regarding the enrolment for students should be endorsed by an appointed Manager of the business.
2. The Guild of Architectural Ironmongers reserves the right to amend, cancel or transfer bookings made on any course. Notice will be given to all learners who have bookings, and the option of transfer or cancellation without surcharge will be offered.
3. Payment - To be made in full one month prior to the classroom training course commencing.



Sign up today!

Tel +44 (0)20 7033 2480

Email education@gai.org.uk

Web www.gai.org.uk



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