

GE Energy

Smallworld Training Cambridge, England





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General Information

Introduction

The GE Energy UK Smallworld training curriculum is designed to assist clients in applying GE Energy Smallworld applications as efficiently and effectively as possible. Educating employees to properly configure, operate and maintain a new system improves the productivity gains expected from new technology.

The GE Energy UK Smallworld Training Department offers a unique and comprehensive training program designed to meet the total needs of our customers for the following systems and associated subsystems:

- Smallworld Technology
- Communications Solutions

We offer a complete curriculum for operators, administrators and designers of GE Energy's systems.

Staff

A team of full-time professional instructors as well as a team of engineers is available for the delivery of customer training. The training staff work closely with hardware and software design engineers to actively maintain the courses that they deliver. This ensures that the information provided is accurate and up-to-date in all areas. In addition, our instructors are fully involved in the development of new courses, bringing you information on recent developments and areas of customer interest.

Training Centre

GE Energy UK has a dedicated Smallworld training centre in Cambridge, England, which can host all Core GIS and Communications courses on dedicated training clients and servers.

The training facilities are equipped with modern audio-visual capabilities and feature high-end dual-headed Windows® clients with the necessary software. Dedicated training servers are used on our training courses and audiovisual facilities are utilised to enhance the learning experience.

Open public courses

Open public courses can be booked on a per individual basis. The public course schedule, course descriptions, and a registration form can all be viewed and downloaded from the training website:

http://www.gpower.com/prod_serv/products/gis_software/en/training.htm

Customer specific courses

The GE Energy UK Smallworld Customer Training Department can also provide courses for individual customers on request. These courses can be tailor-made and delivered on the customer site in order to meet the precise requirements of our customers.

Onsite courses do not require a minimum number of students; however, it is GE Energy's recommendation that the customer has at least three students to host an onsite course. For pricing of onsite courses, please contact **uk.training@ps.ge.com**.

Course prices

Course tuition is £400 per student per day for all standard courses presented at the GE Energy UK Education Centres (prices are subject to change without notice). Course fees for onsite courses are structured as follows:

- £1500 for up to 6 students
- £2300 for 7 to 10 students
- £3000 for 11 to 16 students

Especially configured courses will be priced on a course-by-course basis.

Discounts

GE Energy offers the following discounts to all customers:

- a 10% discount to clients that register three or more employees into one standard course offering.
- a 10% discount to students that register for more than two courses within the same calendar year

Registration and Requests

To register for any of the scheduled classes, or to request a specific course, contact the GE Energy UK Training Centre on +44 (0) 1223 449380, or e-mail uk.training@ps.ge.com.

Registration requests should reach the training centre no later than two (2) weeks prior to the scheduled start of course. To ensure adequate access to the hardware, enrolment in many of the courses is limited. Seating for courses is reserved in the order that requests are received.



Training Course Details

Language of Instruction

The normal language of instruction for all GE Energy's classes held in the UK is English. For classes in any other language an interpreter, or a trained instructor in the desired language must be used, necessitating changes in class duration and cost. Customers requiring such classes should contact the UK Training Manager on +44 (0) 1223 449526.

Class Schedule

Class timing information will be sent to you by the course organiser. Usually, there are two short breaks and one hour for lunch. Lunch is provided each day as part of the course price. Please be sure to inform the training department of any special dietary requirements in advance of the course.

Onsite (Customer Site) Training

All courses can be delivered on-site at your company location. We provide an expert instructor and all training materials. For onsite classes, the client is responsible for providing adequate facilities. At a minimum, this should include:

- a suitable training room
- an overhead projector that displays computer output
- Clients with fully installed licenses, software and 3rd party licenses for the appropriate solution
- A server with customer data and any other hardware that may be required

A class preparation checklist must be signed and returned to the GE Energy Smallworld Training Department before the instructor travels to the site. GE Energy may provide an equipped classroom or any of the specified class equipment on a per-fee basis with prior arrangements.

For onsite classes, the client will reimburse all instructor travel, lodging and daily expenses, class materials, and freight to the onsite facility. For onsite pricing please contact the training manager at: uk.training@ps.ge.com.

Customised Training

GE Energy also offers clients the ability to customise any training class to meet their needs. This process involves both GE Energy and the client's resources to develop a curriculum that is specific to their development or user needs. This may involve onsite operational, workflow, and business process analysis to determine the best approach to the training.

Terms and Conditions

GE Energy agrees to provide training services to the Customer in accordance with information on course descriptions and prices as published on the training website, or supplied to the customer on request, subject to the following terms and conditions:

1. Booking and Payment

Once you have made your selection, contact the Training Department via the website: http://www.gepower.com/prod_serv/products/gis_software/en/training.htm

or email <mailto:uk.training@ps.ge.com> or telephone Jane Moody on +44 (0) 1223 449380 to make a provisional booking. A quotation, stating the course details and course fees will be forwarded to you. This should be signed and returned with a cheque or valid purchase order. Provisional bookings are only valid for 10 working days.

On receipt of the signed quotation, GE Energy will issue an invoice, which must be paid in full before the commencement of the course.

Full joining instructions will be sent prior to the start of the course.

2. Cancellation of Booking

Cancellations must be made in writing and must be received by GE Energy no less than two weeks prior to the start of the course. The Customer may substitute a suitably qualified alternative for any student enrolled at any time up to the commencement of the course.

The Customer agrees to pay the full course fee for any conditionally confirmed booking not taken up and for which a valid cancellation has not been made.

3. Pricing Policy

Subject to Clause 4, only the course fee that is quoted in the GE Energy Smallworld Training Price List shall be considered valid and current. The course price is exclusive of Value Added Tax. The course fee includes course materials, the use of a GE Energy GIS workstation, buffet lunches, and hands-on assistance from the course instructor. It does not cover any ancillary expenses such as travel and accommodation, which is the sole responsibility of the Customer.

4. Price Change

GE Energy reserves the right to change the course fee at any time without prior notice. In the event of a price change, the new price will be charged for all provisional bookings.

5. Customer Responsibility

The customer is responsible for ensuring that:

- a) Students possess the pre-requisites and skills as stated in the course descriptions.
- b) Students do not disclose, provide, or make available to any person other than the Customer or own personnel any software, documentation, or copies thereof in whole or in part, acquired during the course, without the permission of GE Energy.



- c) Students do not copy in whole or in part any materials acquired during the course except under the supervision of, and in accordance with, the instructions of GE Energy personnel.
- d) Students do not remove from GE Energy' premises any materials other than program materials written by the student, course notes, and GE Energy course materials given to the student for their retention.
- e) Students will make themselves aware of and adhere to, the policies and procedures of GE Energy, which relate specifically to security, health and safety, and emergencies.
- f) Students are made aware of the above requirements.

6. Student Performance

GE Energy can assume no responsibility for the performance of any student after the course attendance. GE Energy reserves the right to terminate the training course for any attendee it feels is unfit to attend. The Customer will not be entitled to any credit or reimbursement with respect to course fees paid or due in this respect.

7. Course Content

The contents of each course are detailed in the GE Energy Training Course descriptions. However, GE Energy reserves the right to adjust the syllabus of any course at its sole discretion and without notice.

8. Course Cancellation

GE Energy reserves the right to cancel any course or individual confirmed enrolment by informing the customer not less than 7 days prior to the scheduled start of the course.

If, where notice has not been given, GE Energy is unable to start or continue a course as scheduled due to illness or unavoidable absence of the GE Energy instructor, or any other reason beyond GE Energy' reasonable control, GE Energy will attempt to remedy the situation within a reasonable time but will not be liable for failure to do so.

9. Training Location

Unless otherwise specified, all training courses will be held in the GE Energy Smallworld training facilities.

If required, training can be provided on the customer's premises if assurances can be given in the areas of:

- proper private training facilities in a clean and quiet environment with whiteboard, overhead projector and screen, and suitable furniture,
- at least one workstation for every two students,
- correct version of the software loaded and access to adequate licences,
- all attendees meet with the course pre-requisites and are not disturbed during the course,
- provision is made for a midday meal.

10. Course Times

Unless otherwise notified, courses will commence at 10.00 am on the first day (9.00 am thereafter) and conclude at 5.30 pm (4.30 pm on the final day). There will be planned breaks during the morning and afternoon with a midday break for lunch.

11. Limitation of Liabilities

GE Energy shall not be liable for any indirect, special, or consequential damages, which may arise from its performance under this agreement.

12. Governing Law

This agreement is subject to the governing laws of England.

13. Severability

If any part of this agreement is determined by any court or tribunal or body of competent jurisdiction to be wholly or partially unenforceable for any reason, such part shall be separated from the remaining terms, which shall continue to be valid to the fullest extent permitted by law.



Registration Form

GE Energy UK Smallworld Training Registration

You can register by filling out this registration form and submit it by mail or fax. Alternatively, you can e-mail a request to uk.training@ps.ge.com.

*GE Energy, Smallworld Product Training
Attn: Jane Moody
Elizabeth House, 1 High Street
Chesterton, Cambridge
CB4 1WR, England
FAX: +44 1223 311145
E-mail: uk.training@ps.ge.com*

Your Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

E-mail: _____

FAX Number: _____

GE Product: _____

Course Name and Date: _____

Student Name(s)

Previously Attended Courses

Purchase Order #: _____

Hotel Accommodation and Transportation

Please refer to the document below for a list of hotels and transportation options:

http://www.gepower.com/prod_serv/products/gis_software/en/downloads/training_centre_info.pdf