

Course Credits

Introduction

Individuals can purchase courses for themselves directly from the website using the site checkout.

Organisations wanting to book others onto courses must purchase Course Credits.

The Credit system prevents the need for multiple micro – transactions and enables organisations to bulk buy credits and pay via an invoice.

Credits

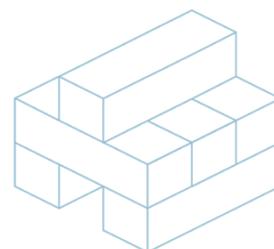
1 credit is equal to £1, so if you purchase 1000 credits that will translate to £1000 exactly.

Organisations can book bulk credits to cover their training needs for the year.

Purchasing bulk credits enables training administrators to enrol members of their organisation onto courses as and when they please.

Course prices are listed on the website Course Directory and prices are per head.

Credits do not expire and can be used to enrol learners onto any course at any point.



How to purchase

To purchase course credits, visit the [Course Directory](#) and establish which courses you would look to book onto:

<https://section31training.co.uk/all-courses>

Alternatively, visit www.section31training.co.uk and click on [COURSES](#)

From the Course Directory you will see the course information, course curriculum, and any public reviews that people have chosen to submit.

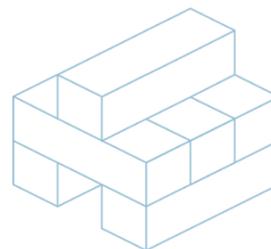
Once you have decided which courses you would like, send a booking request to: contact@section31training.co.uk

For example, if you want to book 10 people onto [Growing Up In Care: Lived Experience](#), that course costs £35 per head, so you will need to purchase 350 credits at a cost of £350.

If you wanted to buy credits in advance you can [buy in bulk](#), for example you can buy 1000 credits and then use those credits later for [any course](#) available.

An [invoice](#) will then be sent regarding those credits.

NOTE: Payments must be made within 30 days of receipt. Credits are **not** held until payment has been received, however [confirmation](#) that the invoice has been sent for payment is required to release credits.



www.section31training.co.uk
contact@section31training.co.uk



Enrolment

Once credits have been purchased an **Enrolment Form** will be sent to you. This form requires the first name, second name and email addresses of those who need to be enrolled, along with the name of the course(s) that you would like them enrolled onto.

Accounts will then be set up for them and they will receive an email about their account. Once they log in, all courses which they have been enrolled onto will be visible on their **Learning Dashboard**.

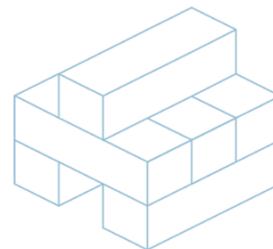
Bulk Purchase Discounts

Incremental percentage discounts are available for organisations booking bulk credits. These discount factors are as follows:

Credits	Discount
1000+	5%
3000+	10%
5000+	15%

Certificates & Feedback

Training administrators will have **their own account** set up prior to learner enrolment. From this profile they will be able to **view and download** any **certificates and feedback** that has been submitted by their learners. Every time a new learner is enrolled a credit balance update will be posted on your account.



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