



# TiggerTraining

## Bridging the Neurodivide

### Consultancy and Training Terms and conditions

This document sets out how I work, what I charge for my work, and our responsibilities towards each other should you choose to book me.

#### **Deciding services.**

After initial contact, we will agree via email as to what services I will provide. If we speak on the phone or on Zoom/Teams etc, as a part of that process, I will send you an email following our conversation summarising what was said. I will use our email thread as the contract confirming what we have agreed.

Please also see my separate Terms and Conditions regarding Consultancy Work.

#### **Booking**

It is your responsibility to complete and return the booking form to confirm the booking. If you have not received a booking form please request one. Failure to correctly complete the form can result in me not being able to carry out the work we have agreed.

Arranging payment: It is your responsibility to ensure that you have everything in order to be able to pay me upon completion of the work. These T&Cs detail my tax status and provide the details you need should you be required to set me up as a supplier. This must be done prior to me completing the work. If your organisation requires a purchase order number and you do not furnish me with this number prior to my doing your work it remains your responsibility to pay me.

Once you are happy with what we have discussed we can book a mutually suitable date for services in our diaries. Once we have agreed the date, we will be contractually obliged to each other. I will be contractually obliged to provide the services we have decided, and you will be obliged to pay me for those services and the associated expenses.

#### **Suitability of Venue**

I will require the use of a Projector/Screen or TV. (I have my own laptop, with a variety of adaptors. I will also have access to my presentation via USB and online). When I am booked for a face to face presentation it is your responsibility to ensure that the venue is suitable for the group size and for presenting in with the above resources mentioned. If this is not the case, I may not be able to provide the service as required, but you will still be liable for my fees/costs.

## **Types of services I provide**

Below is an overview of what I provide. I am more than happy to discuss specific needs and requirements with you.

- In-person training/Workshops full/part days
- In-person keynote speeches/conference presentations
  
- Online live presentations/keynote speeches/interviews
- Online live training/workshops, full/part days
  
- Consultancy work in person
- Consultancy work online
  
- Writing work: articles, educational materials, resources, etc.

## **Cost of services.**

### Full day or partial day:

Services are priced according to whether they occupy a full day, or a partial day. A partial day is under 4 hours long, and is either in the morning, or the afternoon. (Morning is considered to be before 12 noon UK time, although it can be up to 1pm UK time depending on my other commitments. Afternoon is considered to be after these times). Anything longer than 4 hours or overlapping both morning and afternoon is charged as a full day.

### Travel and accommodation charges:

For in-person events in addition to the fee associated with the booking I will charge you for my travel and accommodation expenses. I will do my utmost to ensure these are kept as low as possible. Typically I travel by train on advance tickets where possible. The closest stations to my home are Plymouth or Liskeard.. If I travel to you from another booking the expense of that journey will be shared between yourself and the other booking.

For accommodation I use an app to search for accommodation that is close to the location and affordable. I occasionally omit places from my search for reasons of personal safety, e.g. if I am arriving late at night I will choose a place close to the station I arrive at, and if places have warnings about behaviour in their online feedback I avoid them.

### In-person training days/workshops:

- Full day £780.00
- Part day £450.00
- In-person keynote/speeches/conference/presentations £425.00

### Online

- Full day (Please contact me for details)
- Part day £450.00
- Keynote/speeches/conference/presentations £425.00

### Other

- Writing work: articles, educational materials, resources, etc £250 per part day, or we can negotiate a price for the whole project.

### Consultancy

- In person Full day £750.00, Partial day £420.00, Hourly rate £135.00
- Consultancy work online £125.00 per hour (Do contact me for further details)

For Makaton based workshops, please contact me directly.

### **Protocol for online services**

- You will be the online host for the event. My preference is to present via Zoom, but I am happy to use any platform you choose. Please ensure that whichever platform you choose allows the presenter to view their own video output as well as that of delegates - I need to see myself when I am resenting to ensure you get the best quality performance from me (and to make sure I am holding things up the right way around!)
- Please ask your delegates to attend with their cameras switched on. This enables me to modulate my presentation according to the responses I see. Failure to do this can mean you get a lower quality of presentation as I will be guessing my audience's response.
- For interactive workshops and training days presented live, I will need someone to act as my avatar in person at the event - this may include organising people into groups to perform tasks, sourcing basic equipment and explaining tasks to people. I will need to liaise with this person before the event so that they know what will be expected of them and are happy to take part.

### **Recording of my presentations**

The area that I work in is very fluid with regards to research and thinking. I try and keep as up to, date as possible. With this in mind I continually review and update my content. This is stated at the beginning of my work.

If my presentation, either live or online, is recorded we will agree a fixed time for its availability within your organisation and it must not be used pass this date. The content remains my intellectual property, thought as mentioned above, I will make it clear that I hold no responsibility for content changing over a period of time, but do ensure that all is current at the time of recording. I will discuss with you at point of contact regarding fees for reuse and fees therein.

### **Handouts/Resources**

I use a PowerPoint as part of many of my presentations. I am happy to provide these as well as linking to my website for further resources:

<https://www.bridgingtheneurodivide.com/resources>

As mentioned above in the "Recording of Presentations" please note that all my work is up to date at the time of presentation.

### **Cancellation charges:**

- If you cancel 7 days or less prior to the booking you will be liable for the full fee plus all transport and accommodations expenses already incurred.
- If you cancel within a month of the booking I reserve the right to charge you 50% of the fee plus any transport and accommodation expenses already incurred.
- If you cancel with more than a month's notice I will not charge you for the services but will charge any transport and accommodation expenses that have already been incurred.

### **Late payment charges:**

- I will send my invoice within three days of completing the work. Sent date will act as receipt of invoice
- Payment is expected within 30 days. If for some reason you will not be able to make payment in this time please let me know in advance.
- If payment is late by more than 45 days a penalty charge of 20% of the fee will be due.

- If payment is late by more than 90 days a penalty charge of 50% of the fee will be due.
- If payment is late by more than 120 days a penalty charge of 100% of the fee will be due.

### **Risk.**

If I am delivering a training day for you and your staff team, depending upon the session, I may bring improvised sensory resources with me, these will be items sourced from low-cost retail outlets or found in my own home or made from cardboard boxes etc, there may be small food items among them, e.g., sweets. Interaction with these items is done entirely at your own risk. It is your responsibility to inform your staff, and anyone who you invite to attend a session of their acceptance of this risk.

I may also include exercises that some may find uncomfortable from a sensory perspective. I will discuss these first with all attendees to ensure they are aware of these exercises and why they are part of the session. and can "opt out" if they wish. Safety of all is paramount to me. I will of course do all I can to ensure exercises and items used pose no threat, but I cannot account for all allergies, breakages or misuse of items etc.

### **Covid Safety**

The present situation is extremely fluid, you may insist upon protective measures for your establishment/yourself, which I am more than happy to observe.

I may also require specific measures myself; these can be discussed before we meet face to face. I may be mask wearing in certain environments, I will always carry a mask and hand gel.

Before seeing you face to face, I will take regular lateral flow tests several days before, and on the day if required. I carry proof of having received both vaccinations and boosters.

### **My employment status**

**I am a self-employed sole trader.**

It is my responsibility to ensure I pay tax.

I have a NI number.

My home address is: 19 Tom Nichols Close, St Cleer. Nr Liskeard PL31 1AB

My legal name is Mr Tigger Pritchard

I have a UTR, (Unique Tax Reference), as I am self Employed.

**You will need to pay me as a self-employed person and not through PAYEE.**

You have a responsibility to check I am self-employed before paying me in this way, see: <https://www.gov.uk/employment-status/selfemployed-contractor> for full details.

I can confirm that all of the following are true:

- I am in business for myself, and I am responsible for the success or failure of my business and can make a loss or a profit
- I decide the work I do and when, where or how to do it
- I can hire someone else to do the work
- I am responsible for fixing any unsatisfactory work in my own time
- I work for a fixed price - it does not depend on how long the job takes to finish
- I use my own money to buy business assets, cover running costs, and provide tools and equipment for my work
- I work for multiple clients

I will provide you with my Unique Taxpayer Reference number on my invoice as well as my National Insurance Number to make it easy for you to check my status.

If you require me to fill in any further forms to ensure my timely payment, please make sure **I have these forms ahead of the booking** so that you avoid the late payment charges detailed above and be aware that I charge an admin fee for the completion of these forms.

- I have an enhanced DBS Check and use the online update service
- I have personal indemnity insurance via Simply Business
- I am ICO registered
- For further information please see the policy's area of my website.

### **Accepting this document.**

Upon receipt of this document please email to confirm that you accept the terms. Unless you state otherwise in our emails, I will take our continuing correspondence to indicate acceptance of these terms and conditions. If you have any concerns about the stipulations laid out in this document, please let me know so that we can discuss and resolve any issues.

I look forward to working together 😊

September 2023